



## Tools - HR Policy and Procedure Checklist

The sections below are to be used as a guide only. Print off the document and check off the status of your policies and procedures for managing your human resources.

Use the guide again to once you have developed policies and procedures to ensure you have the right ones in place!

### Section One: HR Policies and Procedures

Do you have any of the following policies and procedures documented in your organisation?

	Yes	No	Todo		Yes	No	Todo
Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment & Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dress Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parental Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grievance Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Harassment & Bullying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet & Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drug & Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of Company Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copyright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training & Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Work Practices/Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workcover/ Return to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Health, Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Todo
Are all new staff required to certify that they have read and agree to abide by the company's policies and procedures as a condition of employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all staff aware of the company's policies and procedures through induction and ongoing training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly review your policies and procedures for compliance, legislation and best practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section Two: Recruitment

	Yes	No	Todo
When you recruit, do you document the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When you recruit, do you develop clear selection criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When you recruit, do you use an application form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you recruit and select, do you make a merit-based appointment (according to the selection criteria developed)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As part of the recruitment process, do you review and copy all relevant documents as evidence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you always request referees and carry out a thorough reference check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you make offers of employment conditional on the outcome of relevant pre-employment screening – like police checks and medicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all new staff receive a letter of offer/contract setting out the terms and conditions of the employment offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your male and female employees receive equal pay for broadly similar or equal work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do new staff attend a structured company and workplace induction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section Three: Employment Conditions

Do your employment contracts include the following:?

	Yes	No	Todo
Job title or position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Which award or agreement covers the employee (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Position/Duty statement – performance expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employees classification and rate of pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employees employment status – full time, casual, part time, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours of work, including overtime and shift work expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirements for reporting absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any probationary period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remuneration review process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave entitlements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superannuation contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about induction training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Termination provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference to the conditions under which the employee will work (company policies and procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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