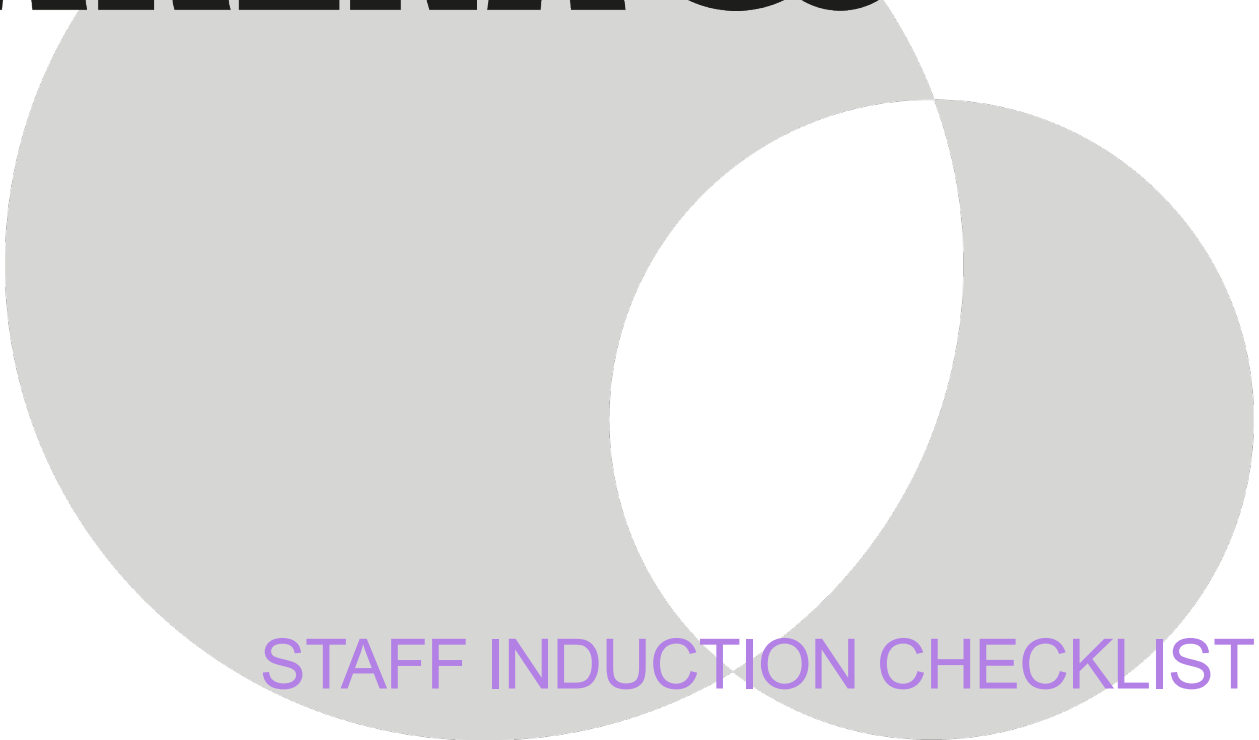


PLYMOUTH ARENA

A large, light gray stylized letter 'P' serves as a background logo. It is composed of two overlapping circles, with the right circle shifted slightly down and to the right, creating a white space in the center.

STAFF INDUCTION CHECKLIST

VERSION: 2.0

DATE: 06/11/25

**ICONIC.
INDEPENDENT.
YOURS.**

STAFF INDUCTION CHECKLIST

PURPOSE

The checklist below is designed to confirm all elements of your New Starters Induction, this should be completed with your Line Manager within the first two weeks of employment and will be kept on file within your personnel folder for the duration of your employment.

Your Line Manager will complete a separate role specific checklist comprising of departmental policies and procedures that you must read as part of your job role.

Should you require further training or need additional information, please discuss this directly with your Line Manager, who can add to your individual training and development plan.

Name:		Department:		
	Details	Staff to Initial if complete	Date	Comments
Your role, Line Manager and Department	Do you understand how to gain access to the building?			
	Have you been issued a Net 2 pass card and understand how to use it?			
	Are you clear who your Line Manager is and your location of work?			
	Do you understand the structure of the Organisation?			
	Are you clear of your hours of work?			

	Details	Staff to Initial if complete	Date	Comments
Our Mission & Values	Have you read through 'Who We Are' and understood what we stand for?			

	Can you explain in your own words, what it means for us to be “the independent heart and should of live entertainment”?			
	Do you understand how your role contributes to creating unforgettable shared moments			
	You have discussed with your manager what being ICONIC looks like in the role and can give one example of how you will demonstrate this value in action.			
	You have discussed with your manager what being INDEPENDENT looks like in the role and can give one example of how you will demonstrate this value in action.			
	You have discussed with your manager what being YOURS looks like in the role and can give one example of how you will demonstrate this value in action.			

	Details	Staff to Initial if complete	Date	Comments
Basic health, safety and facilities	Have you read and understand all relevant Normal Operating Procedures (NOP's)?			
	Have you read and understand the Organisations Emergency Evacuation Procedure?			
	Have you been given the site emergency contact details?			
	Are you clear where the toilet facilities are located?			
	Are you clear where the staff room is located?			
	Are you clear where the fire exits and site Muster Point are located?			
	Have you read the organisation's Parking Policy and been shown the parking areas?			
Tour of the building	Have you been given a tour of the building and shown the access facilities?			
Employment	Have you signed and returned your employee contract?			
	Have you completed your Staff Joiners form including your bank details?			
	Have you completed the HRMC form?			
	Have you provided your emergency contact details?			
	Have you been issued the staff welcome pack?			

	Details	Staff to Initial if complete	Date	Comments
Employment (continued)	Have you read and understand the Employee Privacy Notice?			
	Have you read and understand the organisation's Swipe Card Policy?			
	Have you read and understand the organisation's Grievance Policy?			
	Have you read and understand the organisation's Equality and Diversity Policy?			
	Have you read and understand the organisation's Disciplinary Policy?			
	Have you read and understand the organisation's Family Leave Policy?			
	Have you read and understand the organisation's Annual Leave Policy?			
	Have you read and understand the organisation's IT Policy?			
	Have you read and understood the organisation's Sickness Absence Policy?			
	Have you read and understood the organisation's Comp Ticket Policy?			
	Have you read and understood the organisation's Inappropriate Behavior Policy?			
	Have you read and understood the organisation's Personal Data Protection Policy?			
	Have you read and understood the organisation's Parking Policy?			
	Have you read and understood the organisation's Shadow Voucher Policy?			

	Have you read and understood the organisation's Business Expense Policy?			
	Have you read and understood the organisation's Safeguarding Policy?			
	Have you read and understood the organisation's Staff Conduct Event Day Policy?			
	Have you read and understood the organisation's Charity Policy?			
	Have you read and understood the organisation's Environmental Policy?			
	Have you read and understood the Annual GDPR Awareness & Cyber Training?			
Line Manager. Please insert any other information you deem relevant in the box below:				
The information as outlined in this checklist has been provided:				
Staff PRINT:		Line Manager PRINT:		
Staff SIGNATURE:		Line Manager SIGNATURE:		
Date:		Date		

Once this checklist is completed please return it to recruitment@plymoutharena.com where it will be kept within your personal file.