

# POLICY COMPLIANCE CHECKLIST

## **Compulsory Policies (required by law):**

1. Health and safety.
2. Smoking policy and designated smoke-free areas.

## **Desirable Policies (best practice to have):**

1. Code of conduct or house rules.
2. Disciplinary policy.
3. Performance management policy.
4. Sick leave / management of absence policy.
5. Stress management policy (may form part of sick leave policy).
6. Internet / email usage policy.
7. Drug and alcohol policy.

## **Optional policies**

1. Whistleblowing (protected disclosures) policy.
2. Motor vehicle policy.
3. Conflicts of interest / other employment policy.
4. Acceptance of gratuities policy.
5. Communication with media.