**Induction Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |

|  |  |
| --- | --- |
| 1. Fire Safety, tests, drills, evacuation and muster point |  |
| 1. Working hours and breaks |  |
| 1. Office/Facility walk round |  |
| 1. Introduction to Organisation and key people |  |
| 1. Introduction to Products/Services |  |
| 1. DSE assessment |  |
| 1. Non-disclosure |  |
| 1. Professional discretion |  |
| 1. Information protection and intellectual property |  |
| 1. Use of personal social media |  |
| 1. Use of mobile phone |  |
| 1. Use of office phone |  |
| 1. Office security alarm and door security |  |
| 1. Use of laptop computers |  |
| 1. Email communication |  |
| 1. Access to the systems and server |  |
| 1. External drive usage |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Authorised: |  |