

Essential HR Documentation Checklist

Every business needs essential HR Documents in place to protect your team and your business. These documents don't have to be hard to create. They can be simple and straightforward, as long as they include all your essential policies and procedures. Total HRM has created a checklist for you to see which HR Documents you need for your business or organisation.



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THE PEOPLE BUSINESS

For more assistance and resources, please visit our website www.totalhrm.com.au

ESSENTIAL HR DOCUMENTATION CHECKLIST

CHECK WHICH HR DOCUMENTS YOU ALREADY HAVE AND SEE WHICH ONES YOU STILL REQUIRE.

For every business

- | | | |
|----|--|--------------------------|
| 01 | WORK HEALTH AND SAFETY POLICY
WHS POLICIES OUTLINE SAFETY PROCEDURES & HELP REDUCE THE LIKLIHOOD OF AN INCIDENT. | <input type="checkbox"/> |
| 02 | BULLYING HARASSMENT AND DISCRIMINATION POLICY
IT IS UNLAWFUL TO DISCRIMINATE OR HARASS ANYONE IN THE WORKPLACE. | <input type="checkbox"/> |
| 03 | CODE OF CONDUCT
OUTLINES THE EXPECTED BEHAVIOURS OF EVERYONE IN YOUR WORKPLAC. THE CODE OF CONDUCT SHOULD BE WRITTEN DOWN TO GIVE CLEAR INSTRUCTIONS ABOUT WHAT EMPLOYEES CAN AND CAN'T DO IN THE WORKPLACE | <input type="checkbox"/> |
| 04 | DRUGS & ALCOHOL POLICY
THE AIM OF THIS POLICY SHOULD BE PREVENTION, EDUCATION, COUNSELLING AND REHABILITATION. THE FOCUS SHOULD BE TO ELIMINATE OR REDUCE THE RISKS ASSOCIATED WITH THE USE OF ALCOHOL AND OTHER DRUGS IN THE WORKPLACE IN A WAY THAT IS CONSISTENT AND FAIR TO ALL EMPLOYEES. | <input type="checkbox"/> |
| 05 | LEAVE POLICY
OUTLINES WHAT LEAVE IS OFFERED, YOUR OBLIGATIONS, AND THE TEAM MEMBERS' ENTITLEMENTS. IT CAN ALSO INCLUDE HOW YOUR TEAM MEMBERS CAN APPLY FOR LEAVE. | <input type="checkbox"/> |
| 06 | GRIEVANCE POLICY
OUTLINES IF THERE IS A DISAGREEMENT BETWEEN A TEAM MEMBER AND THE EMPLOYER. DETAILS HOW THE DISAGREEMENT WILL BE HANDLED IN AN UNBIASED WAY. IT ALLOWS THE TEAM MEMBER TO FEEL SAFE COMING FORWARD WITH A COMPLAINT. | <input type="checkbox"/> |
| 07 | PERFORMANCE COUNSELLING & DISCIPLINE POLICY
PROVIDES A WAY FOR MANAGERS TO COMMUNICATE CLEARLY IF A TEAM MEMBER'S WORK STANDARD IS NOT SATISFACTORY. DESIGNED TO HELP IMPROVE THE TEAM MEMBER'S WORK. | <input type="checkbox"/> |

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08 **PRIVACY POLICY**
STATES HOW AND WHY YOUR BUSINESS WILL COLLECT AND USE YOUR PERSONAL INFORMATION. ☐

09 **TERMINATION AND RESIGNATION POLICY**
DETAILS HOW AN EMPLOYMENT TERMINATION HAPPENS WITHIN YOUR BUSINESS. OUTLINES THE REQUIREMENTS OF A RESIGNATION. ☐

10 **INTERNET AND EMAIL POLICY**
SETS OUT PRACTICES AND RESTRICTIONS REGARDING THE USE OF COMPANY TECHNOLOGY. IT DESCRIBES WHAT EMPLOYEES CAN AND CAN'T DO WHEN USING WORKPLACE COMPUTERS, NETWORKS, WEBSITES OR SYSTEMS. ☐

11 **DRIVING & MOTOR VEHICLE POLICY**
SETS OUT EXPECTATIONS AND RESTRICTIONS AROUND USING WORK VEHICLES, REIMBURSEMENTS FOR MAINTAINENCE AND FUEL. INCLUDES IF ANY PARTICULAR LEVEL OF LICENCE IS REQUIRED. ☐

12 **WORKING FROM HOME POLICY**
OUTLINES EXPECTATIONS AND ALLOWANCES FOR PEOPLE WHO WORK REMOTELY OR HAVE A HYBRID WORK MODEL. KEEPS YOUR TEAM ACCOUNTABLE WHEN HAVING FLEXIBILITY. ☐

13 **EXIT POLICY**
OUTLINES THE PROCEDURE OF SOMEONE EXITING THE BUSINESS FOR ANY REASON (RESIGNATION, TERMINATION ETC.) AND INCLUDES RETURN OF PROPERTY AGREEMENTS, CONFIDENTIALITY REQUIREMENTS, PROTECTION ON IP. ☐

14 **JOB DESCRIPTION**
OUTLINES WHAT IS REQUIRED IN EACH JOB ROLE WITHIN YOUR BUSINESS OR ORGANISATION. ☐

15 **EMPLOYMENT CONTRACT**
PROVIDES A COMPLETE OVERVIEW OF YOUR TEAM MEMBERS OBLIGATIONS TO YOUR BUSINESS OR ORGANISATION. OULINES YOUR OBLIGATIONS TO THE TEAM MEMBERS AND THEIR ENTITLEMENTS. ☐

ESSENTIAL HR DOCUMENTATION CHECKLIST

For Employees

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|----|--|--------------------------|
| 01 | EMPLOYEE HANDBOOK
PROVIDED TO EVERY TEAM MEMBER. DETAILS EVERYTHING. | <input type="checkbox"/> |
| 02 | BULLYING HARASSMENT AND DISCRIMINATION POLICY
IT IS UNLAWFUL TO DISCRIMINATE OR HARASS ANYONE IN THE
WORKPLACE. | <input type="checkbox"/> |

If you are struggling to find new team members or need assistance improving your recruitment processes, please book a free 15 minute chat with one of our HR Experts.



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