

ព្រឹត្តិសាកលវិទ្យាល័យព្រះសីហមុនីរាជា

Date: 01<sup>st</sup> September 2025

## Staff Induction and Orientation Policy

### Purpose:

To support new staff members in understanding the University's mission, values, policies, and working culture.

### Policy Statement:

PSBU provides comprehensive induction programmes to ensure staff integrate effectively into their roles and the wider University community.

### Procedures:

- The Human Resources Office coordinates induction sessions for all new staff.
- Academic and administrative departments must provide local orientation on specific duties and expectations.
- Attendance at induction is mandatory for all new employees.

### Review:

Reviewed annually by the Human Resources Office.

Next review date: 20<sup>th</sup> August 2028