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| **Induction Checklist** |  |

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| **Employee** |  | **Job title** |  |
| **Supervisor** |  | **Start date** |  |

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| **Management structure and job responsibilities** |
| Overview of firm and its aims |[ ]
| Office tour and introduction to other staff members |[ ]
| Organisation structure and roles of key staff |[ ]
| Role of employee and Role Profile/Job Description |[ ]
| **Terms and conditions of employment** |
| Explanation of terms & conditions e.g. working hours, holidays, sickness, benefits etc. |[ ]
| Check receipt of key documents – contracts, etc |[ ]
| Employee identity verified |[ ]
| Employee’s eligibility to work in EU verified |[ ]
| Fee-earner’s disciplinary record checked (if appropriate) |[ ]
| **Health and safety** |
| Health and safety policy and briefing |[ ]
| Key health and safety and first aid contacts  |[ ]
| Emergency procedures and fire/evacuation arrangements |[ ]
| Accidents and first aid |[ ]
| Display Screen Equipment (DSE) workstation assessment |[ ]
| Demonstration of office equipment |[ ]
| **Key policies** |
| SRA Standards and Regulations: relevant provisions, COLP/COFA, breach reporting |[ ]
| Equality and Diversity Policy |[ ]
| Prevention of financial crime (e.g. money laundering, bribery, cybercrime) |[ ]
| Confidentiality and conflict of interest handling |[ ]
| Client care and complaints handling policies |[ ]
| **The Quality System** |
| Overview of key procedures and policies |[ ]
| Overview of SQM |[ ]
| Access to Quality Procedures Manual and related documents |[ ]
| **Information management, data protection and security** |
| Email and internet usage policy, social media policy, virus prevention etc. |[ ]
| Information Management and Security Policy e.g. data management, passwords, security, information/data storage and destruction  |[ ]
| Data protection/GDPR e.g. breach reporting, subject access requests, Staff Privacy Policy |[ ]
| **Comments/any immediate training requirements** |
|  |
| **Signed (employee):** |  | **Date:** |  |
| **Signed (for firm):** |  | **Date:** |  |