

Ingersoll Support Services Inc.

Policy: Orientation

Policy # HR 3

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement – yes

Review Date: September 26 2017

Employees will be provided with an orientation to Ingersoll Support Services that includes the support requirements of the people they will be supporting and the agency's mission, values, policies and procedures, requirements and expectations.

Procedure:

1. The employee will be provided with an orientation package. Orientation will also be completed for Students, Volunteers and involved Members.
2. It is the responsibility of the supervisor to provide the orientation process for the new employee, Student or Volunteer.
3. An orientation checklist will be completed for each new employee to ensure that all relevant areas are covered. The checklist must be signed, dated and placed in the employees personnel file. The Orientation will be considered the beginning of Ongoing Training as per Policy QAM 25-27.
4. The checklist will include but not be limited to:
 - Mission, Vision, and Principles of Service
 - Job Description
 - Policies and Procedures
 - Quality Assurance Measures
 - Serious Occurrences
 - Individual Rights
 - Prevention of Abuse
 - Physical Restraint
 - Workplace Harassment and Violence Policy
 - Personnel Information
 - Hours of Work
 - Notification of Absence
 - Staff Meetings
 - Supervision
 - Expenses
 - Staff Training Requirements
 - Probationary Period
 - Benefits

- Vacation Requests
- Performance Appraisals
- Performance Expectations
- Mandatory employment forms
- Emergency and Fire procedures
 - Health and Safety procedures
 - Vehicle Operation
 - Medication procedures and Medication Administration Checklist
- Support Information specific to the people they will be supporting
 - Review of Support Plans and Agreements, or other relevant documents