

## Human Resource Policy and Procedures Checklist\*

POLICIES AND PROCEDURES							
1.	Do you have the following policies and procedures in your Human Resource manual:						
	Yes	No	To Do		Yes	No	To Do
Code of Conduct				Leave			
Recruitment & Selection				Dress Code			
Parental Leave (Maternity Leave)				Grievance Resolution			
Performance Management				Termination			
Discipline				Harassment & Bullying			
Anti-Discrimination				Mobile Phone			
Internet & Email				Drugs & Alcohol			
Smoking				Use of Company Property			
Company Vehicles				Confidentiality			
Copyright				Travel			
Training & Development				Expenses			
Flexible Hours							
Occupational Health & Safety							
2.	Have all staff read and agreed to abide by the law practice's policies and procedures as a condition of their employment?						
3.	Are all staff aware of law practice policies and procedures through induction and on-going training?						
4.	Do you regularly review your policies and procedures for compliance, legislation and best practice?						
<b>RECRUITMENT</b>							
When recruiting do you:					Yes	No	To Do
1.	Accurately document the position; advertise the details of the position with clear selection criteria; and use an application form and make a merit-based appointment, according to the stated criteria?						
2.	Inspect and copy all relevant documents?						
3.	Request referees and carry out a thorough reference check?						
4.	Make offers of employment conditional on the outcome of relevant pre-employment screening such as medicals (if required)?						
5.	Forward a contract setting out the terms and conditions of employment?						

<b>RECRUITMENT</b>		<b>Yes</b>	<b>No</b>	<b>To Do</b>
When recruiting do you:				
6.	Male and female employees receive equal pay for broadly similar or equal work?			
7.	Have a structured induction program for new staff?			

\*Extracted from Setting Up Practice (2014)