**[Insert organisation name/logo]**

**HUMAN RESOURCES POLICY**

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***Note\****

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*All notes (like this one) should be considered and deleted before finalising the policy, and the table of contents should be updated as changes are made and when content is finalised.*

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***Note\****

*To update the table of contents when all content has been finalised, right click on the table of contents and select ‘update field’, an option box will appear, select ‘Update entire table’ and ‘Ok’.*

*To use the table of contents to skip to relevant text, use* ***Ctrl and click*** *to select the relevant page number.*

*\*Please delete note before finalising this policy.*

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# SECTION 1:  HUMAN RESOURCES POLICY FRAMEWORK

## 1.1 Policy statement

**[Insert organisation name]** is committed to providing transparent, effective, legal, and consistent human resources (HR) systems that benefit the organisation and its workers.

## 1.2 Purpose and scope

The purpose of this Human Resources Policy (**policy**) is to provide guidance to **[insert organisation name]** in developing and implementing HR systems that are equitable, efficient, communicated to all workers and comply with relevant legislation. This policy applies to all **[insert organisation name]** workers.

## 1.3 Definitions

|  |  |
| --- | --- |
| **Worker** | Any person who is employed or engaged in work in any of the following capacities:   * as a paid employee * as a self-employed person or as a contractor or sub-contractor * as a volunteer (including Board members) * as a person undertaking practical training as part of an educational or vocational course () * as a student * as a Board member |
| **Misconduct** | Conduct which is inconsistent with the requirements of the organisation’s Code of conduct, applicable policies and/or procedures, and/or where any other improper behaviour or behaviour that endangers the safety of others or the reputation of the organisation is identified. |
| **Serious misconduct** | Conduct that is serious misconduct includes the following conduct:   * wilful or deliberate behaviour that is inconsistent with the continuation of the contract of employment; * conduct that causes serious and imminent risk to:   + the health or safety of a person; or   + the reputation, viability or profitability of the worker's business; * engaging in theft, fraud, assault or sexual harassment in the course of the worker's employment; * being intoxicated at work; * refusing to carry out a lawful and reasonable instruction that is consistent with the worker's contract of employment. |
| **Concern** | Is a work-related issue raised by a worker that may be dealt with informally or recorded with no further action required. |
| **Grievance** | Is a clear statement by a worker of a work-related problem or complaint that requires formal resolution. |
| **Student** | An unpaid student who contributes to workplace operations and services on their own volition and/or as a participant in a recognised student program supervised by an academic institution. |
| **Anti-discrimination** | **[Insert organisation name]**'s position regarding discrimination is set out in the Diversity, Inclusion and Anti-Discrimination Policy. |
| **Equal Employment Opportunity (EEO)** | **[Insert organisation name]**'s position regarding EEO is set out in the Diversity, Inclusion and Anti-Discrimination Policy. |
| **Inclusion** | The extent to which people are welcomed, can access, engage and fully participate in a work environment. |
| **Workplace bullying** | Workplace bullying is repeated and unreasonable behaviour by an individual or group of individuals, which is directed towards a worker or a group of workers and creates a risk to health and safety. The risk to health and safety can be physical, psychological, or both. |
| **Unreasonable behaviour** | Behaviour that a reasonable person, having regard for the circumstances, would see as victimising, humiliating, undermining or threatening. |

## 1.4 Principles

**[Insert organisation name]** is committed to the principles of EEO as set out in the Diversity, Inclusion and Anti-Discrimination Policy. **[Insert organisation name]** is also committed to the following principles:

* All current or potential workers are respected based on their abilities and competency and will not be disadvantaged on protected grounds such as race, age, gender, marital status or any other factor not applicable to the position.
* All current or potential workers will be assessed according to their skill, qualifications, abilities, prior work performance, aptitude and general ability to perform the inherent requirements of a role in question, where a decision is to be made about hiring, job allocation or promotion.
* **[Insert organisation name]** provides an equitable, safe and positive workplace with the absence of nepotism or patronage.
* Workers are valued and recognised for their contribution to the organisation’s achievements and outcomes.
* **[Insert organisation name]** incorporates these anti-workplace bullying and harassment principles:
* *If workers witness behaviour towards another* ***[insert organisation name]*** *worker which may constitute workplace bullying or sexual harassment, they are strongly encouraged to take appropriate action by raising a grievance.*
* *Workplace bullying and harassment are serious work health and safety issues; eliminating bullying and harassment is integral to promoting the safety and health of workers.*

## 1.5 Outcomes

* **[Insert organisation name]** recruits and retains professional workers that contribute to organisational outcomes.
* Working conditions and benefits are clearly defined.
* Workers are treated, and treat others fairly, equitably and with dignity, courtesy and respect.
* **[Insert organisation name]** promotes and maintains a workplace that values and affirms diversity and which is free from all forms of unlawful discrimination, bullying, and harassment.
* Human resource practices are free from discrimination.
* Workers drive a dynamic and inspiring culture.

