



TOMAX
L O G I S T I C S

Providing safe & secure, end-to-end supply chain solutions since 1987

Induction Policy

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Authorised: Group Human Resources & Compliance Manager

PURPOSE

This policy reflects Tomax Logistics' commitment to ensure that all employees appointed to new positions receive guidance and information to enable them to be successful in their new role. The policy sets out topics for orientation and induction training for all employees.

POLICY

This policy aims to provide a framework for orientation, induction and mandatory training for staff which welcomes employees as valued new staff and ensures that there is a clear understanding of the job, as defined in the role description, and how duties are carried out with safe work practices to avoid the possibility of injury to the employee or others. We also aim to encourage staff retention through personalised development programs, and by helping employees understand their part in the whole organisation.

PROCEDURE

Line Managers are responsible for ensuring that the required training is carried out as per the company's training schedule. Required training must be carried out by competent supervisory staff members and be tailored to suit the needs of the new employee. Staff given the task of training new employees must be advised at least 5 working days in advance so as to adequately prepare.

Training must take place in a suitable environment within the Tomax Logistics office or on site externally if the position requires. On completion of the initial mandatory training period, both trainer and trainee should review the process and discuss any issues to determine if any further training is required to bring the trainee up to required standard.

The trainer should file their report relating to the induction process to the Line Manager within 1 working day of the completion of training using the Induction Checklist.

The trainer and responsible Line Manager should then confer to determine if any further follow up training is required or if the new employee can be said to have passed the induction training phase. Results should be finalised and confirmed on the Induction Report Form.

REVIEW

Feedback from new staff on completion of the training should be collated and used by management to review the induction procedures. Consequently, any Induction procedures must be kept up to date to allow for changing market conditions and client requirements.