



Human Resource Policy Checklist / Needs Analysis v3

Complete

Score	0%	Flagged items	0	Actions	3
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Audit Title

Review of existing HR policies and needs analysis

Document No.

0001253

Client / Site

Utah Office

Conducted on

13.04.2023

Prepared by

Karla Anselmo

Location

Utah, USA
(39.3209801, -111.0937311)

Personnel

Margarita Stefka
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Actions

3 actions

Audit / Section One - Human Resource Management Policy

Policy 1.3 - Policy Implementation

Need Policy

There is no proper policy for implementation.

To Do | Priority Medium | Due 20.04.2023 14:24 PST | Created by SafetyCulture Staff

Meet with other HRs to create policy on implementation

Audit / Section Two - Human Resource Planning

Policy 2.3 - Staff Job Rotation

Review Policy

There has been a change in management. This needs review.

To Do | Priority High | Due 20.04.2023 14:25 PST | Created by SafetyCulture Staff

Review staff job rotation policies

Audit / Section Two - Human Resource Planning

Policy 2.4 - Promotion

Review Policy

There has been a change in management. This needs review.

To Do | Priority High | Due 20.04.2023 14:26 PST | Created by SafetyCulture Staff

Review promotion policies

Audit

3 actions

Section One - Human Resource Management Policy

1 action

Policy 1.1 - Organisation Mission & HR Plan

Need Policy

Policy 1.2 - Values Statement

Review Policy

Values need to be updated with new values mentioned in rebranding meeting

Policy 1.3 - Policy Implementation

Need Policy

There is no proper policy for implementation.

To Do | Priority Medium | Due 20.04.2023 14:24 PST | Created by SafetyCulture Staff

Meet with other HRs to create policy on implementation

Policy 1.4 - Personnel Files & Records

Compliant

Additional Comments

N/A

Section Two - Human Resource Planning

2 actions

Policy 2.1 - Organisation Structure & Staffing

Compliant

Policy 2.2 - Job Descriptions

Use Award

Policy 2.3 - Staff Job Rotation

Review Policy

There has been a change in management. This needs review.

To Do | Priority High | Due 20.04.2023 14:25 PST | Created by SafetyCulture Staff

Review staff job rotation policies

Policy 2.4 - Promotion

Review Policy

There has been a change in management. This needs review.

To Do | Priority High | Due 20.04.2023 14:26 PST | Created by SafetyCulture Staff

Review promotion policies

Policy 2.5 - Part Time Employment

Compliant

Policy 2.6 - Casual Employment

Compliant

Policy 2.7 - Temporary Employment

Compliant

Policy 2.8 - Contract Employees & Services	Compliant
Policy 2.9 - Career Planning	Compliant
Policy 2.10 - Trainees / Apprentices	Review Policy
Policy 2.11 - Outsourced Services	Compliant
Policy 2.12 - Job Evaluation	Review Policy
Additional Comments	N/A

Section Three - Recruitment

Policy 3.1 - Method & Responsibility	Compliant
Policy 3.2 - Selection Criteria	Compliant
Policy 3.3 - Staff Induction	Compliant
Policy 3.4 - Anti Discrimination / EEO	Compliant
Policy 3.5 - Affirmative Action	Compliant
Policy 3.6 - Probation	Compliant
Policy 3.7 - Nepotism	Review Policy
Policy 3.8 - Re-employment of Ex Employees	Review Policy
Policy 3.9 - Parental Leave Replacements	Compliant
Policy 3.10 - Privacy	Compliant
Additional Comments	N/A

Section Four - Termination of Employment

Policy 4.1 - Resignations & Terminations	Compliant
Policy 4.2 - Retirement	Review Policy
Policy 4.3 - Redundancy	Review Policy
Policy 4.4 - Dismissal	Compliant
Policy 4.5 - Exit Interview	Compliant

Policy 4.6 - Payment Upon Termination	Review Policy
Policy 4.7 - References & Statement of Service	Review Policy
Policy 4.8 - Social Media	Compliant
Policy 4.9 - Cyber Stalking (Bullying)	Need Policy
Policy 4.10 - Email Monitoring & Surveillance	Need Policy
Additional Comments	N/A

Section Five - Conditions of Employment

Policy 5.1 - Industrial Relations (State)	Compliant
Policy 5.2 - Industrial Relations (Federal)	Compliant
Policy 5.3 - Industrial Awards (State)	Compliant
Policy 5.4 - Modern Awards (Federal)	
Policy 5.5 - National Employment Standards	Compliant
Policy 5.6 - Attendance & Working Hours	Compliant
Policy 5.7 - Flexible Working Hours / Rostered Days	Compliant
Policy 5.8 - Overtime	Compliant
Policy 5.9 - Shiftwork	Compliant
Policy 5.10 - Conduct & Discipline	Compliant
Policy 5.11 - Private Usage of Company Resources	Compliant
Policy 5.12 - Grievance Handling / Disputes	Compliant
Policy 5.13 - Uniforms & Identification	Compliant
Policy 5.14 - Union Membership	Compliant
Policy 5.15 - Confidentiality & Privacy	Compliant
Policy 5.16 - Staff Parking	Compliant
Policy 5.17 - Company Vehicles	Compliant
Policy 5.18 - Security & Access to Building / Records	Compliant

