



Our success is based on great ideas, great people and our commitment to make Natural Power a great place to work. We want to inspire you to be the best you can and we recognise how important it is to help you get off to a great start. That is why we have developed our Induction/ On-boarding programme called 'My Welcome'. Once you join us you can take part in our Corporate Induction programme at our Head Quarters 'The Green House', where you'll find out more about our business and meet other new colleagues.

myWelcome has been designed to help:

- Develop a clear view of your role and what is expected of you
- Understand our business and how we do things
- Integrate you into your team and the wider business
- Build your confidence levels in the first few weeks and months

myWelcome is structured as shown below:

Week 1

What you can expect - during your first week you will:

- Meet your line manager to run through your Induction plan, which sets out key activities for your first few months in the role
- Meet the team, and key contacts in your department
- Complete essential induction activities (IT, H&S, IFS - our Enterprise Resource Planning system - Essentials)
- Learn about the health & safety aspects relevant to the role and site
- Have a tour of your office/site and find out about our facilities
- Start to complete relevant activities on your Induction plan - this might include meeting key contacts, on the job training or training courses, personal reading/webinars, attending events or other meetings

Month 1

What you can expect - during your first month you will:

- Attend a two day IFS training course at our HQ at 'The Green House'
- You will be booked onto our corporate induction at our HQ
- Continue to complete relevant activities on your induction plan
- Have regular one-to-one meetings with your manager
- Agree performance and development objectives with your manager

3 months

By three months in post, you will:

- Have attended our corporate induction programme
- Having regular one-to-one's, sharing feedback and discussing your progress with performance and development objectives
- As you reach three months of employment, you and your manager will complete a probationary review to discuss your performance, to talk about what is going well and to address any concerns that you or your manager may have