

HR Policy and Procedure Manual Template

Note: Delete this and the next three pages once you complete tailoring the template for your own business.

Who should use this template?

This manual is designed to be used by any small business owner or operator who employs people in their business.

Why use a HR policy and procedure manual?

In short this manual helps you to establish robust structure and a basic set rules that you will use to manage your people on a day to day basis.

This is important because using a structured approach from day one will help you to ensure:

- that you meet your basic legal obligations
- that you help your people managers to make consistent and reliable decisions – this promotes a culture of fairness
- that you have established a clear understanding of expectations, rules and consequences
- that you welcome and introduce your employees to your business and their new job

It takes some effort to complete, but brings definite long-term benefits as it will minimise the incidence of people reverting to their own set of rules which in turn reduces disputes or grievances caused by confusion, and it adds to the overall professionalism of your business operations.

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M Carnoy



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OECD Reviews of School Resources Working and Learning Together Rethinking Human Resource Policies for Schools OECD,2019-12-11 The staff working in schools are the most important resource for today's education systems both educationally and financially This report aims to provide guidance for the design of effective human resource policies that strengthen recognise and preserve the positive impact that that teachers school leaders and other school staff have on their students

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