



Document last
amended on
4/4/2018

Human Resources Policies Sample Company

This document was prepared for
Sample Client, on behalf
of Sample Company



TABLE OF CONTENTS - SAMPLE

Company Overview	
Our History.....	
Our Mission.....	
Our Vision of How We Want to Be Perceived.....	
Office Locations.....	
Organisational Chart.....	
Code of Conduct	
Introduction.....	
Who The Code Applies To.....	
Responsibilities Under The Code.....	
Basic Principles Of The Code.....	
Guidelines For Expected Behaviour.....	
Consequences Of Breaching The Code.....	
Privacy	
Purpose and Scope.....	
Ownership of Personal Information.....	
Use and Disclosure.....	
Data Security.....	
Access to Personal Information.....	
Complaints Procedure.....	
Confidential Company Information	
Purpose and Scope.....	
Definition.....	
Personal Use of Company Property.....	
Approvals and Advice.....	
Intellectual Property	
Purpose and Scope.....	
Application.....	
Confidentiality of Employee Information	
Purpose and Scope.....	
Access to Employee Files.....	
Employee request for Information to be supplied to others	
Dress Standards in the Workplace.....	
Purpose and Scope.....	
Corporate Dress Standard.....	
Smart Casual.....	
Uniforms.....	
Tattoos.....	
Clarification.....	
Recruitment	
Purpose and Scope.....	
Recruitment of Employees.....	
Probation and Minimum Employment Period.....	
Employment of Contractors.....	
Probation and Minimum Employment Period	
Purpose and Scope.....	
Process.....	
Induction	
Purpose and Scope.....	
Induction Content.....	
Process.....	
Conditions of Employment	

Purpose and Scope.....	
Minimum Requirements	
General Protection	
The National Employment Standards.....	
Wages and Salaries	
Allowances.....	
Superannuation.....	
Personal Files	
Hours of Work	
Overtime	
Time Keeping Records.....	
Lunch/Meal Breaks	
Time in Lieu	
Flexible Working Arrangements	
Leave Without Pay.....	
Problem Resolution.....	
Travel and Accommodation	
Purpose and Scope.....	
Travel Expenditures	
Transportation.....	
Accommodation	
Meals	
Business Entertainment	
Conferences and Training	
Other Reimbursable Expenses	
Non-Reimbursable Expenses.....	
Responsibilities	
Enforcement	
Motor Vehicle Policy	
Purpose and Scope.....	
Driving License and Authority To Drive Company Vehicles	
General Conditions	
Parking and Traffic Infringements.....	
Fuel.....	
Cleaning and Maintenance	
Insurance Policy.....	
Safety & Security	
Roadside Assistance.....	
Accident Procedure.....	
Notification Immediately After An Accident.....	
Fixtures, Fittings and Modifications	
Fines.....	
Notifying Police	
Loss or Theft of Vehicles and/or Property	
Permitted Use	
Personal Liability.....	
GPS	
Company Issued Credit Cards	
Distribution.....	
Change Control.....	
Credit Card Usage	
Cardholder Responsibility	
Transaction Recording and Approval	
(Bank) Commercial Credit Cards Centre Contacts List.....	
Working from Home Policy	

Purpose and Scope.....	
Conditions Governing Working from Home	
Hours of Work	
Work Health and Safety	
Equipment.....	
Maximum Period of Time for Working from Home Agreements	
Approval.....	
Working from Home Agreement	
Email and Internet Usage	
Purpose and Scope.....	
Definitions	
Use of Company Phones	
Email Ownership and Monitoring.....	
Security and Maintenance	
Acceptable Use.....	
Prohibited Use	
Social Media	
Right to Monitor.....	
Discipline	
General Leave Provisions	
Purpose and Scope.....	
Annual Leave	
Compassionate Leave	
Community Service Leave	
Defence Reserve Service Leave	
Personal/ Carer's Leave.....	
Leave Without Pay.....	
Parental Leave	
Purpose and Scope.....	
Eligibility for leave	
Leave for Non Primary Care Giver	
Continuity of Service	
Employee's Responsibilities	
Employee Couples Who Each Intend To Take Leave	
Leave for an Employee Whose Partner is Not an Employee	
Concurrent Leave	
Dad and Partner Pay for Parental Leave.....	
Notifying changes in circumstances	
Cancellation of Parental Leave	
Extension of Parental Leave	
Special Maternity Leave.....	
Replacement of Employees on Parental Leave.....	
Return To Work Following Parental Leave	
Transfer to a Safe Role	
Paid 'No Safe Job' Leave	
Termination of Employment while on Parental Leave.....	
Superannuation while on Parental Leave	
Adoption Leave	
'Keeping in Touch' Days.....	
Paid Work during Parental Leave.....	
Seeking Advice	
Long Service Leave	
Purpose and Scope.....	
Long Service Leave Procedures	
Performance Management	

