

# TABLE OF CONTENT – HR Policies & Procedures

## 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