

## **Templates**

### ***Examples only***

#### **Orientation Package**

**Welcome to** [NAME]

This information package is designed to assist you in your orientation to our organisation. We encourage you to ask lots of questions and if you feel information needs to be included that is not, please let us know.

**Vision** [INSERT]

**Purpose** [INSERT]

**Our Values** [INSERT]

**History of Organisation** [INSERT OR PROVIDE SEPARATELY]

**Organisational Structure** [INSERT OR PROVIDE SEPARATELY]

**The Team** [LIST]

**As at** [DATE]

**Time Sheets and Pay Periods** [INSERT]

#### **Relevant Policies and Procedures**

Examples:

Vehicle	<input type="checkbox"/>
Privacy	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>
Financial Policy	<input type="checkbox"/>
Recruitment	<input type="checkbox"/>
Complaints	<input type="checkbox"/>
Prevention of Sexual Harassment	<input type="checkbox"/>

#### **Keys**

[INSERT]

#### **After Hours Access**

[INSERT]

#### **Use of Vehicles**

[INSERT]

#### **Communication Systems**

[INSERT]

**Phones**

Phone numbers: [INSERT]

Call minder system: [PROVIDE ORGANISATIONAL INFORMATION DETAILS OF HOW TO ACCESS]

**Fax**

[INSERT ORGANISATIONAL INFORMATION DETAILS OF HOW TO OPERATE]

**Postal Address**

[INSERT]

**Street Address**

[INSERT]

**E-mail**

General: [INSERT]

Person specific: [INSERT]

**Mailing List**

[INSERT]

**Messages**

[INSERT]

**Meeting Times**

[INSERT]

**Booking Meeting Room**

[INSERT]

**Use of Computers**

[INSERT]

**Stationary and Office Supplies**

[INSERT]

**Use of Photocopier**

[INSERT]

**Milk/Tea/Coffee Supplies**

[INSERT]

**Cleaning**

[INSERT]

**Other**

[INSERT AS APPROPRIATE]