## 1.6 Roles and responsibilities

|  |  |
| --- | --- |
| **Board of directors** | * Endorse and ensure compliance with the Human Resources policy. * Ensure succession planning for CEO/Manager and other critical operational positions. * Endorse redundancy action as required. * Ensure the organisation has a workplace culture that encourages instances of bullying and harassment to be reported without victimisation. * Sets an example by their own behaviour. * Identify issues and opportunities to improve diversity, inclusion and anti-discrimination work. |
| **Business services/ management** | * Compliance with the Human Resources policy. * Develop and implement HR systems across the organisation. * Implement performance and misconduct management processes as required. * Act as facilitators in resolving grievances as required. * Ensure the organisation has a workplace culture that encourages instances of bullying and harassment to be reported without victimisation. * Sets an example by their own behaviour. * Identify program or services areas that require changing to be more accessible and effective for worker’s needs. * Consult consumer advocates, peer workers, stakeholders and relevant expert organisations to inform workplace inclusion and anti-discrimination efforts. * Seek out and participate in professional development opportunities regarding diversity, inclusion and anti-discrimination.   **CEO/Manager (or as delegated)**   * HR planning, including identifying position requirements and associated budget. * Ensure the organisation has a workplace culture that encourages instances of bullying and harassment to be reported without victimisation. * Sets an example by their own behaviour. * Act as facilitators in resolving grievances as required. * Endorse recommendations for employment, employee contracts and variations. * Endorse certain leave requests. * Endorse student placements.   **Management**   * HR responsibilities for program/clinical service workers, students, volunteers and others as delegated by CEO/Manager. * Payroll processing and leave record-keeping. |
| **Program services/clinical** | * Compliance with the Human Resources policy. * HR responsibilities for program/clinical service workers, students, volunteers and others as delegated by CEO/Manager. * Implement performance and misconduct management processes as required. * Attend HR related training as provided by **[organisation name]** from time to time. * Do not engage in bullying or harassing behaviour. * Inform their supervisor or CEO if they believe that they (or someone else) have been bullied or harassed. |

## 1.7 Policy implementation

This policy is developed in consultation with **[insert organisation name]** workers and is approved by the organisation’s Board of Directors. All workers are responsible for understanding and adhering to the Human Resources policy. Human Resources is an agenda item in organisation staff meetings where system and implementation will be discussed.

The specific monitoring and support activities undertaken by **[insert organisation name]** are:

* Annual personnel file audit to ensure practice compliance with HR policies and procedures
* Evaluation of worker’s orientation experience
* Evaluation of workers leaving the organisation
* **[Insert other(s) relevant to the organisation]**.

## 1.8 Risk management

* **[Insert organisation name]** develops and implements human resource systems that comply with relevant employment legislation, including the Fair Work Act 2009 (Cth). All workers are to be made aware of this policy during orientation.
* **[Insert organisation name]** participates in working groups, and facilitates partnerships and consultations, to improve inclusive and non-discriminatory practice.
* Where possible, **[insert organisation name]** includes representatives from a range of communities on relevant **[insert organisation name]** led working, steering and reference groups and consultations, to ensure such groups are representative of the needs and experiences of the variety of communities accessing **[insert organisation name].**
* **[Insert organisation name]** provides staff with access to targeted education and training opportunities around anti-bullying and harassment and how to work in an inclusive and non-discriminatory organisation.
* **[Insert organisation name]** records emerging inclusion support needs through the collection and monitoring of worker, client and stakeholder feedback.
* **[Insert organisation name]** has a Reconciliation Action Plan (RAP) and is committed to its implementation.
* **[Insert organisation name]** encourages consumer and peer worker participation in quality improvement work. See the Consumer Engagement Policy for further guidance on supporting consumer and peer worker participation.

**1.9 Review**

This policy will be reviewed at least every 24 months and on an as needs basis, to ensure compliance with legislation.

# SECTION 2:  REFERENCES

## 2.1 Supporting documents

* Applicant reference check template
* Code of conduct template
* Employee work plan template
* Employee exit checklist template
* Employee exit interview template
* Induction and orientation checklist template
* Interview applicant rating form template
* Staff performance and development plan and review template
* Student placement evaluation form template
* Termination of employment letter template
* Volunteer evaluation formtemplate
* Working from home agreement template

## 2.2 Related policies

* Grievance management
* Diversity, inclusion and anti-discrimination
* Organisational development
* Information and communication technology
* Work health and safety

## 2.3 Legislation

* [*Anti-Discrimination Act 1977 (NSW)*](https://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/aa1977204/)
* [*Fair Work Act 2009 (Cth)*](http://www.austlii.edu.au/au/legis/cth/consol_act/fwa2009114/)
* [*Human Rights and Equal Opportunity Commission Act 1986*](http://www.comlaw.gov.au/Details/C2013C00274) *(Cth)*
* [*Racial Discrimination Act 1975*](http://www.comlaw.gov.au/Details/C2014C00014) *(Cth)*
* [*Sex Discrimination Act 1984 (Cth)*](http://www.austlii.edu.au/au/legis/cth/consol_act/sda1984209/)
* [*Disability Discrimination Act 1992 (Cth)*](http://www.legislation.gov.au/Details/C2016C00763)

## 2.4 Other resources

* [Anti-discrimination Board of NSW/sexual harassment](https://antidiscrimination.nsw.gov.au/discrimination/sexual-harassment.html)
* [Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners](https://www.safetyandquality.gov.au/publications-and-resources/resource-library/credentialing-health-practitioners-and-defining-their-scope-clinical-practice-guide-managers-and-practitioners)
* [Australian Health Practitioner Regulation Agency (AHPRA)](http://www.ahpra.gov.au/)
* [Workplace rights and responsibilities](https://www.nsw.gov.au/employment/rights-responsibilities)
* [Working with Children Check | Office of the Children's Guardian](https://ocg.nsw.gov.au/working-children-check)