

**Jubaiha Center**

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STAFF INDUCTION POLICY

1. INTRODUCTION

Jubaiha Center is committed to ensuring a professional and structured induction for all new staff members. Our comprehensive induction program ensures that new employees understand the academy's vision, policies, procedures, and expectations, while equipping them with the tools and support necessary to succeed in their roles.

2. PURPOSE

The objectives of this policy are to:

- Provide a structured, consistent approach to staff induction.
- Introducing new employees to the academy's values, organizational structure, and operational systems.
- Ensure understanding of role-specific responsibilities, compliance, and quality standards.
- Facilitate integration into the team and promote a culture of professionalism and collaboration.

3. SCOPE

- This policy applies to:
- All new employees, regardless of contract type (full-time, part-time, temporary, or freelance).
- Staff returning after extended leave or internal transfers.
- Academic, administrative, and support staff.

4. PRINCIPLES

- The induction process at Jubaiha Center is:
- Tailored to individual roles and responsibilities.
- Delivered in a timely and structured manner.
- Compliant with Jordanian labor laws, educational standards, and internal procedures.
- Designed to support staff wellbeing, development, and long-term retention.

5. INDUCTION STAGES

5.1 Pre-Induction

- Issuance of offer letters, contracts, and relevant onboarding documents.
- Setup of IT access (email accounts, learning platforms, communication systems).
- Arrangement of workspace and necessary resources.

5.2 Day One

- Welcome session with the Principal or Line Manager.
- Introduction to core policies (e.g., Code of Conduct, Equality & Inclusion, Data Protection).
- Academy orientation, including health and safety protocols and emergency procedures.
- Assignment of an Induction Mentor for department-specific guidance.

5.3 Week One

- Role-specific training (curriculum systems, student management tools).
- Departmental orientation and team introductions.
- Clarification of job expectations, working hours, reporting lines, and performance metrics.
- Overview of communication platforms and escalation procedures.

5.4 First Month

- Observation and shadowing (for teaching staff).
- Setting performance objectives in a one-to-one meeting with the line manager.
- Ongoing informal feedback sessions.
- Introduction to the Continuous Professional Development (CPD) framework.

5.5 Probation Period

- All new employees undergo a probationary period of 3 to 6 months.

- Formal reviews at midpoint and end of probation with documented feedback.
- Confirmation of employment upon successful completion.

6. RESPONSIBILITIES

- Human Resources:
 - Coordinate induction schedules and ensure completion of required documentation.
 - Monitor training progress and maintain staff records.
- Line Managers:
 - Deliver department-specific induction and monitor early performance.
- Induction Mentor:
 - Provide informal support, answer questions, and assist in acclimatization.
- New Employees:
 - Actively participate in all induction activities.
 - Communicate any concerns or training needs promptly.

7. DOCUMENTATION

- All employees sign an Induction Checklist confirming awareness of key policies and training completion.
- Documents are securely stored in personnel files and reviewed during audits.

8. REVIEW AND EVALUATION

- Feedback is collected from new employees and line managers' post-induction.
- Adjustments are implemented based on feedback to enhance future programs.
- HR reviews the policy annually for relevance and compliance.

Approved by:

Director General, **Jubaiha Center, Jordan**

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