**Induction Checklist**

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| Name: |  |  | Date: |  |

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| 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
 |[ ]

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| Signed: |  | Authorised: |  |