

HR Policies Explanation Summary Checklist

Entitlements

Annual Leave Policy	Employees can take up to 20 days annual (recreation) leave in a year – this policy is about the guidelines around this and how it will be approved and paid.	<input type="checkbox"/>
Long Service Leave Policy	Long Service leave is 8.6 weeks of full pay after each period of 10 continuous years of service for the company. It is designed to give people a break after such a long period of service.	<input type="checkbox"/>
Parental Leave Guidelines	This policy covers an employee’s entitlements in relation to maternity, paternity and adoption leave and the evidence and timeframe requirements relating to this.	<input type="checkbox"/>
Personal/Carer’s Leave Policy	Personal (Sick) Leave is 10 paid days per year. This leave may be taken for various reasons such as personal injury/illness (most common), an immediate family or household member requires care and support due to personal illness, or an unexpected emergency affecting that member or death of a member.	<input type="checkbox"/>
Public Holiday Guidelines	A public holiday is an annual holiday for the public that may fall on a working day. Most employees are entitled to take the day as a public holiday, which will be paid at their ordinary rate of pay. This policy also outlines whether an employee may be expected to work or not. Public holidays are for things like Australia Day, Queen’s Birthday, Labour Day, Christmas, Boxing Day etc.	<input type="checkbox"/>
Parental Leave (from 2 Aug 23 for small employers)	Parental Leave is 10 days paid per year for fulltime, part-time and casual employees. It is important with this leave to nominate contact officers and ensure employees are aware of entitlements as well as evidence obligations.	<input type="checkbox"/>
Other Leave Guidelines	Employees are entitled to a number of other various leave types such as, Community Service Leave and Compassionate Leave. The company may also offer other leave such as Time Off In Lieu (TOIL). This policy outlines the entitlements and the guidelines around these and how they can be taken and paid.	<input type="checkbox"/>

Standard of Conduct

Business Ethics and Conduct Policy	This policy is to ensure all employees include a commitment to always satisfy the standards of honesty and fair trade. It covers things like accepting bribes, not using your influence to get a company to source material from a relative etc.	<input type="checkbox"/>
Code of Conduct	The Code of Conduct is to provide employees with guidance on the standards of behaviour expected of them in performing their duties of employment. It covers things like language usage, conflict of interest, physical assault etc.	<input type="checkbox"/>
Equal Employment Opportunity (EEO) - Discrimination, Vilification & Victimization Prevention Policy	EEO means treating people as individuals with different skills and abilities, without making judgements based on stereotypes, or on characteristics such as gender, ethnicity, relationship status, disability etc.	<input type="checkbox"/>

Sexual Harassment Prevention Policy	Sexual harassment is any form of unwelcome sexual attention. This policy is designed to prevent and protect employees from sexual harassment in the workplace.	<input type="checkbox"/>
Workplace Harassment/Bullying Prevention Policy	A person is subjected to 'workplace harassment' if the person is subjected to repeated behaviour, that they consider to be offensive, intimidating, humiliating or threatening; or a reasonable person would consider being offensive, humiliating, intimidating or threatening. This policy is designed to prevent that.	<input type="checkbox"/>

Conditions of Employment

Confidentiality & Intellectual Property Policy	This policy refers to the responsibility of an employee to not disclose any confidential information regarding the business to outside members, and the agreement to respect intellectual property developed or conceived by them, alone or together with any other person or body, whether during or outside work hours.	<input type="checkbox"/>
Attendance at Work Policy	Attendance at work policy refers to the employer's expectations from the employee regarding when they are required to work. E.g. what time to arrive, who to call if they are running late.	<input type="checkbox"/>
Standard of Presentation Policy	Presentation and safety are important to businesses. Therefore, this policy incorporates both the level of personal presentation and the work site and vehicle presentation expected.	<input type="checkbox"/>
Company Equipment Policy	Companies may provide employees various tools and equipment needed to be able to perform the role effectively. This policy covers the guidelines for use & return of the equipment.	<input type="checkbox"/>
Internet & Email Policy (including Social Media Policy)	This policy outlines the expectations on employees for their use of the internet, email and social media in the workplace.	<input type="checkbox"/>
Phone Usage Policy (Mobile and Landline)	Phones (both mobile and landline) form an important communication medium for Companies. It is important that employees use this tool effectively, economically and professionally in the conduct of their role therefore this policy is developed for just that.	<input type="checkbox"/>
Drug and Alcohol Abuse Policy	The abuse of drugs and alcohol in a work environment can impact on the safety of team members and the individual's ability to perform their work safely and efficiently. Therefore, this policy is designed to outline the regulations around this. It will set out the tolerance level, when testing may occur and disciplinary action.	<input type="checkbox"/>
Smoking Policy	Smoking is a personal choice for each individual; however, smoking in public places can harm the health and safety of others and as such a company may maintain a no-smoking policy on their premises.	<input type="checkbox"/>
Work and Travel Related Expenses and Motor Vehicle Policy	This policy is designed to tailor the regulations around work and travel – who pays, who books, how to claim reimbursement etc. It also covers the use of a company vehicle as well as potentially using your own vehicle.	<input type="checkbox"/>
Employee Development Policy	Employee Development Policy assures that the Company remains abreast (if not in front) of its industry's developments and evolution by ensuring that employees are exposed to training in aspects of the industry, their career and personal development.	<input type="checkbox"/>

