

DEVELOP AND INTRODUCE WORKPLACE POLICIES

Title:	A1 Building Solutions Develop and Introduce Workplace Policies		
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Version No.	001	Review Date:	23/09/2021

* Unless otherwise indicated, this policy will apply beyond the review date.

1. **Management Support**

Senior management support for the implementation or modification of a policy, especially where policies relate to employee behaviour. The endorsement and modelling of the behaviour by senior managers and supervisors encourage staff to take the policies seriously.

2. **Consult with Staff**

Staff involved in developing and implementing workplace policies to promote stronger awareness, understanding and ownership of the outcome. Staff involvement to determine how and when the policies might apply, and assist in identifying possible unintentional outcomes of the policy.

3. **Define the terms of the policy**

Policy checklist

- set out the aim of the policy
- explain why the policy was developed
- list who the policy applies to
- set out what is acceptable or unacceptable behaviour
- set out the consequences of not complying with the policy
- provide a date when the policy was developed or updated.

4. **Put policies in writing and publicise them**

Policies to be publicised and provided to all existing and new employees. This includes casual, part-time and full-time employees and those on maternity leave or career breaks.

Policies should be written in plain English and easily understood by all employees. Translation of policies into the appropriate languages for employees whose first language is not English should be provided.

All staff are to confirm written understanding of what the policies mean. Explanation of how to comply with the policies and the implications of not complying should be provided to all staff.

5. Training and regular referral

Policies to be explained to staff through information and/or training sessions, at staff meetings and during induction sessions for new staff. They should also be reiterated and discussed with staff regularly at staff meetings to ensure they remain relevant.

Copies of policies to be easily accessible. Copies may be kept in folders in a central location or staff areas, in staff manuals and available on the organisation's intranet system.

6. Implementation

Policies to be applied consistently throughout the organisation. A breach of a policy should be dealt with promptly and according to the procedures set out in the policy. The consequence of the breach should also suit the severity of the breach – whether it be a warning, disciplinary action or dismissal.

7. Evaluate and review

Policies to be reviewed on a regular basis and updated where necessary – for a change in equipment or workplace procedures, amend current policy or develop a new one.