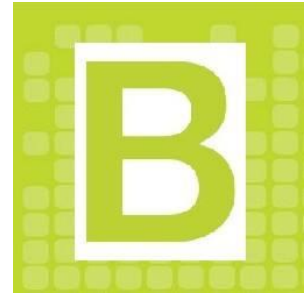


## Checklist of Policies for an Employee Handbook

- Anti-Discrimination Policy
- Bullying and Harassment Policy
- Code of Conduct Policy
- Email and Internet Usage Policy
- Social Media Policy
- Whistle Blowing Policy
- Drugs & Alcohol Policy
- Workplace Surveillance
- Incentive Bonus Schemes
- Company Equipment Policy
- Redundancy Policy
- Workplace Health & Safety Policy
- Victimisation Policy
- Grievance Policy

Please see attached explanatory notes for more detail.



## Checklist of Policies for an Employee Handbook

### Explanatory Notes

#### 1. Anti-Discrimination Policy

- Should include a statement of all types of discrimination that it covers
- Distinguish between direct and indirect discrimination

#### 2. Bullying and Harassment Policy

- Clear definitions of what constitute bullying and harassment will be needed
- Bullying examples include verbal abuse, sending offensive emails, assigning meaningless tasks
- Provide examples of what constitutes harassment. For example, jokes based on race, sexuality, age etc
- Sexual harassment should be separately and clearly defined
- Do not make the list exclusive

#### 3. Code of Conduct Policy

- Define expectations of employee behaviour
- Can include confidentiality and privacy issues
- How employees are to treat gifts, conflict of interest and ethical issues

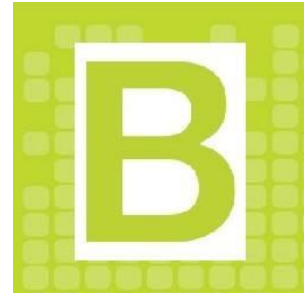
#### 4. Email and Internet Usage Policy

- give a clear statement to all users of the Company's IT equipment, facilities and services of their responsibilities, including what constitutes acceptable and unacceptable use
- manage the provision and modification of access to online services
- include standards and expectations for email and internet usage
- can include workplace surveillance if no separate policy

#### 5. Social Media Policy

- Can be quite comprehensive and cover all areas of social media use by employees
- Identify who has authority to post on behalf of the Company and any limitations
- Include appropriate usage criteria of social media
- What type of communication is prohibited

#### 6. Whistle Blowing Policy



- An internal reporting system for reporting of disclosures of matters such as corruption, illegality or substantial waste of company property
- Confidentiality is paramount and should be clearly explained
- The procedure needs to be clearly explained
- All policies must appoint a person who will receive the reports

## **7. Drugs and Alcohol Policy**

- A statement that drugs and alcohol are not allowed in the workplace
- The workplace should be extended to work functions with a limitation on excessive alcohol
- A clear statement of what disciplinary action may be taken
- May offer counselling, rehabilitation and treatment
- Confidentiality must be maintained and this should be stated

## **8. Workplace Surveillance**

- Must comply with the NSW Surveillance Act
- There should be a clear statement regarding use of internet and email policy and that usage may be monitored in accordance with legislation
- If there are cameras in the workplace employees must be notified of this in accordance with the legislation

## **9. Incentive Bonus Schemes**

- These must be clearly stated including timelines for bonus payments being made
- Define whether or not bonus is discretionary
- It is recommended that a statement that the policy is subject to change should be included.

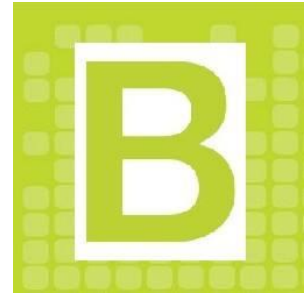
## **10. Company Equipment Policy**

- Define when and how company equipment can be used
- If phone calls are paid for explain what types of calls are covered
- Outline the procedure for the return of company property on termination
- Ownership of mobile phone numbers should be considered

## **11. Redundancy Policy**

- This is optional and should be carefully considered before including
- Severance and Notice Payments should be clearly defined
- Other options such as redeployment and retraining may be referred to
- The process for exiting employment should also be included

## **12. Workplace Health and Safety**



- Must comply with relevant state legislation
- Must be tailored to the business not just a generic statement
- A statement about the types of persons covered by the policy i.e. contractors, employees etc
- Workers compensation procedure for making claims should be included

### 13. Victimization

- Define meaning of victimisation and give examples e.g. refusing to work with or cooperate with someone because they have made a complaint
- Outline what to do if subjected to victimisation

### 14. Grievance Policy

- It is important that there be a clear grievance policy which sets out the procedure for making such a claim
- There must be a clear timetable which is not prolonged but not rushed
- The process must ensure that confidentiality of the accused and the claimant are protected
- All parties must be given reasonable periods in which to make statements and answer allegations
- Possible outcomes of the procedure should be explained e.g. apology, counselling, termination.

This checklist has been prepared by Andrew Bland. It is intended as a guide only and does not replace specific legal advice.

