

ENQUIRY QUESTIONS

LEAD-IN QUESTIONS:

- Do your staff have ready access to the policies and procedures and know where to find them?
- Have your staff received training on policies and how to implement them?
- How were your current HR policies and procedures developed?
- Who is responsible for maintaining them?
 - Are they up to date?
- Have you ever encountered any issues related to policy or process compliance?
- Are there any specific concerns or challenges you are facing in your business or industry that may require policy revisions?
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DO YOU HAVE THE FOLLOWING ESSENTIAL POLICIES?

- ☐ Work Health and Safety (WHS)
 - ☐ Workplace Psychosocial Risk Management Policy
- ☐ Bullying, Harassment, Sexual Harassment and Discrimination
 - ☐ Positive duty to eliminate sexual harassment – Effective Nov 2022
- ☐ ☐ Protected attributes – Effective Dec 2022
 - ☐ Training requirement
- ☐ Code of Conduct
- ☐ Drugs and Alcohol Policy
- ☐ Leave Policy
 - ☐ Additional Paid Domestic Violence Leave – Feb 2023
 - ☐ Reporting requirement for DV leave – Feb 2023

- ☐ Grievance Policy
- ☐ Performance Counselling and Discipline Policy
- ☐ Internet and Email Policy
- ☐ Social Media Policy
- ☐ Privacy Policy
- ☐ Working from Home/ Remote Working Policy
 - ☐ Changes around access for Flexible work arrangement – Effective June 2023
- ☐ Ill and Injured Employee Management and Return to Work Policy
- ☐ Attendance and Absenteeism
- ☐ Business and Social Functions
- ☐ Education and Professional Development
- ☐ Travel
- ☐ Gender Equality, Inclusion & Diversity
- ☐ Mental Health
- ☐ Parental Leave
 - ☐ Government Parental

OTHER POTENTIAL POLICIES:

- ☐ Motor Vehicle Policy
- ☐ Salary Review Policy
- ☐ Confidentiality
- ☐ Conflict of Interest
- ☐ Gift Receiving Policy
- ☐ Dress Code

- ☐ Employee Assistance Program
- ☐ Offboarding Policy
- ☐ Expense Claim Procedure
- ☐ First Aid
- ☐ Fraud
- ☐ Pandemic
- ☐ Performance Appraisal
- ☐ Recruitment Policy
- ☐ Smoking
- ☐ Use of Company Property; e.g., computer, laptop, mobile phone
- ☐ ICT Information Management and Security Policy
- ☐ Right to Disconnect