



TEAM ACCELERATE
UNLOCKING YOUR HR POTENTIAL

Policy Checklist

YES NO

- | | | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Abandonment of Employment |
| <input type="checkbox"/> | <input type="checkbox"/> | Anti-Bullying & Harrassment |
| <input type="checkbox"/> | <input type="checkbox"/> | Code of Conduct |
| <input type="checkbox"/> | <input type="checkbox"/> | Company Motor Vehicle |
| <input type="checkbox"/> | <input type="checkbox"/> | Company Credit Card |
| <input type="checkbox"/> | <input type="checkbox"/> | Customer Service |
| <input type="checkbox"/> | <input type="checkbox"/> | Discipline |
| <input type="checkbox"/> | <input type="checkbox"/> | Equal Employment Opportunity |
| <input type="checkbox"/> | <input type="checkbox"/> | Family Responsibilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Fitness for Work |
| <input type="checkbox"/> | <input type="checkbox"/> | Grievance Handling |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspections |

YES NO

- | | | |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Internet, Email & Computer Use |
| <input type="checkbox"/> | <input type="checkbox"/> | Leave |
| <input type="checkbox"/> | <input type="checkbox"/> | Performance Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Personal & Mobile Phone Use |
| <input type="checkbox"/> | <input type="checkbox"/> | Privacy |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoking, Drinking & Drugs |
| <input type="checkbox"/> | <input type="checkbox"/> | Social Media |
| <input type="checkbox"/> | <input type="checkbox"/> | Staff Social Functions |
| <input type="checkbox"/> | <input type="checkbox"/> | Termination of Employment |
| <input type="checkbox"/> | <input type="checkbox"/> | Whistleblower |
| <input type="checkbox"/> | <input type="checkbox"/> | Work Health & Safety |
| <input type="checkbox"/> | <input type="checkbox"/> | Workplace Surveillance |

Do you have some of these but not all and need some help?

Call us on 0487 008 482



Important Note: This isn't an exhaustive list, your workplace may have additional policies depending on operations and these will be critical to your business functioning.

www.teamaccelerate.net