New starters/leavers Policy

Process for new starters

- **Accommodation/equipment** - all new members of staff will be provided with a desk and PC. If new equipment is required, please contact Christian Coe or Paul Noble
- **IT account** - an application for an IT account for new members of staff will be processed prior to their arrival so that details of the account will be provided within a starter pack which all new members of staff receive on their first day.
- **Staff induction** - All new members of staff will be required to attend a staff induction session. Details of time/venue will be emailed within their first week.
- **Probation** - all new members of staff are required to complete a satisfactory probationary period. Line managers are encouraged to have regular meetings with new members of staff to discuss the requirements for the role and any training.

Process for staff leaving the Department

- **Leavers meeting** - all staff will have an 'exit interview' to outline what needs to be done prior to their departure. This can include discussion regarding finances, equipment, and continued IT access (if required).
- **IT account** - staff IT accounts will normally close on the last day of service. However, if prolonged access to email accounts is required, arrangements can be made to keep the account open for a maximum of 3 months following the last day of service.
- **Equipment** - all equipment provided by the company remain the property of Telecoms Advisor Ltd and consequently must be returned before departure.
- **Swipe cards/keys** - all swipe cards/keys will need to be returned on the last working day.