

RELEVANT TO	All Employees
INTRODUCED	Human Resources Manager, Diocese of Maitland-Newcastle
REVIEW DATE/S	December 2019
APPROVED BY	Vice Chancellor Administration
RELATED POLICIES	Recruitment Policy Training and Development Policy
RELATED PROCEDURES	Orientation Procedure Employee Handbook
RELATED FORMS	Work Health Safety Commitment and Statement

1. Purpose

The Catholic Diocese of Maitland-Newcastle (The Diocese) and its affiliated agencies (St Nicholas Early Education (St Nicholas), CatholicCare Social Services Hunter-Manning (CatholicCare), Catholic Development Fund and Catholic Parishes) is committed to the delivery of services consistent with the Principles and Standards detailed in the resource Integrity in the Service of the Church and ensuring that employees are orientated within the organisations' environment, culture and position.

2. Policy Statement

The Diocese and its affiliated agencies are committed to ensuring the smooth transition of a worker into the organization.

3. Definitions

Worker as it relates to this policy means paid employees, contractors, student placements, work experience and volunteers engaged to conduct services on behalf of the organisation.

Organisation refers to The Diocese and its affiliated agencies, St Nicholas Early Education, CatholicCare Social Services Hunter Manning, Catholic Development Fund and Catholic Parishes.

Orientation of an employee refers to the onboarding process/s during the probationary period relevant to the position. The following elements are covered in these processes to

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ensure the employee is provided with the necessary tools to undertake their position:

- Job Description/ Task / Assignment Details
- Work health and safety,
- Policies,
- Procedures,
- Expectations,
- Objectives,
- Work environment,
- Culture, and,
- Key contacts are to ensure that the work health and safety of the worker is maintained during the conduct of work.

4. Scope

This policy applies to all workers engaged to conduct services on behalf of the organisation.

5. Policy Context

This policy applies to all workers engaged to conduct services on behalf of the organisation.

6. Responsibilities

All workers are responsible to undertake the relevant onboarding process.

Managers are responsible for ensuring the person onboarding undertakes and understands the process. Managers are also responsible for the final sign off of an employee's probationary period onboarding (where relevant).

The Human Resources Manager(s) are responsible for monitoring and assisting with compliance.

The Vice Chancellor/Director is responsible for ensuring compliance and understanding of the policy.

7. Legislative/Professional Guidelines

Fair Work Act 2007

Work Health & Safety Act 2011

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