



HO HUMAN OUTSOURCE

HR DOCUMENT LIST

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HR Fundamentals Documentation List

Employee Development

- Learning and Development Policy
- Employee Performance Procedure
- Training, Professional Development and Further Education Procedure
- Professional Membership and Accreditation Procedure
- Performance Appraisal Template

Employee Management

- Employee Probation Procedure
- Disciplinary Procedure
- Acceptable use of Information Technology and Systems Procedure
- Surveillance Procedure
- Employee Benefits Procedure
- Flexible Working Arrangements Procedure
- Employee Leave Procedure
- Employee Exit and Termination Procedure
- Travel Procedure
- Social Media Procedure
- Cyber-Attack Prevention Response and Data Protection Procedure
- Terms and Conditions of Employment Policy
- Employee Exit Checklist
- Invitation to Attend a Formal Meeting Letter
- Probation Report Checklist Template
- Record of Disciplinary Process
- Remote Working Checklist

Recruitment Selection and Induction

- Recruitment, Selection & Induction Policy
- Recruitment and Selection Procedure
- Induction Procedure
- HR and Safety Induction Acknowledgement Form for Workers
- Induction and Onboarding Training Module for Workers
- Induction Checklist
- Induction Planner Template
- Position Description Template (General & Senior Management)
- Reference Check Template

Workplace Culture

- Fair & Safe Treatment at Work Policy
- Managing Inappropriate Behaviour and Conduct in the Workplace Procedure
- Equal Employment Opportunity Policy
- Complaints Management & Fair Treatment Procedure
- Code of Conduct
- Corporate and Environmental Sustainability Policy
- Privacy Policy
- Whistleblower Policy
- Managing Psychosocial Hazards and Mental Health Procedure
- Domestic Violence Procedure

Workplace Health and Safety

- Safety Policy
- Safety Policy Statement
- Drug and Alcohol Procedure - No Screening
- Drug and Alcohol Procedure - Screening
- Emergency Preparedness and Response Procedure
- First Aid Procedure
- Hazard Identification & Risk Management Procedure
- Hazardous Chemicals Procedure
- Hazardous Manual Tasks Procedure
- Managing Fatigue Procedure
- Managing the Risk of Falls Procedure
- Personal Protective Equipment Procedure
- Communication and Consultation Procedure
- Training & Skilling Procedure
- Chain of Responsibility Procedure
- Workers Compensation and Rehabilitation Procedure
- Pandemic and Epidemic Procedure
- Authority to Release and Obtain Information
- Incident Investigation Report
- Letter to Doctor Template
- Return to Work Arrangements
- Risk Assessment
- Safe Work Method Statement
- Standard Operating Procedure Template
- Toolbox Meeting Template
- Work Capability Test

Employment Contracts

Casual Employment Contract (Award Covered) - Template
Casual Employment Contract (Award Free) - Template
Full Time Employment Contract (Award Covered) - Template
Full Time Employment Contract (Award Free) - Template
Full Time Executive Employment Agreement – Template
Part Time Employment Contract (Award Covered) - Template
Part Time Employment Contract (Award Free) - Template
Part Time Employment Executive Employment Agreement – Template
Maximum Term Contract Full Time (Award Covered) – Template
Maximum Term Contract Part Time (Award Free) Agreement – Template
Maximum Term Full Time Executive Agreement – Template
Maximum Term Part Time Executive Agreement – Template
Specified Task Employment Contract (Award Covered) – Template
Specified Task Contract (Award Free) – Template
Specified Task Full Time executive Employment Agreement – Template
Senior Employment Agreement – Template
Senior Employment Agreement (Maximum Term) – Template
Senior Employment Agreement (Specified Task) - Template
Contractor Agreement – Template
Consulting Agreement - Template

Other Additional Documents

Training and Further Education Nomination Form – Template
Poor Performance and Discipline Procedure
Invitation to attend a Performance meeting letter – Template
Record of Written Counselling or Warning – Template
Deed of Release and Separation – Template
Termination Letter – Template
Termination in Probation Letter – Template
Termination due to Redundancy Letter – Template