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COURSE BROCHURE

# New Joiner Compliance and Policy Attestation Training Course

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Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

# New Joiner Compliance and Policy Attestation Training Course

**Ref:** 3078_116952 **Date:** 15 – 19 March 2027 **Location:** Dar es Salaam **Fees:** 5300 GBP

New Joiner Compliance and Policy Attestation is a 1-week training course for new joiners and the induction coordinators who welcome them, and it produces a signed policy attestation record backed by worked scenarios. New staff now reach shared systems, customer records and supplier contacts within days, so early mistakes with gifts, data or conduct carry real cost. Jupiter Prime Training delivers this New Joiner Compliance and Policy Attestation course.

## Why New Joiner Compliance and Policy Attestation Matters Now

Three forces shape this subject. Remote starts mean many new staff learn company rules from a screen, with no colleague nearby. Auditors and major customers ask for evidence that each employee understood key policies, not just received them. Supervisors expect new team members to spot a conflict, a suspicious gift or a misdirected file on their own. Organisations that induct well build early trust and fewer incidents; those that rely on a quick click-through collect signatures that prove little. The course rests on the organisation's code of conduct and its own policy set.

## Who Gains Most from New Joiner Compliance and Policy Attestation

- Recently hired staff who must apply conduct, data and gifts rules in their first months
- Induction coordinators who plan the joining schedule and track who has completed each policy
- Line supervisors who answer the first questions new team members raise about acceptable behaviour
- Human resources officers who hold the employee file and the signed acknowledgement records
- Compliance and ethics staff who own the policies and the speaking-up channel

An intake cohort that attends with its induction coordinator gains most, sharing scenarios and one attestation routine.

## New Joiner Compliance and Policy Attestation Capabilities

Participants turn written rules into everyday choices, using scenarios from offices, retail branches and field operations.

- Apply the code of conduct to everyday choices at work — personal behaviour and team trust
- Assess whether a gift, meal or invitation can be accepted or must be declared — gifts register owner
- Specify how personal and confidential information is stored, shared and disposed of — data owners
- Communicate a concern through the right speaking-up route — compliance and ethics staff

- Test understanding through scenario questions before signing — induction coordinators
- Build a personal policy attestation record linked to evidence — human resources and auditors

## Key New Joiner Compliance and Policy Attestation Terms

- Code of conduct — the organisation's written statement of expected behaviour toward colleagues, customers, suppliers and the public.
- Policy attestation — a signed statement that an employee has read, understood and will follow a named policy.
- Speaking up — raising a concern about possible wrongdoing through an approved channel without fear of retaliation.
- Conflict of interest — a situation where personal interests could influence, or appear to influence, work decisions.
- Gifts and hospitality register — the record where staff declare gifts, meals or invitations offered or received.
- Data classification — labelling information by sensitivity so staff know how to store, share and dispose of it.

## New Joiner Compliance and Policy Attestation Day by Day

## Day 1: Conduct Expectations at Joining

- Code of Conduct Walk-Through — Behaviour Expected From the First Day
- Policy Library Navigation — Finding the Rule That Fits a Situation
- Respect at Work Principles — Harassment, Bullying and Fair Treatment Choices
- Conflict of Interest Declarations — Personal Ties That Must Be Disclosed
- Rule Ownership Map — Who Writes, Updates and Answers on Each Policy

## Day 2: Gifts, Hospitality and Outside Relationships

- Gifts and Hospitality Thresholds — Accept, Declare or Politely Decline
- Gifts and Hospitality Register Entries — Recording Offers Correctly and Promptly
- Supplier and Customer Contact Rules — Keeping Dealings at Arm's Length
- Outside Employment and Directorships — When Approval Is Needed
- Facilitation Request Scenarios — Responding to Pressure for Small Payments

## Day 3: Data Handling and Information Security Habits

- Data Classification Labels — Matching Handling Rules to Sensitivity
- Personal Information Handling — Collecting Only What the Task Needs
- Email and File Sharing Discipline — Avoiding Misdirected and Oversharing Errors
- Clear Desk and Screen Lock Habits — Protecting Records in Shared Spaces
- Data Incident Reporting Steps — What to Do After a Mistake

## Day 4: Speaking Up and Seeking Guidance

- Speaking-Up Channel Options — Line Manager, Hotline or Ethics Contact
- Retaliation Protection Rules — What the Organisation Must Do for Reporters
- Grey-Area Decision Questions — Testing a Choice Before Acting
- Guidance Request Records — Asking in Writing and Keeping the Answer
- Consequence Management Basics — How Breaches Are Investigated and Handled

## Day 5: Practising the Policy Attestation Record

- Conduct and Conflict Scenario Round — Applying Day One Expectations
- Gifts Decision Simulation — Applying Day Two Thresholds and Register Entries
- Data and Speaking-Up Case Drill — Applying Days Three and Four Habits
- Scenario Knowledge Check — Evidence of Understanding Before Signing
- Policy Attestation Record — Signed Acknowledgements Linked to Scenario Results

## Applying New Joiner Compliance and Policy Attestation After the Course

- Complete a personal conflict of interest declaration and gifts register check with the line supervisor.
- Run a short scenario session for the next intake cohort before they sign their policy acknowledgements.

## New Joiner Compliance and Policy Attestation Questions FAQ

### What is new joiner compliance and policy attestation, and why does it matter now?

It is teaching new staff the code of conduct and key policies, then recording that they understood them. New employees reach systems and contacts quickly, and auditors want real evidence.

### Which roles gain most from new joiner compliance and policy attestation training?

Recently hired staff and induction coordinators gain most. Line supervisors, human resources officers and compliance staff also benefit, since they answer early questions and keep the signed records.

### How does new joiner compliance and policy attestation training differ from a compliance officer course?

It prepares new employees to follow rules, not specialists to design or monitor them. A compliance officer course covers risk assessment and oversight; this one covers daily choices on conduct, gifts, data and raising concerns.

## What do you bring back from new joiner compliance and policy attestation training?

You bring back a signed policy attestation record linked to scenario results, plus a completed conflict of interest declaration and a clear picture of where to raise concerns.

## New Joiner Compliance and Policy Attestation: The Way Forward

The policy attestation record first informs the decision on whether a new employee is ready to act alone on customer, supplier and data matters. Induction coordinators, supervisors and human resources officers rely on it during probation. After its first use, revisit which scenarios caused the most hesitation, since those show where policies need clearer wording.