- Purpose and Scope.....
- Performance Review and Reporting.....
- Performance Feedback.....
- Performance Counselling.....
- Disciplinary Action.....
- Professional Development
 - Purpose and Scope.....
 - Programs covered by this Policy.....
 - Eligibility.....
 - Scope of Company Assistance.....
 - Fees.....
 - Time Off.....
 - Approval.....
- Anti-Discrimination
 - Purpose and Scope.....
 - Discrimination.....
 - Grievance Procedure.....
- Bullying and Harassment
 - Purpose and Scope.....
 - Workplace Bullying.....
 - Harassment in the Workplace.....
 - Grievance Procedure.....
 - Outside Assistance.....
 - Do Not Ignore.....
 - Disciplinary Outcomes.....
 - Confidentiality.....
 - Training.....
 - Harassment Complaints Procedure.....
 - Bullying - Complaints Procedure.....
- Grievance Procedures
 - Purpose.....
 - Application.....
 - Policy.....
 - Definitions.....
 - Underlying Principles.....
 - Informal Grievance Process.....
 - Formal Grievance Process.....
 - Possible Outcomes.....
- Counselling and Discipline
 - Purpose.....
 - Application.....
 - Policy.....
 - Scope.....
 - Underlying Principles.....
 - Counselling and Disciplinary Process.....
 - Types of Disciplinary Action.....
 - Confidentiality.....
 - Review Process.....
- Whistleblower
 - Introduction.....
 - Purpose.....
 - Basis of Policy and Whistleblower Mechanism.....
 - Reportable Conduct-Definition.....
 - Principles and Safeguards.....
 - Procedures.....

Family Violence	
Family Violence.....	
Cessation of Employment	
Purpose and Scope.....	
Retirement	
Abandonment of Employment	
Dismissal without Notice	
Resignation.....	
Notice of Termination.....	
Redundancy.....	
Dismissal	
Prohibited Grounds for Termination	
Record Keeping	
Exit Interviews.....	
References and Referees	
Health, Safety and Environment	
Purpose and Scope.....	
Policy	
Underlying Principles	
Safety in the Workplace	
Employee Health.....	
Manual Handling	
Personal Hygiene.....	
Injury Management and Return to Work	
Purpose and Scope.....	
Underlying Principles	
Responsibilities	
Claims Procedure	
Where to go for Help.....	
Alcohol and Other Drugs	
Purpose and Scope.....	
Policy	
Underlying Assumptions	
Responsibilities	
Prescription Drugs	
Alcohol and Drug Screening Processes	
Consequences of Breaching this Policy	
Smoke-Free Workplace	
Purpose and Scope.....	
Policy	
Responsibilities	
Prohibited Areas	
Smoking Breaks.....	
Assistance to Quit Smoking	
Breaches of the Smoking Policy.....	
Appendices	
HR Policies and Procedures Manual Acknowledgement Form.....	
Unsuccessful Job Application Letter Template.....	
Recruitment Interview Guide.....	
Reference Check Proforma.....	
Pre-Employment Health Declaration	
Induction Checklist.....	
Employee Details Form.....	
Working from Home Agreement.....	
Leave Application Form	

Performance Appraisal Form
Emergency Contact Permission Form
Letter of Offer Template - Casual
Letter of Offer Template - Permanent Part Time
Letter of Offer Template - Permanent Part Time
Letter of Offer Template - Permanent.....



Ownership of Personal Information

All personal information collected, held or shared by Sample Company must be done so in accordance with this Privacy Policy. Sample Company retains the right to take reasonable steps to ensure that its Privacy Policy is properly adhered to.