Policy 5.19 - Restraint of Trade & Non-Disclosure Agreement	Compliant
Policy 5.20 - Personal Gains / Gifts	Compliant
Policy 5.21 - Selling or Soliciting on Premises	Compliant
Policy 5.22 - External / Additional Employment	Compliant
Policy 5.23 - Working from Home	Compliant
Policy 5.24 - Child Care	Compliant
Policy 5.25 - Suggestion / Feedback Scheme	Compliant
Policy 5.26 - Recycling / Energy Conservation	Compliant
Additional Comments	N/A

Section Six - Salaries & Remuneration

Policy 6.1 - Remuneration Planning	Compliant
Policy 6.2 - Remuneration Packaging	Compliant
Policy 6.3 - Fringe Benefits Tax	Compliant
Policy 6.4 - Payroll Management	Review Policy
Policy 6.5 - Pay Reviews	Compliant
Policy 6.6 - Incentive, Performance & Bonus Payments	Compliant
Policy 6.7 - Payroll Deductions	Compliant
Policy 6.8 - Leave in Lieu of Payment	Compliant
Policy 6.9 - Superannuation	Compliant
Policy 6.10 - Direct Credits; Credit Union, Bank Accounts	Review Policy
Policy 6.11 - Special Duties & Project Work Allowances	Compliant
Policy 6.12 - Enterprise Areements	Compliant
Policy 6.10 - Allowances	Review Policy
Additional Comments	N/A

Section Seven - Employee Benefits & Services

Policy 7.1 - Allowances	Compliant
Policy 7.2 - Business Expenses	Compliant
Policy 7.3 - Travel & Accommodation	Review Policy
Policy 7.4 - Business Entertainment	Compliant
Policy 7.5 - Staff Entertainment & Gifts	Compliant
Policy 7.6 - Social Club & Staff Facilities	Compliant
Policy 7.7 - Staff Loan	Review Policy
Policy 7.8 - Product Discounts	Compliant
Policy 7.9 - Counselling	Need Policy
Policy 7.10 - Institute & Professional Memberships	Compliant
Policy 7.11 - Journal Subscriptions	No Policy
Additional Comments	N/A

Section Eight - Holidays & Leave

Policy 8.1 - Annual Leave & Leave Loading	Review Policy
Policy 8.2 - Long Service Leave	Review Policy
Policy 8.3 - Personal Leave (Old Sick Leave)	Review Policy
Policy 8.4 - Study Leave	Review Policy
Policy 8.5 - Parental Leave	Review Policy
Policy 8.6 - Compassionate & Special Leave	Review Policy
Policy 8.7 - Jury Service	Review Policy
Policy 8.8 - Emergency Services Volunteer Leave	Review Policy
Policy 8.9 - Reserves Leave	Review Policy
Policy 8.10 - Leave Without Pay	Review Policy

Policy 8.11 - Time Off in Lieu	Review Policy
Policy 8.12 - Blood Donor's Leave	Review Policy
Policy 8.13 - Public Holidays	Compliant
Policy 8.14 - Industry Day or Picnic Day Leave	Review Policy
Policy 8.15 - Absenteeism or Lateness	Review Policy
Additional Comments	N/A

Section Nine - Work Health & Safety

Policy 9.1 - Work Health & Safety Requirements	Compliant
Policy 9.2 - WorkHealth & Safety Representatives	Compliant
Policy 9.3 - Work Health& Safety Committee(s)	Compliant
Policy 9.4 - Accident Reporting & Investigation	Compliant
Policy 9.5 - Workers Compensation	Compliant
Policy 9.6 - Occupational Rehabilitation of an Injured Employee	Compliant
Policy 9.7 - First Aid	Compliant
Policy 9.8 - Work Site, Office Environment Safety	Compliant
Policy 9.9 - Staff Health Programs	Compliant
Policy 9.10 - Fire, Safety & Emergency Evacuation	Compliant
Policy 9.11 - Smoking in the Workplace	Compliant
Policy 9.12 - Consumption of Alcohol	Compliant
Policy 9.13 - Illegal Drugs	Compliant
Policy 9.14 - Infections or Communicable Diseases	Compliant
Policy 9.15 - Bullying & Harassment	Compliant
Additional Comments	N/A

Section Ten - Training & Development

Policy 10.1 - Training	Need Policy
Policy 10.2 - Training Records	Need Policy
Policy 10.3 - On The Job & In House Training	Need Policy
Policy 10.4 - Staff Professional Development Plans	
Policy 10.5 - Training Plans	Need Policy
Policy 10.6 - Training Budget	Review Policy
Policy 10.7 - External Training	Need Policy
Policy 10.8 - Conferences & Seminars	Compliant
Policy 10.9 - Group Training Companies	Compliant
Policy 10.10 - Competency Standards	Compliant
Policy 10.11 - Recognition of Training Qualifications	Compliant
Policy 10.12 - Tertiary Courses	Compliant
Policy 10.13 - Management / Board Training	Need Policy
Policy 10.14 - Volunteer Based Training	Need Policy
Policy 10.15 - Performance Appraisal	Review Policy
Policy 10.16 - Informal Feedback	Compliant
Policy 10.10 - Employee Recognition Awards	Compliant
Additional Comments	N/A

Consultant Recommendations

Do you recommend any short or long term solutions or do you have any additional comments?

Conduct more regular reviews and needs analyses

Consultant Sign Off

Please sign and provide copy to Client Representative for discussion

Karla Anselmo

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13.04.2023 14:56 PST
