HR Policies and Procedures Manual

To create a HR Policies and Procedures Manual document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

Employer Information

- ☐ The legal name of the employer in full.
- ☐ Where the definitive binding edition of the handbook will be kept.
- ☐ The name and title of the person who will be responsible for holding and maintaining the handbook.
- ☐ Whether or not the handbook will show information about what the employer does, if so:
  - a brief statement about what the employer does.
- ☐ Whether the employer operates from more than one site, if so:
  - a brief statement about each site.
- ☐ Whether the details of the staff structure should be shown in the handbook, if so:
  - specify the organisation's staff structure.
- ☐ How the employer keeps employees up to date with changes.
- ☐ Confirm how the employer refers to its customers/patients/clients/members etc.

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Managers

- ☐ Confirm who the employee's point of contact is:
  - if they call to say they will be absent from work due to illness or injury, and if the line manager is unavailable.
  - if an employee wants to change their details.
  - regarding leave entitlements.
  - regarding concerns with their pay.
  - in case of bullying, harassment or discrimination.
  - regarding grievances not resolved by the line manager or other person mentioned above.
  - for advice on their options in case of an unresolved grievance.
  - about suspected malpractice or areas of concern, if they cannot approach their line manager.

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Miscellaneous

- ☐ The method by which employees are paid. Whether the employee fills in a time sheet, if so:
  - specify if the existing timesheet policies need to be inserted.

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- [ ] Whether there is a staff discount scheme, if so:
  - specify if the existing staff discount scheme details need to be inserted.
- [ ] Whether the employer has a dress code, if so:
  - specify the dress code.
- [ ] Whether the employer provides a uniform for staff, if so:
  - specify if it can be worn to and from work.
- [ ] Confirm whether any employees are involved in food production.
- [ ] Confirm whether any employees are involved in handling cash.
- [ ] Whether there are any specific health and safety rules that apply to your organisation, if so:
  - include the specific rules.
- [ ] Whether the employer's email system automatically inserts security and confidentiality warning and disclaimers at the end of all emails:
  - if yes, please include the wording that is used.
  - if no, the handbook will contain suggested wording.

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