



## **THE HUMAN RESOURCES POLICIES & PROCEDURES MANUAL CONTAINS:**

- Code of Conduct Policy
- Conditions of Employment Policy
- Dress Code Policy
- Hours of Work Policy
- Attendance and Absenteeism Policy
- Probation Policy
- Induction Policy
- Flexible Working Arrangements Policy
- Credit Card Policy
- Working from Home Policy
- Telephone Answering Policy
- Travel and Accommodation Policy
- Learning and Development Policy
- Privacy Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Intellectual Property Policy
- Security Policy
- Personal Information Policy
- Email-Internet Policy
- Social Media Policy
- Removable Device Policy
- Workplace Health and Safety (WHS) Policy
- Alcohol and Other Drugs Policy
- Smoke-Free Workplace Policy
- Manual Handling Policy
- Workers' Compensation Policy
- Injury Management and Return to Work Policy
- Bullying and Harassment Policy
- Recruitment Policy
- Equal Employment Opportunity (EEO) Policy
- Service Vehicle Policy
- Leave Policy
- Performance Management Policy
- Ending Employment Policy
- Grievance Policy
- Legislation & Industrial Instruments
- Contractor Policy
- Environmental Best Practice Policy
- Policy Information

## **APPENDICES**

- Professional Development Record Template
- Staff Appraisal Record Template
- Recruitment and Selection Factsheet
- Contract of Employment Factsheet
- Staff Letter of Offer Template
- Contract of Employment Template
- Reference Check Factsheet
- Reference Check Template
- Agreement for Referee Checks Template
- Staff Orientation Factsheet
- Nominated Supervisor Example Job Description Factsheet
- Educator Example Job Description Factsheet
- Record Keeping Factsheet

**ALL IN PDF FORMAT FOR YOU TO READ AND REFERENCE, AND MICROSOFT WORD DOCUMENTS THAT YOU CAN EDIT AND ADAPT TO SUIT YOUR CENTRE**