In every department or function of Sample Company where personal information is collected, the person to whom the information is given or the application is addressed is responsible for ensuring compliance with this Privacy Policy.

It is the responsibility of all employees and other relevant parties to ensure that they understand and adhere to the Privacy Policy implemented by Sample Company and that they maintain up-to-date knowledge of changes or any new privacy policies and procedures.

Ignorance of the existence of any privacy policies and procedures will not be an acceptable excuse for non-compliance.

Contractual Arrangements

Sample Company will ensure that all contractual arrangements with third parties adequately address privacy issues.

Availability of Privacy Policy

Sample Company will ensure that a copy of the Privacy Policy is available to all job applicants and customers if requested. The Privacy Policy is available on the company website.

Collection of Information

Collection of personal information by Sample Company will be reasonable, lawful and not intrusive. A person from whom personal information is requested must be told:

- the company's name (if external to the company);
- the purpose of collection;
- that they can get access to their personal information in order to check its accuracy; and
- what will be done with the information.



Probation and Minimum Employment Period

The purpose of Probation is to ascertain whether the employee has the skills and capacity to carry out the job satisfactorily. Similarly, the employee may wish to ascertain whether the work and workplace meets their needs and requirements and fulfils their expectations.

Under the provisions of the Fair Work Act, the purpose of the Minimum Employment Period is to enable an employer to dismiss an employee without the application of the 'unfair dismissal' provisions as provided for in the Fair Work Act during the proscribed minimum period. After the proscribed period, in line with the Fair Work Act, 'unfair dismissal' provisions apply unless a longer minimum period is agreed to in writing before the employee commences.

This applies to all permanent and permanent part time employees.

Probationary Period

Probation has traditionally been for three (3) months and some Modern Awards still include this period in the Award. However, in Sample Company, this period will normally be extended to coincide with the duration of the Minimum Employment Period to prevent confusion and uncertainty around the application of differing timeframes (see comments below).

The probationary period must be outlined in the Letter of Offer. Employee performance will be monitored and discussed with the employee during this time by the relevant manager and continued employment will be dependent on the successful completion of this probationary period.

Prior to the expiration of the probationary period, the manager responsible must review regularly the employee's performance and, just prior to the conclusion of the probationary period, conduct a formal meeting to acknowledge the expiration of this period and discuss the employee's performance.

If, during the performance reviews conducted during the probationary period, it is determined that the employee is unsuitable for continuing employment, then the employment must be terminated immediately in writing, with one (1) week's notice, or one (1) week's pay in lieu of notice. The proposed termination is to be approved by the [position]. The employee may also terminate employment during this period by giving one (1) week's notice.

The employee is to be paid the accumulated annual leave entitlement up to the date of termination, including the Leave Bonus, but not the accumulated Personal/Carers Leave credits. Permanent Part Time employees will be paid on a pro rata basis.



Minimum Employment Period

All new employees are initially employed on the basis that they are not provided protection from unfair dismissal by the Fair Work Act during the 'Minimum Employment Period'. For Sample Company because the size of the company exceeds fifteen (15) employees, the Minimum Employment Period is six (6) months. (ADJUST IF UNDER 15 EMPLOYEES)

This means that, theoretically, an employee can have their employment confirmed at the conclusion of the three (3) month Probationary Period but still be within the Minimum Employment Period for the following three (3) months and can be summarily dismissed during this intervening period.

It is to avoid this situation that the Probationary Period and the Minimum Employment Period are to be of the same duration.

This period must be outlined and explained in the Letter of Offer.

During this period, should an employee be terminated for any reason, the employee may not lodge an 'unfair dismissal' claim against the company. That does not mean that, under the General Provisions of the Act, a claim for 'adverse action' cannot be lodged.

Because of the potential impact on the company of such action, any proposal to terminate an employee within the Minimum Employment Period is to be confirmed by the [position] before such action is taken.



Induction Content

The following is required to be in place.

