

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Human Resource Policy/Procedure
Staff Orientation
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: March 26, 2015 (R)
DISTRIBUTION: Employees

Policy:

Atikokan Literacy Incorporated staff will be provided with an orientation prior to the assignment of duties. Staff shall sign a form stating that they have completed orientation and understand the Human Resources Policies and Procedures. This form shall be retained in the staff personnel files.

Procedures:

1. Contents:

- a) an overview of the agency’s mission statement
- b) a review of written human resource policies and procedures to be retained by employee
- c) instruction regarding agency rules and daily routines
- d) emergency procedures and a list of emergency telephone numbers
- e) code of conduct
- f) hours of work and schedules
- g) review of the job description
- h) introduction to other staff and program participants

2. All Atikokan Literacy Incorporated staff will be trained and have an up to date certification in CPR and First Aid.

3. Staff meetings will be held on a regular basis.