**Induction Schedule: Reginald Tobie & Nokuthembela Mtongana**

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| **Time** | **Day One**:**1 November 2012 (Thursday)** **Session:** | **Responsible Person** |
| 08h30 – 09h00 | Introductions to the rest of the group.  | Tracy De Allende |
| 09h00 – 11h00 | Benefits and conditions of employment (Tracy)ESS( leave administration) training (Tracy)To familiarize staff members with the organization.(Siya)Background – SAHRA, Structure, Restructuring Process, Training etcDisciplinary policy and procedure; (Siya)Grievance procedure;Sexual Harassment policy | Tracy De Allende & Siyasanga Tetyana |
| 11h00 – 11h30 | I.T Unit: Background to policy and procedures | Nancy Cloete |
| 11h30 – 12h00 | Overview of Corporate affairs | Peter Farmer |
| 12h00 – 13h00 | Overview of travel and catering procedures | Hlumela Nama |
| 14h00 – 14h30 | Overview of the National Inventory | Nobhuko Njemla |