

Induction to Glasgow Life

Delegate – Receipt of Induction Information

Venue			
Date			
Induction Information – Content List			✓ or X
1. Code of Conduct			
2. Conditions of Service – Leave 2016			
3. Personal Relationships at Work			
4. Attendance Management Policy			
5. Reporting of Absence			
6. Work Life Balance Policy and Flexible Working			
7. Culture and Sport Health and Safety Policy (Extract)			
8. Employee Harassment Policy			
9. Code of Discipline, Disciplinary and Appeals Procedure			
10. Employee Guide to Discipline and Appeals Procedure			
11. Individual Grievance Procedure			
12. Annual Leave Purchase Scheme			
13. Policy and Guidelines on Acceptable Use of I.T.			
14. Service Standards			
15. Glasgow Life Promise			
Print Name		Date	
Signature			