

**SQM INDUCTION CHECKLIST**

AREA OF INDUCTION	DATE COMPLETED
<b>Office Manual and relevant procedures in particular:</b>	
Business Aims	
Management Structure	
Client Care & Complaints	
Equal opportunities (including behaviour to other staff & clients)	
Confidentiality	
Money Laundering	

<b>Introduction meeting to discuss:</b>	
Any problems with Quality Manual	
Responsibilities of key staff	
Their role & responsibilities	
Fire procedures	
Procedures for holidays	
Procedure in the event of sickness	
Agreeing and signing of contract of employment	
Health and Safety	
<b>Tour of office premises</b>	
<b>Demonstration of office equipment</b>	

<b>Signed</b>	
<b>Manager</b>	
<b>Inductee</b>	
<b>Date</b>	