



CHECKLIST OF POLICIES FOR AN EMPLOYEE HANDBOOK

- Discrimination Policy
- Harassment Policy
- Bullying Policy
- Grievance Policy
- Whistle Blowing Policy
- Drugs & Alcohol Policy
- Workplace Surveillance
- Performance Review Process
- Incentive Bonus Schemes
- Superannuation Policy
- Mobile Phone / Equipment Policy
- Redundancy Policy
- Parental Policy
- Occupational Health & Safety Policy

Please see attached explanatory notes for more detail.



CHECKLIST OF POLICIES FOR AN EMPLOYEE HANDBOOK

EXPLANATORY NOTES

1. Discrimination Policy

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

2. Harassment Policy

- A clear definition of what constitutes harassment will be needed
- 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. Bullying Policy

- Bullying definition must be clearly defined. Examples include verbal abuse, sending offensive emails, assigning meaningless tasks
- This should not be an exclusive list

4. 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
- Outcomes of the procedure should be explained eg apology, counseling, termination

5. 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



6. 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 counseling, rehabilitation and treatment
- Confidentiality must be maintained and this should be stated

7 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

8. Performance Review Process

- The process and timeline must be clearly stated
- Explain the reasons for appraisal
- Explain how the information shall be used

9. Incentive Bonus Schemes

- These must be clearly stated including timelines for bonus payments being made
- It is recommended that a statement that the policy is subject to change should be included

10. Superannuation Policy

- If not in the employment contract this should be included
- The default fund needs to be stated
- The process for choosing funds must be stated including statutory timelines

11. Mobile phone/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



12. 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 will be required to be included

13. Parental Policy

- Must comply with legislation as a minimum
- May provide a more generous policy
- Needs to include both maternity and paternity policy

14. Occupational 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 ie contractors, employees etc
- Workers compensation procedure for making claims should be included

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

You may contact Andrew as follows:

Tel: 02 9805 5600
Mob: 0401 244 418
Fax: 02 9889 4137

BlandsLaw
Suite 103D Level 1,
16 Byfield Street
NORTH RYDE NSW 2113

www.blandslaw.com.au