PINEAPPLE PARTNERS

Induction Policy

Title of Policy Document **Issue Date and Version**	Induction January 2026 (Version 1)
Author / Department	Compliance Manager
Signed off by	 Director
Next review date	January 2027
Distribution	All services
First issue date	January 2026

1. Purpose and scope

A good start is not luck, it is planned. This policy sets out how Pineapple Partners inducts its own new employees, and what we do to ensure workers we place receive a proper induction from the hirer before they start work.

2. Our own staff

Before day one, we prepare: contract and right-to-work formalities completed, equipment and system access ready, and a named person to look after the newcomer. The first day covers introductions, the office essentials, and the policies that protect people, health and safety, safeguarding, data protection, equal opportunities. The first week focuses on the role itself: systems, clients, compliance standards and shadowing experienced colleagues. Through the first month there are regular check-ins, a growing caseload with support, and a review at the end of the probation milestone with clear feedback both ways.

3. Placed workers

For every assignment we confirm before the start date that the hirer will provide a site and role induction covering, as a minimum: emergency procedures and fire arrangements; first aid and accident reporting; site rules and any PPE; who the worker reports to; and, in care and other regulated settings, the client's safeguarding procedures and the name of the safeguarding lead. We brief the worker on the assignment details, pay arrangements, and how to raise any concern with us. If a worker arrives on site and the promised induction does not happen, they should tell us the same day, and we take it up with the hirer.

4. Compliance elements

Induction always includes, for staff and placed workers alike: how to report accidents and near misses; how to raise safeguarding concerns; and where to find our policies, published at www.pineapple-partners.co.uk. Completion of induction is recorded.

5. Review

Induction content is reviewed annually, and refined whenever feedback from a new starter or a hirer shows us a gap.