

NAME : _____

DEPARTMENT : _____

POSITION : _____

DATE : _____

1. Trainers Self-Introduction

10. Allowances

2. Company Introduction

(a) Outstation

(a) Company History & Profile

(b) Petrol (Specific Personnel Only)

(b) Company Organization

11. Attendance

(c) Company Business & Policies

(a) Clock In

(b) Late to inform who

3. Quality Management System

12. Absenteeism

(a) Overview ISO 9001

(a) Absence Effect on Pay & Co.

(b) Quality Policy, Objectives, etc.

(b) Disciplinary Action

(c) Quality Procedures

4. Probationary Period

13. Illness

5. Pay Procedures

(a) Company Panel Doctor

(a) How, When, Where Pay

(b) Medical Cert. Requirement

(b) Deduction

(c) Medical Chit (Submit To Whom)

(c) Payslip Format

14. Sitting Place/Assigned Desk

6. Working Hours & Break

15. Name Tag (if any)

7. Overtime

16. Office Equipment

(a) Availability & Arrangement

(a) Handling of Telephone

(b) Rate of Overtime

(b) Handling of Fax machine

(c) Handling of Computers

8. Leave Entitlements

17. Stationaries

(a) Rest Day

(a) Acknowledge of Receipt

(b) Public Holidays

(b) Replacement of Stationaries

(c) Sick Leave & Hospitalisation

(d) Annual Leave

(e) Paternity / Maternity Leave

(f) Marriage Leave

(g) Compassionate Leave

(h) Study Leave

(i) Unpaid Leave

(j) Emergency Leave

9. Leave Application

18. Cleanliness

(a) Procedures

(a) Own Desk/Work Place

(b) Effect on Pay

(b) Toilet

(c) Pantry

(d) Spring Cleaning

19. Safety

(a) Smoking regulations

(b) Safety Attire

MEPCON SDN. BHD.	Employee Induction Checklist	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 2 of 2
		Revision No.: 0		
<p>20. Security <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>21. Company Secrecy <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>22. Disciplinary Procedures <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>23. Company Sport Club Activities & Events <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>24. Changes in Personnel Record <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>25. Resignation</p> <p>(a) Notice of Termination <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>(b) Resignation Letter <input style="width: 40px; height: 20px;" type="checkbox"/></p>	<p>26. Communication</p> <p>(a) Personal Problem Consult <input style="width: 40px; height: 20px;" type="checkbox"/> _____</p> <p>(b) Job Problem Consult <input style="width: 40px; height: 20px;" type="checkbox"/> _____</p> <p>(c) Suggestion <input style="width: 40px; height: 20px;" type="checkbox"/> _____ _____ _____</p> <p>27. Other matters: _____ _____ _____ _____</p> <p>28. E-Mail Address (if applicable) <input style="width: 40px; height: 20px;" type="checkbox"/> _____</p>	<p>I hereby declared that I have conducted the above induction brief to the best of my ability:</p> <p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Induction Trainer Signature</p> <p>I have attended the above induction brief:</p> <p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">New Employee Signature</p>		
Prepared by:	Verified by:	Recorded by:		
Signature:	Signature:	Signature:		
Name:	Name:	Name:		
Appointment:	Appointment:	Appointment:		
Date:	Date:	Date:		