

Induction Process Checklist

- I have read and understand SocialLink's:
 - Maximising Our People and the human resource policies and procedures
 - Financial policies and procedures
 - Te Tiriti o Waitangi policies and procedures
 - Health and safety policies and procedures

- The General Manager and myself have reviewed the terms and conditions of employment including the job description, hours of work, sickness absence procedures, break and holiday entitlements) and I understand these.

- I have been inducted into The Kollektive including security, car parks, photocopying, tour of the building

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Employee signature

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Employee name

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General Manager signature

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General Manager name