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 Leave
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
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
Maus Software

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