POLICY:		POLICY NUMBER:
Employee Orientation Policy		**HR 1-1**
		PREVIOUS/REPLACES: **Employee Orientation Policy**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **August 20, 2025**	PRIOR VERSIONS: **March 13, 2017** **April 14, 2015**

1. Policy Statement:

The Manitoba Institute of Trades and Technology (MITT) will provide all new employees, workers, and volunteers in some cases with an onboarding plan and orientation to provide employees with the necessary information they require as it relates to their position, and to provide them with the knowledge they need to support their transition as an employee of MITT.

2. Scope:

This policy applies to all new employees, work practicum and/or co-op students, and interns without exception. This policy may also apply to volunteers depending on how often they volunteer at MITT, which will be evaluated jointly by Human Resources, and the applicable manager on a case-by case basis.

3. Procedure:

a) General Orientation:

Human Resources will present a general orientation once a month to all new hires, with the exception of the months of July and December. The orientation will include the review of MITT staff resources including benefits, safety, IT, Employee Handbook, and MITT policies, (i.e. Respectful Workplace, Harassment Prevention and Non-Discrimination, Accessible Customer Service, Conflict of Interest Policy, Privacy and Access to Information Policy) Staff can access these policies and more can be located on our website.

Human Resources will schedule new hires for their orientation. An invitation will be sent to the new employee through the Hunman Resource Information System (HRIS). The orientation is three (3) hours and will be presented virtually.

b) Mandatory Training:

Human Resources will enroll all new employees in mandatory compliance training that covers all legislative requirements. This training includes but is not limited to: health and safety, security, accessibility, IT security, respectful workplace, anti-racism, and sexual violence awareness and prevention training.

Human Resources will enroll all new employees in mandatory training through the HRIS. Employees will receive email notifications from once they are enrolled.

c) Job Specific Onboarding and Training:

Each hiring manager is responsible for providing new staff an onboarding plan specific to their role and department. The onboarding plan will provide job responsibilities and competencies, department specific safety policies and procedures, and performance expectations.

The hiring manager will utilize the MITT Employees Onboarding Program to build the employees' onboarding plan. The Employee Onboarding Program will outline activities for staff to complete in order to learn about MITT resources.

Hiring managers will complete the required Manager Checklists to complete a list of activities that will begin before the new employee's start date.

Prior to the employee's start date, the Department Manager/Director shall complete and submit the "IT Network Equipment and Accounts" form to Helpdesk. If computer hardware is required, the IT department should be provided a minimum of two weeks' notice.
Hiring managers will schedule time for employees to complete compliance training and ensure completion within the first 30 calendar days of employment.

4. Administration:

The Director, Human Resources is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed annually by Human Resources to determine if any updates are required. This policy will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

6. Reference:

New Employee Onboarding Program and MITT's Employee Handbook
Workplace Safety and Health Act
Workplace Safety and Health Regulation 217/2006
The Accessibility for Manitobans Act