

KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE

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TITLE: Orientation	SECTION: Human Resources
DATE: August 12, 2010	POLICY NO. KDSB-HR-II-12
APPROVED BY: Resolution #2010-96	REVISED:

POLICY STATEMENT

This policy is established to ensure new employees receive a thorough orientation to the Kenora District Services Board and in particular to their workplace, job duties and responsibilities including health and safety and to ensure that such orientation is documented and a record is kept in the employee's personnel file.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.

Approved: August 12, 2010