* **Induction**

**About the University**

* Vision, Mission, Goals and Values
* Statement on Reconciliation
* Reconciliation Action Plan
* Organisational Chart
* Campuses and Maps
* Calendars

**Key University Policies and Procedures**

* Database of University Policies and Procedures
* Probation
* Staff Grievance
* Bullying
* Harassment
* Equal Opportunity/Valuing Diversity
* Information Privacy
* Conflict of Interest
* Fraud and Corrupt Conduct Control
* Whistleblower’s Protection Act 2001 and UB Procedure
* Victorian Ombudsman
* Use of Computing and Communication Facilities
* Copyright
* Communication Standards Guide

**Teaching Specific Legislation and Guidelines**

* Education Services for Overseas Students Act (ESOS)
* TAFE teaching and the VET system
* Australian Quality Training Framework (AQTF)
* International Standards Organisation (ISO)
* **Critical Incident and Emergency Management**
* **Fair Work Information Statement**
* **Information Services**
* **Occupational Health and Safety**
* **WorkCover and Return to Work**

**Human Resources**

* Human Resources Website
* Work/Life Balance, ie. Maternity Leave Toolkit and Flexible Work Arrangements

**Payroll Services**

* Payroll
* Salary Sacrifice
* Superannuation
* Leave Entitlements
* Change of Address

**Staff ID Card**

**Staff Health and Wellbeing**

* Employee Assistance Program
* FedUni Well and UniSports
* Mt Helen Health Centre
* Chaplains
* Counselling
* Disability
* **Staff Club**

**Resources**

* Legal Services
* Library Services
* Media, Print and Web Services
* Physical Resources
* **Sustainability @ FedUni**

**University Facilities available to Staff**

* Teller/Bank
* Bookshop
* Postal Services
* Childcare
* Car Parking
* Eating Places
* Public Telephones
* Catering and Conference Facilities
* Public Transport

**Important Contact Numbers**

* Emergencies – Dial 0 (external line) and then 000
* Security – Dial \*6333 (Internal phone) or   
  5327 9088 – 24 hours
* Internal Phone Book
* Lost Property

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that it is my responsibility to access the University's Corporate Induction webpage at* [hhttp://federation.edu.au/staff/working-at-feduni/human-resources/induction/corporate-induction](http://federation.edu.au/staff/working-at-feduni/human-resources/induction/corporate-induction) *to familiarise myself with the full content thereof, in order to fulfil my obligations as an employee of the University.*

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|  |  |  |
| **New staff member** |  | Date |
|  |  |  |
| Signature |  |  |
|  |  |  |
| **H R representative** |  | Date |
|  |  |  |
| Signature |  |  |

**\*\* Please hand signed copy to Human Resources \*\***