

CATIE PATERSON
HR BUSINESS CONSULTING

PEOPLE PERFORMANCE IS
BUSINESS PERFORMANCE

Policies Procedures + Legal Compliance

Intro
Playbook





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INTRODUCTION

Policies + procedures are an essential part of any business. Together, policies + procedures provide a roadmap for day-to-day operations. They ensure compliance with laws + regulations, give guidance for decision-making, + streamline internal processes.

However, policies + procedures won't do your business any good if the team don't follow them.

Employees don't always like the idea of having to follow the rules. But policy implementation is not just a matter of arbitrarily forcing employees to do things they don't want to do.

Following policies + procedures is good for the team + your business as a whole.



What are Policies + Procedures ?

Policies are a set of business rules or guidelines which set the boundaries for decision making + show the 'why' behind an action.

Procedures generally document the way that something needs to be achieved. It describes the sequence of steps + specifics for each step + what needs to be done, e.g., cracking eggs into a bowl + beating them before pouring into a pan to scramble them.

What is Legal Compliance ?

Legal compliance is the process of making sure your business + the team follow the laws, regulations, standards + ethical practices that relate to your business.

Compliance reduces the risk in your business ensuring your actions are clear + in line with required laws, regulations + guidelines.



Benefits

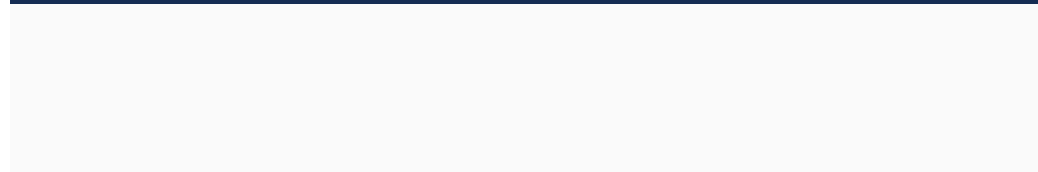
Ensuring your business is legally compliant can help in a number of ways including:

- demonstrate your commitment to your legal obligations.
- improve client communication + relationships by acting in line with legal obligations.
- enhance your reputation as a business who treats everyone fairly.
- effectively assess + manage the risk of any breaches.
- fix any breaches + increase team awareness around their legal obligations.



Legal Framework

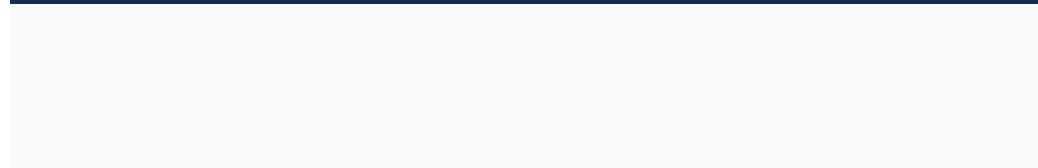
Fair Work Act 2009



Work Health + Safety Standards



State + Federal Anti-Discrimination Legislation



National Employment Standards



Privacy Act 1988





Employer Obligations

As an employer, you have few rights other than expect employees to carry out their duties to a reasonable standard, follow reasonable management directions, + abide by their contract + workplace policies + procedures.

However, you have a number of obligations + responsibilities towards your employees under the *Fair Work Act 2009* + other industrial relations legislation:

- provide a safe work environment.
- protect all employees from bullying, discrimination + sexual harassment.
- provide employees with correct pay + entitlements.
- record keeping obligations.
- give all employees necessary training, resources, + mentoring they need to work safely + efficiently.
- inform all employees of their rights + responsibilities.
- train employees on potential hazards + safety risks in the workplace.
- meet first aid requirements.
- report workplace incidents + injuries to Safe Work Australia.
- supply protective clothing + equipment for employees + ensure they know how to use them correctly.

Need Help?

It can be difficult to work out what policies + procedures your business needs from a legally compliant perspective.

We have an up to date resource bank of templates + forms where you will find management policies, procedures + templates designed to help with the day-to-day running of your business.



Catie Paterson Consulting pride themselves on being your bottom line; an extension of your business that offers tailored, result-driven and practical solutions no matter how small or large your business.

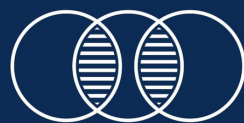
From start-ups that require occasional human resources guidance to mature businesses implementing HR projects on a national scale, we have the experience and passion to deliver the services you need.

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