

Landward Research

INDUCTION POLICY



Table of Contents

1	INTRODUCTION	3
2	POLICY AIMS AND PURPOSE	3
3	SCOPE	3
4	INDUCTION PROCESS	3
4.1	Pre-Start Date	3
4.2	Day One	4
4.3	Week One	4
4.4	Month One	5
5	REVIEW.....	5

1 Introduction

It is important that all new Landward Research staff members feel welcome and valued and are able to settle in quickly.

Timely induction benefits both the employee and the employer. Helping the employee to adjust easily to their new situation enables them to quickly become effective and efficient in their role.

This policy provides guidelines to ensure all new Landward Research staff members are made aware of the requirements of their role, policy/procedure, legislation, expectations and any restrictions.

2 Policy Aims and Purpose

This policy aims to ensure that staff member induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new role and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aims to set out general steps for managers and staff members to follow during the induction process.

Induction helps staff members to understand their role and provides an overview of the mission, vision and values of Landward Research.

3 Scope

This procedure applies equally and fully to all Landward Research Ltd staff members and to staff members of all subsidiary companies of Landward Research Ltd (on 2nd September 2022: Landward Research Teoranta, Landward Limited Liability Corporation and Landward Limited). It is expected that all managers and staff members will adhere to this policy.

4 Induction Process

4.1 Pre-Start Date

Ahead of the staff member's first day at Landward Research, their manager will ensure that they have:

- A Landward Research Microsoft Office Account
- Any equipment that they need to carry out their role, in line with the Homeworking and Travel and Expenses Policy
- Business Cards
- A contract of employment
- An agreed reasonable adjustments passport (if applicable)

The manager will ensure that the organisation has details such as bank account details, full contact details, and National Insurance Number, to set-up payroll and any other eligible benefits from day one.

4.2 Day One

On the staff member's first day, their manager will meet with them, via Microsoft Teams, to:

- Ensure the staff member has an understanding of the responsibilities of the job, how it contributes to Landward Research's strategic priorities, and how it relates to the work of others
- Set expectations about appropriate workplace behaviours, in line with Landward Research Values and Code of Conduct
- Discuss preferred working practices and agree how they will work together
- Agree absence reporting procedure
- Arrange a date for setting objectives and initial performance review

4.3 Week One

Within the first week (or as soon as possible thereafter), the new staff member should:

- Attend a weekly all-staff meeting
- Familiarise themselves with the Landward Research Code of Conduct
- Familiarise themselves with the Landward Research Values

The manager should introduce the new staff member to Breathe HR and ensure that they know how to request leave, record sickness absences, and submit expense claims – in line with appropriate policies.

4.4 Month One

Within the first month, the new staff member should:

- Meet one-to-one with any staff members they will be working with
- Ensure that they are able to access all Landward Research Policies and Procedures (these are available on the Landward Research Teams site/SharePoint, the Landward Research website, and Breathe HR). They should familiarise themselves with any relevant policies and procedures (if they are unsure which documents are relevant, they should discuss this with their manager) and discuss anything that is unclear with their manager
- Agree their objectives and Learning and Development Plan for the next year with their manager, in line with the Performance Management Policy

The manager should:

- Make any relevant external introductions
- Discuss the Landward Research Mission, Vision, and Strategic Priorities with the staff member and ensure they understand how these relate to their work
- Meet at least once a week with the new staff member to check-in on how they are settling in, any challenges they are encountering, and how they are feeling about their new role and the company
- Establish how often they will have ongoing check-ins

5 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice and any other relevant information.