



# NEW COLAS

# DIGITAL EMPLOYEE INDUCTION GOES LIVE 7<sup>th</sup> DECEMBER

- Interactive and consistent approach
- Streamlines the induction process
- Smoother on-boarding process
- Engages new employees, encouraging productivity from the outset
- Introduces new employees to the culture and ways of working of the business
- Ensures employees receive essential and mandatory information
- Communicates information at a pace which is easy to digest

The Manager's digital induction will be available soon on the Campus for you to view.

Hosted online using Colas Campus, our Learning Management System which can be found on the home page of Connex.

If you are not familiar with the Colas Campus, please take a look at the **User Guide**.

## MODULE SCHEDULE

It is essential that employees complete the required modules as per the below schedule to ensure that they receive important information in a timely manner. The modules will be released in this order as and when the previous module has been completed.

| Module Name          | Day One | Day Two | Day Three | Day Four | Week 2 | Week 3 | Week 4 |
|----------------------|---------|---------|-----------|----------|--------|--------|--------|
| Corporate            |         |         |           |          |        |        |        |
| SHEQ                 |         |         |           |          |        |        |        |
| Ethics (Fair Play)   |         |         |           |          |        |        |        |
| People               |         |         |           |          |        |        |        |
| ICT & Communications |         |         |           |          |        |        |        |
| Managers Induction   |         |         |           |          |        |        |        |
| Talent               |         |         |           |          |        |        |        |
| SAID+                |         |         |           |          |        |        |        |
| EDI                  |         |         |           |          |        |        |        |
| Collaboation         |         |         |           |          |        |        |        |

\*Please note that the Manager's Induction only applies to those with management responsibility, other employees will not see these modules.

## FEEDBACK

There will be an opportunity to provide feedback at the end of the completed modules and we would be grateful if you would encourage your new starters to do this so that we can ensure that the introduction to Colas provides the best experience possible.

## CONSISTS OF 10 MODULES:

- Corporate
- SHEQ
- Ethics (Fair Play)
- People
- ICT & Communication
- Manager's Induction
- Talent
- SAID+
- Equality, Diversity & Inclusion
- Collaboration

On average, it will take 30-40 minutes to complete each module.

## ON-BOARDING PROCESS

Employees with a Colas email address will be invited by HR to complete the digital induction via a link included in their welcome email on the employees first day.

### Line managers will need to:

- ensure the new employee is given adequate time in their first four weeks to complete the modules
- work with the HR Team to ensure completion of the digital induction
- follow the **Manager's on-boarding guidance**
- submit the completed **probationary review form** to the HR Department

An Operative Induction will be available in the coming weeks to enable Operatives to access the campus through a link that will be sent to the Managers.

**Please note employees will not be able to pass their probationary period unless ALL modules have been completed.**

**PLEASE CONTACT YOUR  
HR BUSINESS PARTNER WITH ANY  
QUESTIONS YOU MAY HAVE.**