

## 1.5 Workplace Policies and Procedures

Workplace policies and procedures assist you to not only to fulfill your legal obligations, but to ensure your team know the rules of the business, the ways things should be done and details the standards of operations in an environment of equality and consistency. It defines boundaries.

You should have policies and procedures for the following areas of your business:

- Operational areas – finance, quality and production or service areas
- Human Resource – recruitment, selection, training and development, induction, employment conditions, termination of employment, equality opportunity, anti-discrimination and cultural diversity
- Occupational Health, Safety and the Environment

You are also required to ensure that information is readily available to all employees, including copies of any award, agreement, etc. This information should be given to your new employees during the induction process and is generally included as part of an induction manual. A signed confirmation of this provision, by the employee, should be kept on file for auditing purposes.

As policies and procedures change with the business requirements all employees should be made aware of the altered document(s). This can be done in a number of various ways, toolbox meetings, internal memo, a comment on base of payslip (or even attached to payslip), noticeboards etc, remembering to alter your induction manual if it is included in there as well. Again, a signed confirmation of acknowledgement by the employee should be obtained and filed.

The following links will provide you with resources to develop your business policies and procedures:

- [Industrial Relations - Workplace Policies and Procedures Brochure](#)
- [Kochies Business Builder - HR Policies and Procedures](#)
- [Small Business Management](#)
- [Business Victoria - Step by Step Guides](#)
- [NSW Government - Small Business](#)

Attached is the following tool:

Tool – HR Policy and Procedure Checklist

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