Casual Staff Induction Checklist

Complete this checklist with your supervisor on the day you commence work

Employee name	Supervisor name
College / Portfolio	Supervisor role

Flinders University proudly acknowledges the traditional custodians of the lands on which its campuses are located: the Arrernte, Dagoman, First Nations of the Southeast, First Peoples of the River Murray and Mallee region, Jawoyn, Kaurna, Larrakia, Ngadjuri, Ngarrindjeri, Ramindjeri, Warumungu, Wardaman and Yolngu people. We honour their Elders and Custodians — past, present and emerging.

Purpose: This document provides a high-level overview of where to access policies, procedures and other relevant information — including disclosure and reporting requirements — that allow you to safely and appropriately perform your duties while engaged at Flinders. Use the QR code provided to access all relevant documents mentioned in this induction.

At Flinders University, we are committed to fostering a diverse, equitable, safe and inclusive community where all people are treated with dignity, respect and fairness.
We champion equality of opportunity and strive to create learning and working environments where everyone can thrive and contribute to their full potential. We recognise that embracing diversity and promoting equity strengthens our community and drives innovation, creativity and excellence.

Code of Conduct and Values

These commitments are embedded in our values, prioritised through our Agenda 2035, and supported by our Code of Conduct, which sets out the behavioural expectations for all members of the University community.

Flinders does not tolerate discrimination, harassment, or victimisation in any form, including but not limited to discrimination on the basis of sex, age, disability, race, ethnicity, religion, sexual orientation, gender identity, or any other attribute.

Agenda 2035: flinders.edu.au/about/strategy
Code of Conduct: staff.flinders.edu.au/code-conduct
Flinders Values: flinders.edu.au/about/strategy#values

Anti-Racism Statement

Flinders University values and celebrates diversity and condemns and actively stands against any acts of racism and vilification at all our locations, and in all our activities and engagements.

Anti-Racism: students.flinders.edu.au/feedback-rights-policy/eo/discrimination-and-harassment/preventing-racial-discrimination

Gender-Based Violence

Gender-based violence (GBV) is unacceptable. Flinders is committed to taking reasonable and proportionate measures to prevent, respond to and address GBV. Stay updated about the Flinders whole of organisation GBV prevention and response plan on the casual webpage.

Disclosures and Reporting

Flinders University has clear processes for reporting disclosures and complaints, and provides information about where to access internal and external support services. This information can be accessed through the webpage below.

Disclosures and reporting: staff.flinders.edu.au/employee-resources/working-at-flinders/casual-employees

⚠ Work Health and Safety (WHS)

As a new staff member at Flinders University, you are required to complete the WHS induction. Your supervisor will provide you with further information on the day of your commencement.

WHS Induction Checklist: staff.flinders.edu.au/workplace-support/whs/induction-and-training/inductions-for-new-staff

Declaration

☐ I understand that I am able to access information about the following available at the Flinders Casual Webpage using the QR code:

- Policies and procedures library
- Code of Conduct
- Values
- Gender-based violence whole-of-organisation plan
- Work Health and Safety

☐ I know how to disclose, report or seek support in relation to gender-based violence or other inappropriate behaviour, including:

- The available reporting options
- Who I can speak to
- Where to access support services
- What to do if there is an immediate safety risk

☐ I understand that if I am unsure about any requirement, I should speak with my supervisor or manager before starting work.

☐ I confirm that I have read, understood and agree to comply with the above requirements while engaged by Flinders University.

Employee signature	**Supervisor signature**
Date	**Date**

Use the QR Code above to access all relevant links from this document or visit https://staff.flinders.edu.au/employee-resources/working-at-flinders/casual-employees.