|  |  |
| --- | --- |
| **Induction Checklist** |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Lexcel | | | |  |
| 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:** |  | |