

Sample Induction List

Item	Discussed (Yes/No)	Item	Discussed (Yes / No)
Probation details		Phone List	
Hours of Work		Private use of phones	
TOIL		Mobile Phones	
Time Keeping		Photocopiers / Fax	
Coffee / Tea breaks		Locations of Toilets Stationery	
Pay		Location of First-Aid Facilities	
Methods of Payment		Location of Fire Equipment	
Pay Days		Exits and Escape Routes	
P45		Reporting Accidents	
Bank Details		Security	
Pension		Emergency Contact Details	
PPS Number		Training	
Subsistence and Travel Expenses		Dress Code	
IT & E-mail Policy		Grievance Procedure	
Absences		Bullying & Harassment Policy and Procedures	
Sick Pay scheme		Disciplinary Procedure	
Report sick absence		Introductions to Staff & Tour of Office	
Annual Leave		Copy of Staff Handbook given	