

# EMPLOYEE RELATIONS

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*Employment Manual*

<b>TERMS AND CONDITIONS .....</b>	<b>8</b>
<b>HUMAN RESOURCES POLICIES.....</b>	<b>9</b>
<b>1. Abandonment of Employment .....</b>	<b>9</b>
<b>2. Adoption of Australian Workplace Standards Policy.....</b>	<b>10</b>
<b>3. Attendance and Absenteeism Policy .....</b>	<b>10</b>
3.1. Procedure.....	11
<b>4. Avoidance and Settlement of Disputes.....</b>	<b>11</b>
<b>5. Business Ethics .....</b>	<b>12</b>
5.1. Confidentiality & Intellectual Property .....	12
5.2. Gifts and Gratuities.....	12
5.3. Conflict of Interest .....	13
5.4. Removal of Property from Company Premises .....	13
5.5. Security of Company Assets & Premises.....	13
5.6. Outside Employment .....	13
5.7. Personnel Records, Release of Confidential Information.....	14
5.7.1. Access to Personnel Files .....	14
5.7.2. Release of Confidential Information.....	14
5.7.3. Verbal References for Former Employees .....	15
<b>6. Children in the Workplace .....</b>	<b>15</b>
6.1. Children.....	15
6.2. Young Workers .....	16
<b>7. Code of Conduct.....</b>	<b>16</b>
<b>8. Company Car Policy.....</b>	<b>17</b>
8.1. Definitions.....	17
8.2. Tool of Trade Vehicles.....	18
8.3. Packaged Vehicles .....	18
8.4. General Conditions for Vehicle Use .....	18
8.5. Accident and Incidents.....	19
<b>9 Confidentiality Policy.....</b>	<b>20</b>
<b>10 Credit Card Policy .....</b>	<b>22</b>
<b>11 Customer Service Policy .....</b>	<b>24</b>
11.2. Procedure.....	24
11.3. Process and Time frame for handling complaints and reaching agreement.....	24
11.4. Appeals .....	25
<b>12 Disciplinary Procedures .....</b>	<b>25</b>
12.1. Poor Work Performance .....	26
12.2. Oral Warning .....	26

12.3	Written Warning.....	27
12.4	Final Written Warning.....	27
12.5	Dismissal Interview.....	28
12.6	Serious Misconduct or Major Offences.....	28
<b>13</b>	<b>Dress, Jewellery and Hygiene Code .....</b>	<b>30</b>
13.1	Hygiene .....	30
13.2	Dress and Clothing.....	30
13.3	Uniforms .....	30
13.4	Footwear.....	31
13.5	Hair .....	31
13.6	Jewellery and piercings and body art.....	31
<b>14</b>	<b>Drugs and Alcohol Policy .....</b>	<b>31</b>
14.1	Definitions.....	32
14.2	Alcohol and Drug-Free Work Environment .....	32
14.3	Obligation to Notify .....	32
14.4	Violation of Alcohol and Drug-Free Work Environment .....	32
14.5	Handling Drug and Alcohol Problems: .....	32
<b>15</b>	<b>Educational Assistance .....</b>	<b>33</b>
15.1	Eligibility.....	34
15.2	Definitions.....	34
15.2.1	Personal Study .....	34
15.2.2	Fees .....	35
15.3	Procedure.....	35
16.3.3	Educational Assistance .....	35
16.3.4	Study Leave Entitlements. ....	35
16.3.3	Exclusions.....	36
16.3.4	Cessation of Employment.....	36
<b>17</b>	<b>EEO and Affirmation Action.....</b>	<b>36</b>
<b>18</b>	<b>Electronic Devices – Iponds, Cameras.....</b>	<b>37</b>
<b>19</b>	<b>Electronic Communication Policy .....</b>	<b>39</b>
1.1	Code of Conduct & Procedure When Using Electronic Media.....	39
1.2	Internet/Intranet .....	40
1.3	E-mail .....	41
<b>2.</b>	<b>Emergency Policy .....</b>	<b>41</b>
2.1	Company commitment .....	42
2.2	Resources.....	42
2.3	Emergency response planning management priorities .....	42
2.4	Manager and supervisor commitment .....	42
2.5	Employee commitment.....	43
2.6	Workplace health and safety committee commitment .....	43
<b>3.</b>	<b>Exit Interview Policy.....</b>	<b>44</b>

