

Head Start Questions

(sample)

Section 23. HR Policies & Procedures



Section 23 – HR Policies & Procedures (Sample)

Provide consistent and transparent rules and guidance for employees and leaders

No	Question
23.1	What HR policies and procedures are documented in the organisation? When were they last reviewed? Is there an owner for each policy? What approval process is in place for new and amended policies? <i>See following pages for a sample of the full list of HR policies & procedures</i>
23.2	How are HR policies and procedures communicated to employees and enforced? What training and refresher communications are provided to employees to ensure policies and procedures are understood?
23.3	Are policies and procedures easy to find, written in plain language and have a common “look and feel”?
23.4	Have policies been reviewed by an independent, external party to ensure compliance with legislation?
23.5	What is the capability in the HR team to write/update policies and procedures? How are capabilities being developed for the future?

Checklist – Key HR Policies & Procedures (Sample)

Provide consistent and transparent rules and guidance for employees and leaders

Policy	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Code of conduct* <input type="checkbox"/> Complaints and grievances* <input type="checkbox"/> Drugs and alcohol* <input type="checkbox"/> Equal Employment Opportunity (EEO), bullying, harassment and discrimination* <input type="checkbox"/> Gifts & hospitality* <input type="checkbox"/> Internet, email and social media* <input type="checkbox"/> Leave (annual, personal/carer, compassionate, parental, domestic and family, community)* <input type="checkbox"/> Performance management, improvement, counselling and discipline* <input type="checkbox"/> Privacy* <input type="checkbox"/> Whistleblower* <input type="checkbox"/> Working from home <input type="checkbox"/> Workplace health and safety* 	<p><i>* critical HR policies and procedures</i></p>

Checklist – General HR Policies & Procedures (Sample)

Provide consistent and transparent rules and guidance for employees and leaders

Policy or procedure	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Abandonment of employment <input type="checkbox"/> Attendance and absenteeism <input type="checkbox"/> Bonus and incentive plans <input type="checkbox"/> Career break <input type="checkbox"/> Children in the workplace <input type="checkbox"/> Confidentiality and non disclosure <input type="checkbox"/> Conflict of interest <input type="checkbox"/> Covid 19 <input type="checkbox"/> Credit card <input type="checkbox"/> Customer service <input type="checkbox"/> Defence leave <input type="checkbox"/> Dress code <input type="checkbox"/> Emergency response and evacuation <input type="checkbox"/> Employee references <input type="checkbox"/> Employee benefits <input type="checkbox"/> Employer property and equipment <input type="checkbox"/> Engaging contractors <input type="checkbox"/> Environmental best practice <input type="checkbox"/> Family and domestic violence <input type="checkbox"/> Flexible working arrangements <input type="checkbox"/> Hours of work 	

Please note this is a sample of the full checklist