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PLANETCAST MEDIA SERVICES LIMITED

Induction Policy

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Document Maintenance

Version	Description of Change	Chapter/ Section/ Page	Date	Updated/Reviewed by
2.0	ISMS and IS awareness guideline was added.	Page 3	28 th Dec 2011	Karuna Parmar
2.0	First page Document control format changed.	Page 1	28 th Dec 2011	Karuna Parmar
3.0	Some topics are deleted from point no-4	Page 3	8 th Jan 2015	Shweta Ranjan
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Charu Gera	Shweta Ranjan	N.K.Badola

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PMSL INDUCTION POLICY

The objective is to orient new employees about the company, work environment & the policies. The focus is to make them aware of the procedures and policies followed within the company and various employee benefit schemes.

1. Identification of Employees:

All the new joinees go through the induction program within two weeks of joining. The list of new joinees is provided by HR department.

2. Intimation and approval:

Once the identification of employees for induction is done, the list with program details (date, time) is sent to concerned reporting manager for approval. Once the availability of the new recruits on the proposed date and time is confirmed by reporting managers, the participants are intimated accordingly.

3. Arrangements:

Make necessary arrangements in order to conduct the induction program like arranging the room, snacks, training material etc.

4. Topics covered :

All the new joinees are taken through the following topics:

- ❖ Company profile
 - ✚ History
 - ✚ Business
 - ✚ Future prospects
 - ✚ Organizational Hierarchy

- ❖ Rules and Regulation that should be followed
 - ✚ Rules about PC/Phone use & Printers
 - ✚ Guidelines for the official emails
 - ✚ Document Handling-Back-up & Archiving
 - ✚ Employees information security responsibility

- ❖ Policies and procedures that company follows

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Charu Gera	Shweta Ranjan	N.K.Badola



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- ✦ Time recording procedure
- ✦ Leave policy
- ✦ Employee grievance Redressal-escalation matrix
- ✦ Location of their personal work station
- ✦ Life style at Planetcast
- ❖ Work Environment
- ❖ Reporting authorities
- ❖ Benefit offered to the employee's
 - ✦ Medical benefits for employees and their families
 - ✦ Accidents and life risk policies
 - ✦ Performance based benefits
- ❖ ISMS and IS Awareness guideline should be followed
 - ✦ Password management policy
 - ✦ Email management policy
 - ✦ Clear desk and clear screen policy
 - ✦ IS policy
 - ✦ Different type of attack

A proper attendance record is taken, so that alternative schedule is planned for employees who couldn't attend the program. Structured oral & written feedback is taken to ensure that all the topics listed out are covered and understood by the participants and necessary changes are incorporated for improvement.

6. Responsible department:

Training & Development – Human Resources, PMSL

7. Enforcement:

- All users shall read and abide by this Induction Policy.
- Any employee found in violation to this policy shall be subjected to disciplinary action as mentioned under PMSL-ISMS-PO-020-Employee Discipline Policy.

Prepared By	Reviewed By	Approved By
Charu Gera	Shweta Ranjan	N.K.Badola