<b>4. Grievance Policy</b> .....	<b>44</b>
4.1 Definition .....	45
4.2 Confidentiality/Impartiality.....	45
4.3 Timing .....	45
4.4 Process.....	45
4.5 Reaching Agreement.....	46
4.6 Appeals Methods.....	46
4.7 External Tribunals.....	46
<b>5. Incentive and Bonus</b> .....	<b>46</b>
<b>6. Induction Policy</b> .....	<b>47</b>
<b>7. Internet, Email &amp; Computer Use</b> .....	<b>49</b>
7.1 Information Protection/Confidentiality.....	49
7.2 Use of Computer Equipment.....	49
7.3 Internet and Email Facilities.....	50
7.4 Security Violations .....	50
7.5 Computer Viruses .....	51
7.6 Telephone Systems.....	51
<b>8. Leave Policy</b> .....	<b>52</b>
8.1 Basis for Entitlement.....	52
8.2 Annual Leave .....	52
8.2.1 Procedure.....	53
8.2.2 Cashing out annual leave .....	53
8.3 Leave Without Pay.....	54
8.3.1 Procedure.....	54
8.4 Long Service Leave.....	54
8.4.1 Procedure.....	55
8.4.2 Cashing out long service leave .....	55
8.5 Personal / Carers Leave.....	56
8.5.1 Basis for Entitlement .....	56
8.5.2 Policy .....	57
8.5.3 Procedure.....	57
8.6 Personal leave .....	57
8.7 Carers leave.....	58
8.8 Compassionate Leave .....	58
8.9 Parental Leave .....	58
8.10 Maternity leave .....	59
8.10.1 Return to Safe Job .....	59
8.10.2 Returning to work .....	59
8.11 Paternity leave.....	60
8.12 Adoption leave .....	60
8.12.1 Procedure .....	60
8.13 Defence Leave .....	60
8.13.1 Procedure .....	61
<b>9. Mobile Phone Policy</b> .....	<b>62</b>

<b>10.</b>	<b>Payment of Salaries and Wages</b>	<b>63</b>
<b>11.</b>	<b>Personal Phone Calls</b>	<b>64</b>
<b>12.</b>	<b>Privacy Policy</b>	<b>65</b>
<b>13.</b>	<b>Probationary Employment</b>	<b>67</b>
<b>14.</b>	<b>Recruitment and Selection Policy</b>	<b>68</b>
14.1	Pre-Employment Health Assessment	68
14.2	Police Checks	68
14.3	Vacant Position	68
14.4	Position Advertisement	68
14.5	Selection	69
14.6	Interviews	70
14.7	Selection of Candidates and Offer of Employment	70
14.8	Selection of Former Employees	71
<b>15.</b>	<b>Redundancy Policy</b>	<b>71</b>
<b>16.</b>	<b>Rehabilitation Policy / Injury Management</b>	<b>71</b>
16.1	Minor Injuries (generally not involving Lost Time)	72
16.2	Injuries Involving Lost Time	73
16.3	Provision of Suitable Alternative Duties	73
<b>17.</b>	<b>Retirement Policy</b>	<b>74</b>
<b>18.</b>	<b>Sexual Harassment, Bullying and Victimisation Policy</b>	<b>76</b>
18.1	Sexual Harassment	76
18.2	Racial Harassment and Incitement of Racial Disharmony	77
18.3	General Harassment and Victimisation:	77
18.3.1	Harassment	77
18.3.2	Victimisation	78
18.3.3	Dispute Procedure	78
<b>19.</b>	<b>Smoke Free Work Environment Policy</b>	<b>79</b>
<b>20.</b>	<b>Study Leave and Assistance</b>	<b>79</b>
<b>21.</b>	<b>Termination of Employment</b>	<b>81</b>
21.1	Resignation	82
21.2	Retirement	82
21.3	Conclusion of Fixed Term Contract	82
21.4	Termination on Notice	82
21.5	Abandonment of Employment	82
21.6	Termination for Poor / Unsatisfactory Work Performance	82
21.7	Termination for Serious and Wilful Misconduct	83
21.8	Redundancy/Retrenchment	83
21.9	Final Payment	83
<b>22.</b>	<b>Training and Development</b>	<b>83</b>

