

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?

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