

HR Policies Checklist

| Mandatory Policy Name | Do you have this policy? Yes /No | When was it last updated? |
|---|-------------------------------------|---------------------------|
| Absence (sickness) (including Phased return to work policy) | <input type="checkbox"/> | |
| Adoption leave | <input type="checkbox"/> | |
| Anti-Harassment and Anti-Bullying | <input type="checkbox"/> | |
| Anti-Sexual Harassment Policy | <input type="checkbox"/> | |
| Cancer | <input type="checkbox"/> | |
| Carers Leave Policy | <input type="checkbox"/> | |
| Data Protection | <input type="checkbox"/> | |
| Disciplinary | <input type="checkbox"/> | |
| Equity, Diversity and Inclusion Policy | <input type="checkbox"/> | |
| Eye Care Policy and Procedure | <input type="checkbox"/> | |
| Fire Procedure | <input type="checkbox"/> | |
| Flexible Working | <input type="checkbox"/> | |
| Grievance | <input type="checkbox"/> | |
| Health and Safety Policy | <input type="checkbox"/> | |
| Holiday Procedure | <input type="checkbox"/> | |
| Maternity Leave | <input type="checkbox"/> | |
| Menopause | <input type="checkbox"/> | |
| Neo Natal Care Policy | <input type="checkbox"/> | |
| Parental Bereavement leave | <input type="checkbox"/> | |
| Parental Leave | <input type="checkbox"/> | |
| Paternity Leave | <input type="checkbox"/> | |
| Safe Driving | <input type="checkbox"/> | |
| Shared Parental leave | <input type="checkbox"/> | |
| Time off for dependents | <input type="checkbox"/> | |
| Time off for emergencies | <input type="checkbox"/> | |
| Whistleblowing | <input type="checkbox"/> | |

Best Practice Policies Section

| Best Practice Policies | Do you have this policy? | When was it last updated? |
|---------------------------|--------------------------|---------------------------|
| Anti - Bribery | <input type="checkbox"/> | |
| Assisted Conception | <input type="checkbox"/> | |
| Company Credit Card | <input type="checkbox"/> | |
| Company credit card limit | <input type="checkbox"/> | |

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|---|--------------------------|---|
| Drugs & Alcohol inc testing | <input type="checkbox"/> | |
| Expenses | <input type="checkbox"/> | |
| Gender Reassignment | <input type="checkbox"/> | |
| Home Working | <input type="checkbox"/> | |
| Hybrid Working | <input type="checkbox"/> | |
| Inclement weather | <input type="checkbox"/> | |
| Intellectual Property | <input type="checkbox"/> | |
| Learning and Development Policy | <input type="checkbox"/> | |
| Mental Health Policy | <input type="checkbox"/> | |
| Mobile Devices | <input type="checkbox"/> | |
| Modern Slavery | <input type="checkbox"/> | |
| Performance Management | <input type="checkbox"/> | |
| Recruitment | <input type="checkbox"/> | |
| Redundancy Policy | <input type="checkbox"/> | |
| Relationships at Work | <input type="checkbox"/> | |
| Relocation Policy | <input type="checkbox"/> | |
| Retirement Policy | <input type="checkbox"/> | |
| Smoking/Vaping | <input type="checkbox"/> | |
| Social Media | <input type="checkbox"/> | |
| Time off in lieu (TOIL) | <input type="checkbox"/> | Minimum TOIL: Maximum TOIL: TOIL Start and Finish: TOIL Limit: hours |
| Tips & Gratuities Policy for hospitality and leisure industry | <input type="checkbox"/> | |
| Unlimited Holidays Policy | <input type="checkbox"/> | |
| Volunteering Policy What's the max number of volunteering days? | <input type="checkbox"/> | |
| Wellbeing Policy | <input type="checkbox"/> | |
| Wellbeing with Financial Wellbeing | <input type="checkbox"/> | |