

# Welcome to Southern Response

Employee Name \_\_\_\_\_ Start Date \_\_\_\_\_

Manager \_\_\_\_\_

HR to do induction	•
<p><b>Welcome &amp; General Info</b></p> <ul style="list-style-type: none"> <li>Hours of work: 8.30am – 5.00pm (1 hour lunch break).</li> <li>Building access: You will be allocated a swipe card which allows 24/7 access to the building – you will need to have this on you at all times.</li> <li>Car parking: Refer to back of induction pack for parking map. Move your car to front of building if working after hours.</li> <li>Southsite: Company intranet – all general company information can be found here.</li> </ul>	
<p><b>Wider Introduction to the Role</b></p> <ul style="list-style-type: none"> <li>Team structures/roles within Southern Response (diagram included in induction pack).</li> <li>Organisational structure on Southsite (diagram included in induction pack).</li> <li>Employee directory found on Southsite – photos and job titles.</li> <li>Any IT issues – internal IT team. Find contact/process details on Southsite.</li> <li>Expectations of new employee in the role - covered by your Manager.</li> <li>Immediate priorities/work allocation/training - covered by your Manager.</li> <li>Photo and brief blurb about yourself required for Southsite “New Recruits” page (photo taken during induction)</li> </ul>	
<p><b>Employment Documents, Payroll &amp; Personnel Records</b></p> <ul style="list-style-type: none"> <li>Ensure all employment documentation is completed (and sent to HR).</li> <li>Pay details: You are paid fortnightly on a Wednesday - in your account on Thursday morning.</li> <li>HRSS: This is an employee payroll tracking system – view all payslips, request leave etc. You will need to enter/update all your contact details in HRSS for emergency purposes. User name and password will be emailed when you commence.</li> </ul>	
<p><b>Health &amp; Safety Briefing</b></p> <ul style="list-style-type: none"> <li>The majority of H&amp;S information can be found on Southsite.</li> <li>H&amp;S committee</li> <li>Fire assembly point – end of cul-de-sac</li> <li>EAP: Free counselling service available – completely confidential. Further details/application found on Southsite.</li> <li>Health and well being: Brochure in induction pack. Ensure you are taking the correct breaks, ergonomic testing on Southsite to ensure your setup is correct. If you require footrests, ergonomic keyboards, mouse pads etc contact [REDACTED] at Reception. Any stationery can be ordered through [REDACTED] she places an order every Wednesday.</li> <li>Accident register/hazard register/aggressive/unacceptable behaviour forms</li> <li>Emergency procedures, evacuation and flip chart can be found at reception</li> </ul>	

<p>on level 2.</p> <ul style="list-style-type: none"> <li>• Take time to familiarise yourself with Southsite.</li> </ul>	
<p><b>The Employment Relationship – Our Expectations of Employees</b></p> <ul style="list-style-type: none"> <li>• Our policies <ul style="list-style-type: none"> <li>- Personal phone calls/Private appointments: Try to book any private appointments outside office hours, however if this isn't possible, please discuss timing with your Manager for approval.</li> <li>- Leave/Sick leave (provide managers cell phone number).</li> <li>- Dress code is smart casual &amp; casual Friday every Friday – tidy jeans etc (Arrow has a different dress code)</li> <li>- SAGE – Staff Advisory Group Elect. Further information on Southsite. Social Club Committee</li> </ul> </li> <li>• PDR Process/KPIs – discuss with Manager.</li> <li>• Remuneration and Reviews – discuss with Manager.</li> </ul>	
<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Fuel card discount. Application form found on Southsite. Approximately 15-20 cents off every litre and the remaining amount is taken out of your pay once a month.</li> <li>• Free eyesight testing.</li> <li>• Gym membership discount – discuss with (██████████ - finance)</li> <li>• Sushi/sandwich delivery days 5 times per week. Ask ██████████ (Administration) for further details.</li> <li>• Free fruit every Monday and Wednesday.</li> <li>• Social Club – regular events and activities.</li> </ul>	
<p><b>Tour of Office</b></p> <ul style="list-style-type: none"> <li>• Tour of office and facilities, toilets, kitchen first aiders and kit, emergency evacuation and assembly points, dishwasher duties</li> <li>• Stationery: Help yourself, if you use the last of anything tell ██████████</li> <li>• Access card from ██████████</li> </ul>	

Read through the enclosed information and sign and return your First Day Sign Off Form to HR

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