

Policies and Procedures Checklist for Manual Preparation

Policies and Procedures

- | | |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | Recruitment & Selection |
| <input type="checkbox"/> | Code of Conduct |
| <input type="checkbox"/> | EOE and Other Compliance Policies |
| <input type="checkbox"/> | Grievance Resolution |
| <input type="checkbox"/> | Performance Appraisal & Management |
| <input type="checkbox"/> | Parental Leave |
| <input type="checkbox"/> | Confidentiality |
| <input type="checkbox"/> | Use of Company Property |
| <input type="checkbox"/> | Drug and Alcohol |
| <input type="checkbox"/> | Discipline |
| <input type="checkbox"/> | Anti-Discrimination |
| <input type="checkbox"/> | Company Vehicles |
| <input type="checkbox"/> | Copyright |
| <input type="checkbox"/> | Expenses |
| <input type="checkbox"/> | Privacy |
| <input type="checkbox"/> | Leave |
| <input type="checkbox"/> | Dress Code |
| <input type="checkbox"/> | Smoking |
| <input type="checkbox"/> | Training & Development |
| <input type="checkbox"/> | Flexible Work |
| <input type="checkbox"/> | Occupational Health & Safety |
| <input type="checkbox"/> | Travel |
| <input type="checkbox"/> | Return to Work |
| <input type="checkbox"/> | Internet & Email |

<input type="checkbox"/>	Termination
Recruitment Procedures	
<input type="checkbox"/>	Job Description
<input type="checkbox"/>	Advertising Standards & Media
<input type="checkbox"/>	Application Forms
<input type="checkbox"/>	Employee Security Clearance/Background Checks
<input type="checkbox"/>	Work Eligibility
<input type="checkbox"/>	Reference Check Process
<input type="checkbox"/>	Employment Contracts
<input type="checkbox"/>	Non-Disclosure Agreements
Employment Terms and Conditions	
<input type="checkbox"/>	Job Title and Position
<input type="checkbox"/>	Location
<input type="checkbox"/>	Period of Employment
<input type="checkbox"/>	Status (Part Time, Full Time, Contract, Casual)
<input type="checkbox"/>	Duties
<input type="checkbox"/>	Reporting Line
<input type="checkbox"/>	Job Description
<input type="checkbox"/>	Classification and Pay Rate
<input type="checkbox"/>	Leave and Vacation
<input type="checkbox"/>	Hours of Work
<input type="checkbox"/>	Probationary Period
<input type="checkbox"/>	Benefits
<input type="checkbox"/>	Notice Required for Termination