

## HUMAN RESOURCES

<b>Subject</b>	<b>COLLEGE ORIENTATION OF NEW EMPLOYEES</b> 4.11 Orientation (OC Wide) for New Employees
<b>Procedure Section</b>	<b>5 Employee Orientation</b>
<b>No.</b>	5.00
<b>Exempt Employment Policy References</b>	
<b>Collective Agreement References</b>	
<b>Forms &amp; Other Reference Material</b>	
<b>Status of Approval</b>	Approved 23-Apr-2013 Chris Rawson

### **PREAMBLE:**

OC will provide orientation programs for all new employees to ensure that they are familiar with OC's mission, vision, values, goals, organizational structure and other key topics.  
program is mandatory for all new employees

### **PROCEDURE:**

1. An orientation program for new employees will be organized by the Human Resources Division on a regular basis.
2. It is mandatory for new employees to attend a College orientation program following the commencement of their employment.
3. Every effort will be made by designated supervisors to ensure new employees attend.