<b>23.</b>	<b>Travel Expenses Reimbursement Policy .....</b>	<b>84</b>
<b>24.</b>	<b>Travel Policy.....</b>	<b>85</b>
24.1	Procedure.....	86
24.2	Travel .....	86
24.3	Accommodation and Rental Cars .....	86
24.4	Meals .....	87
24.5	Traveller’s Cheques/Foreign Currency.....	87
24.6	Payment and Reimbursement.....	87
24.7	General Issues .....	88
<b>25.</b>	<b>Work Experience .....</b>	<b>89</b>
<b>26.</b>	<b>Working at Remote Locations .....</b>	<b>89</b>
<b>27.</b>	<b>Working from Home Policy .....</b>	<b>90</b>
<b>28.</b>	<b>Working Hours and Rostered Days Off .....</b>	<b>91</b>
<b>29.</b>	<b>Work Surveillance Policy .....</b>	<b>92</b>
29.1	Security .....	92
29.2	Overt Surveillance.....	93
29.3	Covert Surveillance .....	93
<b>30.</b>	<b>Young Workers Policy .....</b>	<b>94</b>
30.1	Procedure.....	94
<b>EMPLOYMENT TEMPLATES.....</b>		<b>96</b>
<b>Applicant Evaluation.....</b>		<b>97</b>
<b>Certificate of Service.....</b>		<b>98</b>
<b>Compensation Adjustment Form .....</b>		<b>99</b>
<b>Employee Performance Review – Long Version .....</b>		<b>100</b>
<b>Employee Performance Review – Peer Review .....</b>		<b>103</b>
<b>Employee Status Change.....</b>		<b>104</b>
<b>Employee Warning Notice .....</b>		<b>106</b>
<b>Employment Application .....</b>		<b>107</b>
<b>Employment Medical Questionnaire .....</b>		<b>112</b>
<b>Expense Claim Form.....</b>		<b>116</b>
<b>Job Description Form (Long) .....</b>		<b>121</b>

Job Description Form (Short) .....	124
Leave Request Form .....	125
Letter of Reference – Departing Employee .....	126
Letter Regarding Termination .....	127
New Employee Induction Checklist.....	128
No Vacancies Letter – Keep on file.....	130
No Vacancies Letter – Will Keep on File .....	131
Notice of Meeting .....	132
Offer of Employment Letter.....	133
Performance Management Checklist .....	137
Pre-Employment Medical Questionnaire .....	139
Probation Complete Letter .....	144
Probation Terminated Letter .....	145
Record of Meeting .....	146
Recruitment Checklist.....	148
Redundancy Checklist.....	149
Reference Check .....	151
Statement of Service.....	153
Termination Checklist.....	154
Termination Due to Redundancy Letter .....	155
Unsuccessful Job Letter.....	156
Unsuccessful Letter – Position filled.....	157
Warning Letter.....	158

## Terms and Conditions

Employment contracts, Awards and the Policy and Procedure Manual establish the terms of employment between the Company and its staff.

The following policies and procedures form part of the terms and conditions of employment and/or engagement.

Some of the Policies and Procedures contained in this document relate the intent of various Legislation under which both the Company and its staff must operate, whilst other Policies & Procedures reflect company practices or benefits offered by the Company to its staff. Company Policies and Procedures are subject to variation or termination.

Breach of policies and procedures may lead to disciplinary action being taken.

It is intended that the Policies and Procedures contained herein will be regularly reviewed.

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Managing Director

Date:

[insert company name]