

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Staff Orientation	Revised Date:	Sept 8, 2018
			Sec 1, 1A
		Reviewed:	July 23, 2018

STAFF ORIENTATION

- 1) NLLS will orientate all new and existing employee(s) in all NLLS policies and procedures.
- 2) All new and existing employee(s) shall be given employee orientation handbook that contains a copy of NLLS current policies and procedures.
- 3) All employee(s) will be required to read, understand, and agree to abide by the NLLS policies and procedures in the handbook.
 - a) Safety
 - i) Emergency exits, muster point
 - ii) Fire plan
 - iii) Location of first aid kits, eye wash station and fire extinguishers
 - b) Security
 - i) Front door access, key, fob and four (4) digit security code
 - c) Telephones
 - i) Voice Mail
 - ii) Answering Calls
 - iii) Training booklet
 - d) Roles and Responsibilities
 - i) Code of Conduct
 - ii) Human Resources Policy and Procedures

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval