Name of Staff: _____ **Date of Training:** _____

Area of Induction Training *(By Admin Dept)*		*Tick (✓) when completed*
1.	***Intranet Webpage – Human Resource Tab*** ***1.1*** Our Staff ***1.2*** Staff Leave Chart ***1.3*** Overtime Key Register ***1.4*** Office Seating Arrangement ***1.5*** Training and Seminar Schedules ***1.6*** Employee Handbook	
2.	***Access to office – Facial Recognition Readers*** ***2.1*** ***Facial recognition readers are installed at the main and staff-only entrances for entry to the office. To exit the office, door release pushbuttons are installed besides both doors.***	
3.	***Record of Attendance – Alpha Attendance Software*** ***2.2*** ***Recording of workday attendance is carried out via the Alpha Attendance Software which allows both in-office and out-of-office attendance recording.***	
4.	***Leave application – Melioris Human Resource Management Software (HRMS)*** ***4.1*** ***Leave application is carried out using Melioris HRMS.*** ***4.2*** ***If you have any queries on leave application, please email Melioris at payrollace@melioris.biz***	
5.	***Deltek Project Management Software*** ***5.1*** Timesheet ***5.2*** Submission of weekly timesheet before Tuesday for the preceding week ***5.3*** Staff Expense Claims ***5.4*** Submission of monthly reimbursement claims in the following month from the date incurred	

Area of Induction Training *(By Admin Dept/Immediate Superior)*		*Tick (✓) when completed*
6.	Conduct, Discipline, Standards of Performance and Behaviour at Work ***6.1*** Dress Code & Expected Professional Conduct at Work ***6.2*** Working Hours & Notification of Absence ***6.3*** Ensure a well-organized and tidy work area ***6.4*** NO ADMITTANCE rule to Accounts Department ***6.5*** Use of Pantry ***6.6*** Use of Library ***6.7*** Ensure staff entrance door is properly locked (before the last person leaves the office after office closure) ***6.8*** Duty of Confidentiality to the Company	
7.	***Personal Information and Curriculum Vitae*** ***7.1*** Notify ***Melioris*** at ***payrollace@melioris.biz*** of changes in personal information ***7.2*** ***Update completed projects in CV and forward to Accounts***	
8.	Salary ***8.1*** ***Your*** monthly ***salary will be paid*** on the last working day of each month by direct credit transfer to ***your*** designated bank account.	
9.	Benefits ***9.1*** Medical Insurance Coverage ***9.2*** Monthly Handphone Allowance (For Engineering Staff) ***9.3*** Leave Entitlement ***9.4*** Other Insurances ***9.5*** Reimbursements	
10.	Intranet ***Webpage*** – QEMS ***Tab*** ***10.1*** Organisational chart ***10.2*** Manual ***10.3*** Procedures ***10.4*** Internal Audit ***10.5*** Standard Forms	

Area of Induction Training *(By Admin Dept/Immediate Superior)*		*Tick (✓) when completed*
11.	Environmental Risk Assessment The following should be switched off before leaving your workplace and/or the office especially during lunch time and after office closure or when they are not in use: ***11.1*** Lights and *cassette fan coil units will only be turn on when the central air conditioning system is off or not functioning* serving your area and other areas in the vicinity which are unoccupied ***11.2*** Computers and peripherals which you are working on. ***11.3*** Master switches (grey) at the staff entrance door to be switched-off by the last person who leave the office	
12.	Waste Management ***12.1*** Recyclable papers should be properly disposed of in labelled blue bins and boxes placed at corner of drafting & engineering departments ***12.2*** Print on recycled papers whenever possible (i.e., non-sensitive internal correspondences and drafts)	
13.	Emergency Preparedness ***13.1*** Emergency Response Plan ***13.2*** Emergency Contacts ***13.3*** Emergency Evacuation Route ***13.4*** Location of First Aid Box	
Training Conducted by:		Signature:
I have been briefed and understood the above topics. Name of Staff:		Signature:

	Area of Induction Training (By IT)	*Tick (✓) when completed*
1.	Computer ***1.1*** Usage of computer is strictly for work and must not be used for purposes unrelated to Company business ***1.2*** Only files that are work-related are allowed to be stored or saved on the computer ***1.3*** Users are responsible to ensure that USB thumb drive or external hard disk mounted to the computer is virus-free ***1.4*** Explanation on usage of default software installed	
2.	Email ***2.1*** Responsible usage of company email system ***2.2*** How emails are circulated ***2.3*** Importance of using Project E-mail Address ***2.4*** Purpose of IEF for internal email circulation ***2.5*** External access to email account via webmail ***2.6*** Access to EEF public folders ***2.7*** Setting "Out-of-Office" rules ***2.8*** Standard email signature	
3.	File Server ***3.1*** Purpose of file server ***3.2*** File server storage limitations ***3.3*** Explanations on the various sub-folders in "root" directory ***3.4*** User's access rights ***3.5*** Usage of file server is only for work-related files and folders	
4.	Intranet ***4.1*** Purpose of intranet ***4.2*** List of resources available in the intranet ***4.3*** Restrictions for usage of resources and media from the intranet ***4.4*** Usage Microsoft 365 ***4.5*** Types of programme available in remote desktop	

Area of Induction Training (By IT)		*Tick (✓) when completed*
5.	Printer/Plotter ***5.1*** Usage of plotter/printer/copier is strictly for work and must not be used for purposes unrelated to Company business ***5.2*** Monthly printing quota ***5.3*** Brief training on usage of plotter/copier (Print, Copy and Scan)	
6.	Internet ***6.1*** Internet access facility granted to all staff is strictly for work and must not be used for purposes unrelated to Company business ***6.2*** Accessing pornographic or other unsuitable material, including auction or certain social networking sites is strictly prohibited	
7.	***IT Help Desk*** ***7.1 If you experience any technical problems with your computer and the internet telephone line (Linkus), please email our outsourced IT service provider, Adventus Singapore Pte Ltd at service@adventus.com***	
Training Conducted by:		Signature:
I have been briefed and understood the above topics. Name of Staff:		Signature:

Area of Induction Training (By Immediate Superior)		*Tick (✓) when completed*
1.	Work and duties to be performed	
2.	Quality and Environmental Policy (Quality and Environmental Manual – Page 4)	
3.	Quality and Environmental Management System requirements relating to work and duties	
Training Conducted by:		Signature:
I have been briefed and understood the above topics. Name of Staff:		Signature:

This section should be completed within one week from commencement of work.

Remarks (if any):

_____

_____

_____

I have read and understand the contents of the Employee Handbook and will comply with the rules and regulations contained herein. I understand that Alpha Consulting Engineers Pte Ltd has the right to change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice.

Name of Staff: _____

Signature: _____

Date: _____