- All new employees must be provided with the "New Employee Welcome Pack" upon commencement. This pack contains the Fair Work Statement which must be issued to all new employees (unless already issued with the Letter of Offer). They are required to sign that they have received and read this statement in a register to be kept for that purpose.
- An introductory meeting between the relevant manager, their team leader and the new employee must be arranged on the first day of employment.
- All new employees must be provided with a Job Description that clearly outlines their duties and performance standards.
- All new employees must be taken through the HR Policies and Procedures Manual and the Work Health and Safety Manual to ensure an understanding of Sample Company policies and procedures, after which they are required to sign the Acknowledgement Form.
- All new employees will be issued with an Employee Handbook, summarising those aspects with which they must be familiar as an employee of Sample Company and for reference during their employment as required.
- The manager or team leader designated to conduct the induction must refer to the Induction Checklist as a guide to managing them through the induction process. This includes the following content.
 - An overview of the area e.g. layout of work areas, location of facilities – kitchen, first aid trained personnel and first aid box, fire escapes, toilets.
 - What the work area does and how it fits into the organisation. Discuss how the new employee's position fits into the team and the key tasks, work routine, supervisory responsibilities and expectations.
 - A detailed review of the induction process. Ensure that the new employee understands the following key areas:
 - Terms and conditions of their employment contract.
 - Daily time keeping procedure, including hours of work, lunch, morning and afternoon tea breaks.
 - Pay procedures including timing, method of payment and general deductions allowed.
 - Leave entitlements and method of requesting.
 - Safety procedures and reporting of accidents.
 - Any security aspects they need to be aware of.
 - The company's disciplinary procedure.
 - An overview of the Sample Company intranet and the information contained therein.

The manager or team leader must arrange and conduct regular review meetings to monitor progress and provide an informal time for questions and further induction planning. Effective induction is a joint responsibility.



Wages and Salaries

Salaries/wages are paid [period]. Payments are made directly into the bank, building society or credit union of an employee's choice. Payslips are forwarded to all employees within one day of payment. All employees are required to complete the Bank Account Details Form on commencement.

The [position] is to receive an email from the authorised team leader within 24 hours of payroll preparation advising of any changes to an employee's pay details, otherwise the employee will be paid the same amount each [period].

It is the individual's responsibility to advise any change to account details. Sample Company cannot be held responsible for any delays in processing that arise due to changes in banking or address details. Any requests for changes to bank details should be forwarded to the [position] at least 48 hours before salaries are paid.

Details required for payments to be processed are:

- Bank and Branch Name
- BSB Number in the format XXX-XXX
- Account Number
- Name on Account

PAYG tax along with HECS liability where applicable will be deducted from an employee's salary. At the end of the financial year each employee will be issued with an annual PAYG payment summary statement stating how much tax has been deducted. This statement should be used when completing the tax return.

All funds that are transferred are cleared so there is no need to wait before they can be drawn upon. Employees requiring a statement of earnings or replacement pay slips should request this from [position].

Should an employee require a statement of earnings or employment status when applying for a loan etc., the [position] should be given as a reference point. In addition, the [position] should be advised via email of who will call and when. Personal details will not be provided without the prior consent of the employee.

All employees have the option to salary sacrifice. The [position] is to be notified, together with the provision of the appropriate documentation authorising the sacrifice.



Leave Application Form

Employee Name: _____ Employee Number: _____

Department: _____

Employment category: _____

Full time: Casual (when not available): Part time:

If part time, hours worked per day:

	First day of leave	Last day of leave	Total days / hours	No. of public holidays	No. of working days
Annual leave					
Personal/Carer's leave (if more than 2 days medical certificate required)					
Study leave (please give details below)					
Parental leave (letter of confinement required)					
Special leave Paid Unpaid (please give reason below)					
Long service leave					

Payment: _____ Normal weekly _____ In advance _____

Specific details:

Employee's signature: _____ Manager's signature: _____

Date: _____

Date: _____



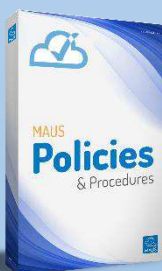
MAUS Quality Assurance ISO 9001



MAUS Health & Safety AS/NZ 4801



MAUS Environmental Manual ISO 14001



MAUS Policies & Procedures

View some of our other amazing Policies and Documents

- Over 100 sample policies and templates
- Completely customisable to suit your business
- Automated version control to monitor the changes to your manuals
- Employee verification to monitor compliance.