INDUCTION TRAINING & CHEKLIST

Employee Name: Waqar Pervait	Department: Waqar Pervait
Nationality: Pakistan	Designation: Helper
Date of Joining 04.09.2021	Induction Dt.: 04.09.2021

Induction Elements		Remarks
1. Give appointment letter & receive signature	✓	
2. Brief explanation of services provided by Company, its structure etc	✓	
3. Explain office discipline , Hierarchy	✓	
4. Dress code & Personal Hygiene and Appearance	✓	
5. Expectations & Responsibilities of the Role	✓	
6. Working hours and Leave Policy	✓	
7. Customer service and Quality	✓	
8. Introduction to all office staffs	✓	
9. Quality program & Quality Manual	✓	
10. Termination of employment, Notice period	✓	
11. Provide accommodation facility (if applicable)	✓	

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Induction Elements		Remarks
12. Complete labour & immigration documents	✓	
13. Office Transportation (if applicable)	✓	
14. Familiar with Office, warehouse area	✓	
15. Fire exits & First aid box location	✓	
16. IT and Environmental policy	✓	
17. Social responsibility and code of conduct	✓	
18. Health and safety	✓	
19. Explain core values of organization	✓	
20. Explain organization goals	✓	
21. Explain Tag Line : "Anytime anywhere Feel Stress Free "	✓	
Other Questions from new employee. (if any)		—
I have received the above induction training: **New employee signature:**		**Induction given by:** C. Dcruz **Designation.** Admin **Sign:** C. Dcruz