



# Essential HR Policies and Procedures for Business

Welcome to our guide on essential policies and procedures for small businesses in Australia. Running a small business can be challenging, but having a set of well-defined policies and procedures in place can help ensure the smooth operation of your business and protect you and your employees.

DONE	TITLE	PURPOSE
<input type="checkbox"/>	<b>Work Health and Safety Policy</b>	Outlines the employer's commitment to providing a safe and healthy working environment for all employees.
<input type="checkbox"/>	<b>Anti-discrimination and Equal Opportunity Policy</b>	Outlines the employer's commitment to providing a discrimination-free working environment and equal opportunity for all employees.
<input type="checkbox"/>	<b>Bullying and Harassment Policy</b>	Outlines the employer's commitment to providing a bullying and harassment-free working environment for all employees.
<input type="checkbox"/>	<b>Code of Conduct Policy</b>	Outlines the employer's expectations of behaviour and conduct for all employees.
<input type="checkbox"/>	<b>Privacy Policy</b>	Outlines the employer's commitment to protecting the privacy of employee's and client's personal information
<input type="checkbox"/>	<b>Confidentiality Policy</b>	Outlines the employer's expectations of employee's in the protection of the

<input type="checkbox"/>	<b>Time and Attendance Policy</b>	business' confidential information Outlines the employer's expectations for employee attendance and punctuality
<input type="checkbox"/>	<b>Performance Management Policy</b>	Outlines the employer's processes for assessing and managing employee performance
<input type="checkbox"/>	<b>Grievance and Dispute Resolution Policy</b>	Outlines the employer's process for resolving employee grievances and disputes
<input type="checkbox"/>	<b>Leave Policy</b>	Outlines the employer's policies and procedures for taking leave including annual leave, personal and carer's leave, compassionate leave, and parental leave
<input type="checkbox"/>	<b>Internet and Email Policy</b>	Outlines the employer's policies and procedures for the use of email and internet in the workplace
<input type="checkbox"/>	<b>Social Media Policy</b>	Outlines the employer's policies and procedures concerning the use of social media in the workplace and in relation to the workplace
<input type="checkbox"/>	<b>Drug and Alcohol Policy</b>	Outlines the employer's policies and procedures concerning the use of drugs and alcohol at the workplace
<input type="checkbox"/>	<b>Return to Work Policy</b>	Outlines the employer's policies and procedures for managing return to work for employees returning to work after an illness or injury
<input type="checkbox"/>	<b>Termination of Employment Policy</b>	Outlines the employer's policies and procedures concerning termination of employment whether employer or employee initiated

Please note that it's important to consult with compliance expert before finalising any policies as they may vary depending on the specific workplace and industry.