



INDUCTION POLICY

1) PREAMBLE

- a) The Board of Director of Radio Zibonele realises that in order to maintain effective and efficient service delivery, all employees must be taken through a comprehensive induction process.
- b) Radio Zibonele commits itself to assist new employees to integrate into the culture of the organisation and to acquaint themselves with details and the requirements of the job as quickly as possible.
- c) The induction process will take place by means of a formal induction checklist which will guide the Human Resource functionaries and Departmental Managers or delegates for the purpose of employee orientation.
- d) The induction checklists are attached as per Annexure A.

2) PURPOSE

- a) The purpose of this policy is to provide guidelines and a framework to enable and facilitate the integration of new employees into the Radio Zibonele. Radio Zibonele believes that all new employees must be effectively inducted into the station. Induction is regarded as a vital part of staff recruitment and integration into the working environment.
- b) This policy, associated procedures and guidelines define Zibonele's commitment to ensure that all staff is supported during the period of induction, to the benefit of the employee and the Radio Zibonele alike.
- c) It is the aim of Radio Zibonele to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible.
- d) This induction policy, associated procedures and guidelines aim to set out general steps for Managers and Staff to follow during the induction process. It is expected that all Managers and Staff will adhere to this policy.

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3) OBJECTIVES

- a) To provide new employees with the necessary training, information about their role and culture of Zibonele to ensure a smooth transition into their new position. *This also assists with the retention of the new employee.*
- b) Acquainting new employees with the organisational objectives, mandate and job procedures;
- c) To provide a welcoming, caring and supportive experience of the organisation.
- d) To build loyalty through an effective induction process, setting clear expectations and providing ongoing training and feedback.
- e) To establish a clear communications channel.
- f) Establishing relationships with co-workers including managers and other colleagues.
- g) To provide information about the organisation, the structures, the policies and Procedures.
- h) Providing the employee with an indication of the preferred means by which organisational goals should be attained;

4) SCOPE OF THE INDUCTION TRAINING

- a) Induction training shall be conducted for all employees of the Zibonele as follows:
 - i) General organisation induction which affect all employees within Radio Zibonele including new employees.
 - ii) Departmental induction which will be tailored to the new employee's specific department and job.

5) RESPONSIBILITY FOR INDUCTION

- a) The following components will be involved in the induction process:

- i) Human Resources Department

The Human Resources Department will be responsible for issues such as the employment contract, compensation, policies, benefits and the development and monitoring of the success of the induction checklist.

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- (1) The Manager Human Resources meets and greets the new employee on the first day. During the meeting, the Manager Human Resources covers Induction Checklist A, including HR administration i.e. filling in of forms etc.
 - (2) The Manager Human Resources takes the new employee on a tour of Zibonele, introducing to current staff, showing facilities available and emergency exits, fire extinguishers and first aid boxes locations.
 - (3) Within the **first two working days** of commencement, the Manager Human Resources is to ensure that the new employee has read, completed and where relevant, signed the following documents:
 - (a) Letter of Offer
 - (b) Job description;
 - (c) Performance Assessment Forms
 - (d) And all other forms that needs to be filled.
- ii) The Station Manager
- (1) It is the responsibility of the Station Manager to meet all new employees and briefly explain to them the history of Radio Zibonele, introduction and role of Board of Directors, the role and responsibilities of the different department within the Zibonele.
 - (2) The Station Manager meets new employee on the first day and covers Staff Induction Checklist B.
- iii) The Line Manager
- (1) The Line Manager must ensure that the employees in his or her department receive all the information necessary to enable them to function as efficiently and effectively as possible.
 - (2) This will include the introduction of new employees to co-workers, explaining job duties and responsibilities as well as procedures, rules and regulations and also taking the employees on a familiarisation tour of the workplace.
 - (3) Line Manager completes the Staff Induction Checklist C as well Checklist D.

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(4) The Line Manager may also choose to develop a specialised induction training to ensure that new employees are adequately familiarised with key information relating to their workplace, this is recorded via Staff Induction Checklist E.

6) BENEFICIARIES OF THE INDUCTION PROCESS

- a) There are three categories of employees who will benefit from induction process as follows:
- i) **NEW EMPLOYEES**
(1) It is vital that all new employees should receive proper induction training.
 - ii) **TRANSFERRED/PROMOTED EMPLOYEES**
(1) Existing employees who have been transferred or promoted within the Zibonele will receive induction training, especially if the transfer or promotion involves a significant change of environment.
 - iii) **ALL CURRENT EMPLOYEES**
(1) An induction training involving all current employees shall take place from time to time to disseminate information relating to new policies that have been formulated and other policies that have been amended.

7) DURATION OF INDUCTION

- a) Induction training shall be conducted for a period not exceeding two days for HR induction and two days for departmental induction.
- b) The induction period can be extended for a longer period if the need arises to ensure that new employees are properly inducted. Existing employees shall be subjected to induction process on an on-going basis depending on availability of new or amended policies and programmes.

8) EVALUATION OF INDUCTION PROCESS

- a) The following quantitative measures shall be carried out by the HR Functionaries after a period of six months to evaluate the success of the induction process:
- i) Labour turnover statistics
 - ii) Sickness and absenteeism rates
 - iii) Questionnaires and exit interviews

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9) INDUCTION FOR NEW MANAGERS IN ZIBONELE

a) Objectives

- i) To provide new managers with an understanding of all Zibonele Policies and Procedures relevant to their role.
- ii) To highlight and provide training in all areas of management responsibility within those Policies and Procedures
- iii) To clarify the requirements/expectations of the role
- iv) To provide information regarding sources of information and support

b) Areas of common responsibility

- i) General Management
- ii) Health and Safety

(1) General Management

- (a) The strategic vision of ZIBONELE includes a commitment to providing a caring and supportive environment to all Staff. Therefore management of people is key to achieving this vision.
- (b) As part of this vision, the Human Resources Department have developed a number of processes and procedures around best practice and employment legislation.
- (c) During the first week new managers will have scheduled meetings with members of the Human Resources Department where they will be briefed on each of the relevant Human Resources Policies and Procedures.
- (d) Sub-modules they need to complete:
 - (i) Management Training
 - (ii) Dealing with Grievance & Discipline
 - (iii) Conflict Resolution
 - (iv) Emotional Intelligent
 - (v) Management of Resources
 - (vi) An other

(2) Health and Safety

- (a) New managers should have a scheduled meeting with the ZIBONELE Health & Safety Officer who will provide them with an overview of Health & Safety Policies and associated management responsibilities.

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Checklist A: HR Administration

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