

## Employee Policies: What Are Yours?

An employer has a number of responsibilities placed upon them, one of this is the formulation of policies on a range of various issues within the workplace, for example discrimination, equal opportunities, bullying in the work place, health and safety etc.

Policies are extremely useful in helping employers communicate their attitude and approach to work issues and to help employees understand what is expected of them - policies need to be clear help to identify and prevent risks to your employees. In addition, effective policies are part of a risk management approach. .

## What Policies Do You Need?

Policies aren't contractually binding but they give specific rights and responsibilities that may be enforceable. Some policies will be more suitable to some businesses rather than others e.g. if staff operate machinery, a drugs and alcohol use policy may be useful.

The table below indicates policies and requirements by law;

YES	NO
Health and safety	Use of company facilities e.g. phone/ internet etc.
Maternity/ paternity/ adoption	Training
Leave & absence	Confidential material
Equal opportunity	Drugs & alcohol
Pay	
Harassment & bullying	
Conduct/ disciplinary	

This is not an exhaustive list of requirements but will give you guidelines of areas that may be useful in your business.