

# POLICY & PROCEDURE MANUALS AND EMPLOYEE HANDBOOKS



## Are Yours Up To Scratch?

**Policy and procedure manuals, and employee handbooks are a must in today's complex organisational environment.**

A company policy and procedure manual is the foundation of legislative compliance and protection for your organisation. A comprehensive and straightforward compilation of policies and procedures will establish clear standards of behaviour for all of your employees and provide a tool for performance management and performance counselling.

A comprehensive and well designed employee handbook can be an effective marketing tool when welcoming new talent to your organisation. An employee handbook provides all employees with clear, easy-to-understand information surrounding their employment conditions. It can also be used to promote company benefits! We suggest your employee handbook include a formal acknowledgement form which requires new employees to confirm they have understood the information provided – giving you legislative protection.

HR Business Solutions can assist with developing a comprehensive set of industry best-practice policies and procedures as well as employee handbooks – all tailored to the specific requirements of your organisation.

***To see how your current HR policies and procedures measure up book in for a check up today!***

For further information about our services, please contact Tina Radford on 07 3254 1177 or email [tina@hrbs.com.au](mailto:tina@hrbs.com.au)

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