

# TABLE OF CONTENTS – HR POLICIES & PROCEDURES: FAIR WORK ACT

**Company Overview** 

**Our History** 

Our Mission

Our Vision of How We Want to Be Perceived

Office Locations

**Organisational Chart** 

Code of Conduct

Application of the Code of Conduct

Compliance with the Code of Conduct

**Private Business** 

Managing Breaches in the Code of Conduct

Compliance with the law

Enforcement

Privacy

Ownership of Personal Information

Use and Disclosure

**Data Security** 

Access to Personal Information

**Complaints Procedure** 

**Confidential Company Information** 

Definition

Personal Use of Company Property

Approvals and Advice

**Intellectual Property** 

Application

Confidentiality of Employee Information

Access to Employee Files

Employee request for Information to be supplied to others

Dress Standards in the Workplace

Corporate Dress Standard

**Smart Casual** 

Recruitment

**Recruitment of Employees** 

**Employment of Contractors** 



# Probation and Minimum Employment Period

**Process** 

Induction

**Induction Content** 

**Process** 

# **Conditions of Employment**

Minimum Requirements

**General Protection** 

The National Employment Standards

Wages and Salaries

Allowances

Superannuation

**Personal Files** 

Hours of Work

Overtime

**Time Keeping Records** 

Lunch/Meal Breaks

Time in Lieu

Flexible Working Arrangements

Leave Without Pay

**Problem Resolution** 

### Travel and Accommodation

**Travel Expenditures** 

Transportation

Accommodation

Meals

**Business Entertainment** 

**Conferences and Training** 

Other Reimbursable Expenses

Non-Reimbursable Expenses

Responsibilities

Enforcement

Motor Vehicle Policy

Licensing

**General Conditions** 

Parking and Traffic Infringements

Payment for Fuel

Vehicle Maintenance



**Insurance Policy** 

Safety & Security

Roadside Assistance

Accidents

Notification Immediately After An Accident

**Company Issued Credit Cards** 

Distribution

**Change Control** 

Credit Card Usage

Cardholder Responsibility

Transaction Recording and Approval

(Bank) Commercial Credit Cards Centre Contacts List

Working from Home Policy

Conditions Governing Working from Home

Hours of Work

Work Health and Safety

Equipment

Maximum Period of Time for Working from Home Agreements

Approval

Working from Home Agreement

Email and Internet Usage

**Definitions** 

**Use of Company Phones** 

**Email Ownership and Monitoring** 

Security and Maintenance

Acceptable Use

**Prohibited Use** 

Social Media

Right to Monitor

Discipline

**General Leave Provisions** 

**Annual Leave** 

Compassionate Leave

**Community Service Leave** 

Defence Reserve Service Leave

Parental Leave

Eligibility for leave

Leave for Non Primary Care Giver



Continuity of Service

Employee's Responsibilities

Employee Couples Who Each Intend To Take Leave

Leave for an Employee Whose Partner is Not an Employee

Concurrent Leave

Dad and Partner Pay for Parental Leave

Notifying changes in circumstances

Cancellation of Parental Leave

**Extension of Parental Leav** 

Special Maternity Leave

Replacement of Employees on Parental Leave

Return To Work Following Parental Leave

Transfer to a Safe Role

Paid 'No Safe Job' Leave

Termination of Employment while on Parental Leave

Superannuation while on Parental Leave

**Adoption Leave** 

'Keeping in Touch' Days

Paid Work during Parental Leave

Seeking Advice

Long Service Leave

**Long Service Leave Procedures** 

Performance Management

Performance Review and Reporting

Performance Feedback

Performance Counselling

**Disciplinary Action** 

**Professional Development** 

Programs covered by this Policy

Eligibility

Scope of Company Assistance

Fees

Time Off

Approval

**Anti-Discrimination** 

Discrimination

**Complaints Procedure** 

**Bullying and Harassment** 

#### Maus Software



Workplace Bullying

Harassment in the Workplace

**Grievance Procedure** 

**Outside Assistance** 

Do Not Ignore

**Disciplinary Outcomes** 

Confidentiality

**Training** 

**Harassment Complaints Procedure** 

**Bullying - Complaints Procedure** 

**Family Violence** 

**Family Violence** 

Security

**Building Security** 

**Data Security** 

**Key Security** 

Visitors

Property Loss/Damage

**Reporting Security Incidents** 

**Cessation of Employment** 

Purpose and Scope

Retirement

Abandonment of Employment

Dismissal without Notice

Resignation

**Notice of Termination** 

Redundancy

Dismissal

**Prohibited Grounds for Termination** 

**Record Keeping** 

**Exit Interviews** 

**References and Referees** 

Health, Safety and Environment

Policy

**Underlying Principles** 

Safety in the Workplace

**Employee Health** 

Injury Management and Return to Work



**Underlying Principles** 

Responsibilities

Claims Procedure

Where to go for Help

Alcohol and Other Drugs

Policy

**Underlying Assumptions** 

Responsibilities

**Prescription Drugs** 

**Alcohol and Drug Screening Processes** 

Consequences of Breaching this Policy

Smoke-Free Workplace

Policy

Responsibilities

**Prohibited Areas** 

**Smoking Breaks** 

Assistance to Quit Smoking

Breaches of the Smoking Policy

### **Appendices**

HR Policies and Procedures Manual Acknowledgement Form

Unsuccessful Job Application Letter Template

Recruitment Interview Guide

Reference Check Proforma

Pre-Employment Health Declaration

**Induction Checklist** 

**Employee Details Form** 

Working from Home Agreement

Leave Application Form

Performance Appraisal Form

**Emergency Contact Permission Form** 

Letter of Offer Template - Casual

Letter of Offer Template - Permanent Part Time

Letter of Offer Template - Permanent Part Time

Letter of Offer Template - Permanent