Personnel File Privacy Statement	Every employee has a personnel file containing the details of their employment and the associated conditions. This file is held in confidence of the Company and this policy outlines the conditions on which it may be accessed.	<input type="checkbox"/>
Employee Assistance Program	This policy is an early identification and provision of professional assistance to help resolve either work-related or personal issues. The policy outlines who an employee can go to for help and what the employer will pay for.	<input type="checkbox"/>
Health and Wellbeing Policy	This policy outlines what an employer does to encourage the health and wellbeing of employees (it could be things like discounted gym memberships, healthy eating programs, in-house yoga classes etc).	<input type="checkbox"/>
Social Club and Events Policy	Some companies have a Social Club which offers an opportunity for all employees to develop good relationships with their fellow work mates by social interaction in a fun environment. The policy outlines who coordinates, who pays, who can attend and expected behaviours. It also covers the behaviour that is expected of employees at workplace events (such as Christmas parties, social events) or that an employee may be attending on behalf of the company.	<input type="checkbox"/>

Employee Relations

Performance Review & Feedback Guidelines	Performance reviews provide a great opportunity for employees and employers to have a two-way conversation about how the employee is going at the business and how the business is going. This policy talks about when performance reviews/appraisals are done, who is involved, the intent etc.	<input type="checkbox"/>
Performance Management & Discipline Policy	There may be instances in the course of employment with a business that employees and the company need to work together to realign performance or behaviours with what is expected. There may also be occasions where an employee's conduct constitutes a serious breach of the expectations. The aim of this policy is to ensure that the process followed in these instances is fair and reasonable.	<input type="checkbox"/>
Grievance, Conflict and Dispute Handling Policy	This policy shows that the company is committed to ensuring that everyone is treated fairly and with respect when issues arise. It also outlines how to make a complaint and how these will be dealt with.	<input type="checkbox"/>
Cessation of Employment Policy	There are a number of ways the employment relationship can end resulting in an employee leaving a company. This policy will take employees through some of the most common ways an employment relationship can end including instant dismissal, dismissal for cause, redundancy, termination by notice (e.g. employee resignation), abandonment of employment and termination by frustration.	<input type="checkbox"/>

Optional Extras

Please note: we recommend that businesses consider carefully whether these policies are necessary from both a compliance and cultural point of view for their business.

Fraternisation Policy	The purpose of the fraternisation policy is to outline the expectations of romantic relationships within the workplace to ensure minimal negative impacts on the business.	<input type="checkbox"/>
Modern Slavery Policy	This policy shows the commitment the company has to operating ethically and outlines their approach to reducing the risk of modern slavery practices within their supply chains and operations. It is recommended if the company works with and alongside companies based overseas or who have operations that use overseas labour.	<input type="checkbox"/>
Pandemic Leave Policy	This policy addresses the current pandemic situation with Covid 19 (but could be applied for others as needed). It outlines how the company will monitor and respond to government directives and apply these to employees consistently and fairly and in line with any applicable legislation.	<input type="checkbox"/>
Recruitment and Selection Policy	Recruitment and Selection plays an important role within the business to ensure the right person is placed in the position. This policy outlines the guidelines for recruitment to ensure the decisions are based on the ability of the applicant to meet the requirements of the job description and any other relevant criteria including being a cultural fit.	<input type="checkbox"/>
Social Media – Extended Policy	This policy will replace the social media information discussed within the internet and email policy. It discusses the expectations of social media use and includes the use of social media on behalf of the company.	<input type="checkbox"/>
Surveillance in the Workplace Policy	The purpose of this policy is to ensure that the company meets the obligations of any applicable legislation and is transparent with regards to surveillance in any form within the workplace.	<input type="checkbox"/>
Vaccinations Policy	This policy addresses vaccinations within the workplace and sets out the guidelines on how the company will mandate the requirement with regards to vaccinations.	<input type="checkbox"/>
Working From Home Policy	Working from Home may be a flexible working option offered by companies or a requirement due to a government directive/business closure etc. This policy outlines how the company will assess if working from home is an option and ensure the decisions are made consistently and fairly across all employees.	<input type="checkbox"/>
Whistleblower Policy	Whistleblowing is the disclosure by or for a witness of actual or suspected wrongdoing. This policy outlines the commitment of the company to ensure ethical behaviour and conduct and outlines how someone can report suspected instances of unethical, illegal, or fraudulent conduct.	<input type="checkbox"/>