

Standard Policies

Comments

SECTION 1 – COMPANY RULES

1. Your Responsibilities as employee
2. Attendance and Timekeeping
3. Sickness Absence, Injury and Sick Pay
4. Dentist, Doctors, Opticians etc.
5. Holidays
6. Accidents
7. Smoking
8. Fire
9. IT, Internet & Email
10. Jury Duty
11. Unauthorised Absence
12. Telephones (Office & Mobile)
13. Dress Code
14. Search
15. Pensions & Life Insurance
16. Childcare Vouchers
17. Confidentiality
18. Internal Recruitment
19. Lone Working
20. Company Structure
21. Expenses & Company Credit Cards
22. Hotel Bookings
23. Missing Receipt Process

SECTION 2 – POLICIES

1. Disciplinary Policy
2. Model performance review procedure
3. Grievance Policy
4. Equal Opportunities Policy
5. Bullying & Harassment Policy
6. Equal Pay Policy
7. Dignity at Work Policy
8. Stress Policy
9. Relationships at work Policy
10. Maternity Policy
11. Paternity Leave Policy
12. Adoption Leave Policy
13. Parental Leave Policy
14. Time off for Dependants Policy
15. Flexible Working Policy
16. Health & Safety
17. Alcohol & Drugs Abuse Policy
18. Compassionate Leave Policy
19. Bereavement Policy
20. Natural Disasters Policy
21. Data Protection Policy (may include information security policy)
22. Vehicle Policy
23. Use of Mobile Phone in Vehicles Policy
24. Whistle blowing Policy
25. Environmental Policy
26. Travel Policy & Plan
27. Eye Care Policy
28. Intranet Policy
29. Reference Policy
30. Bribery Act Policy

Additional policies you may wish to consider

<i>Disclosure of information to the media</i>	<i>PR</i>
<i>Bring your own device (BYOD)</i>	<i>IT</i>
<i>Social Media</i>	<i>IT</i>
<i>Domestic Emergencies</i>	<i>HR</i>
<i>Elective surgery</i>	<i>HR</i>
<i>IVF</i>	<i>HR</i>
<i>Cycle to work</i>	<i>HR</i>
<i>Capability Procedure (ill Health, Knowledge/Skills/Ability, Qualifications)</i>	<i>HR</i>
<i>Recruitment</i>	<i>HR</i>
<i>Induction</i>	<i>HR</i>
<i>Training</i>	<i>HR</i>
<i>Redundancy</i>	<i>HR</i>
<i>Garden Leave</i>	<i>HR</i>
<i>Job Description</i>	<i>HR</i>
<i>Person specification</i>	<i>HR</i>
<i>Probation Period</i>	<i>HR</i>
<i>Appraisal Policy</i>	<i>HR</i>
<i>Risk Assessments</i>	<i>H&S</i>
<i>Work related social events</i>	<i>Company Rules</i>
<i>Personal Belongings</i>	<i>Company Rules</i>
<i>Company property</i>	<i>Company Rules</i>
<i>Remote working</i>	<i>Company Rules</i>
<i>Personal Blogs and Websites</i>	<i>Company Rules</i>
<i>Misuse of organisations facilities and systems</i>	<i>Company Rules</i>
<i>Monitoring communications</i>	<i>Company Rules</i>
<i>Quality</i>	<i>Company Rules</i>
<i>Supplier Payment</i>	<i>Commercial</i>
<i>Customer Stop</i>	<i>Commercial</i>
<i>Negotiation - authority levels</i>	<i>Commercial</i>