



The Human Capital Policies and Procedures Toolkit **Sample Content**

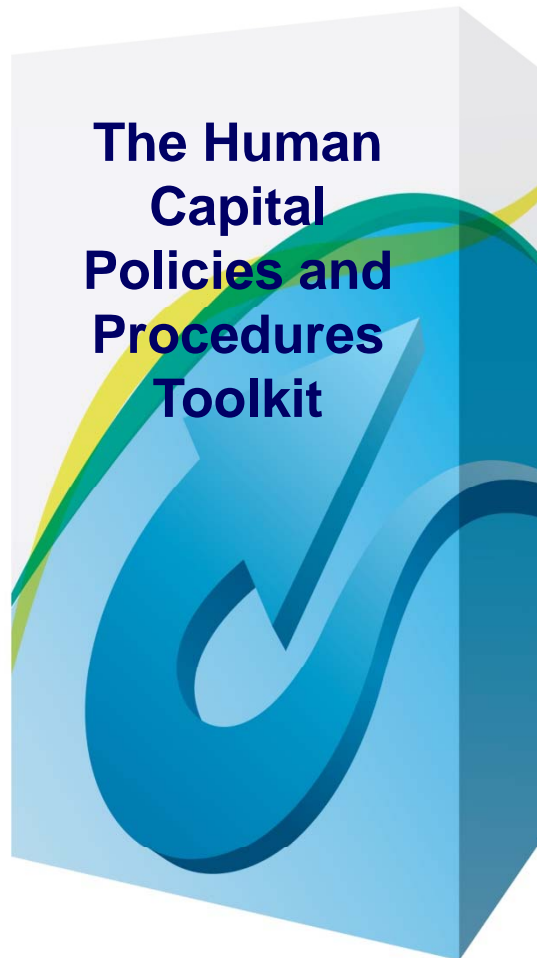
***“Creating Contemporary
HR Policies and
Procedures for Your
Organisation”***

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The Human Capital Policies and Procedures Toolkit

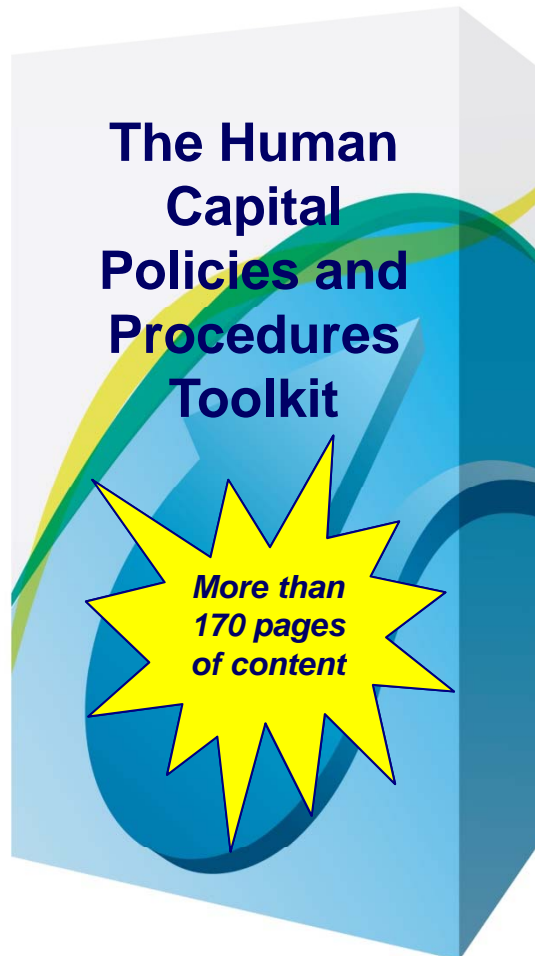
Key Purpose

To enable subscribers to create an integrated set of HR policies and procedures that will attract and retain quality people within their organisations by providing clear, consistent, competitive and equitable terms and conditions of employment



The Human Capital Policies and Procedures Toolkit

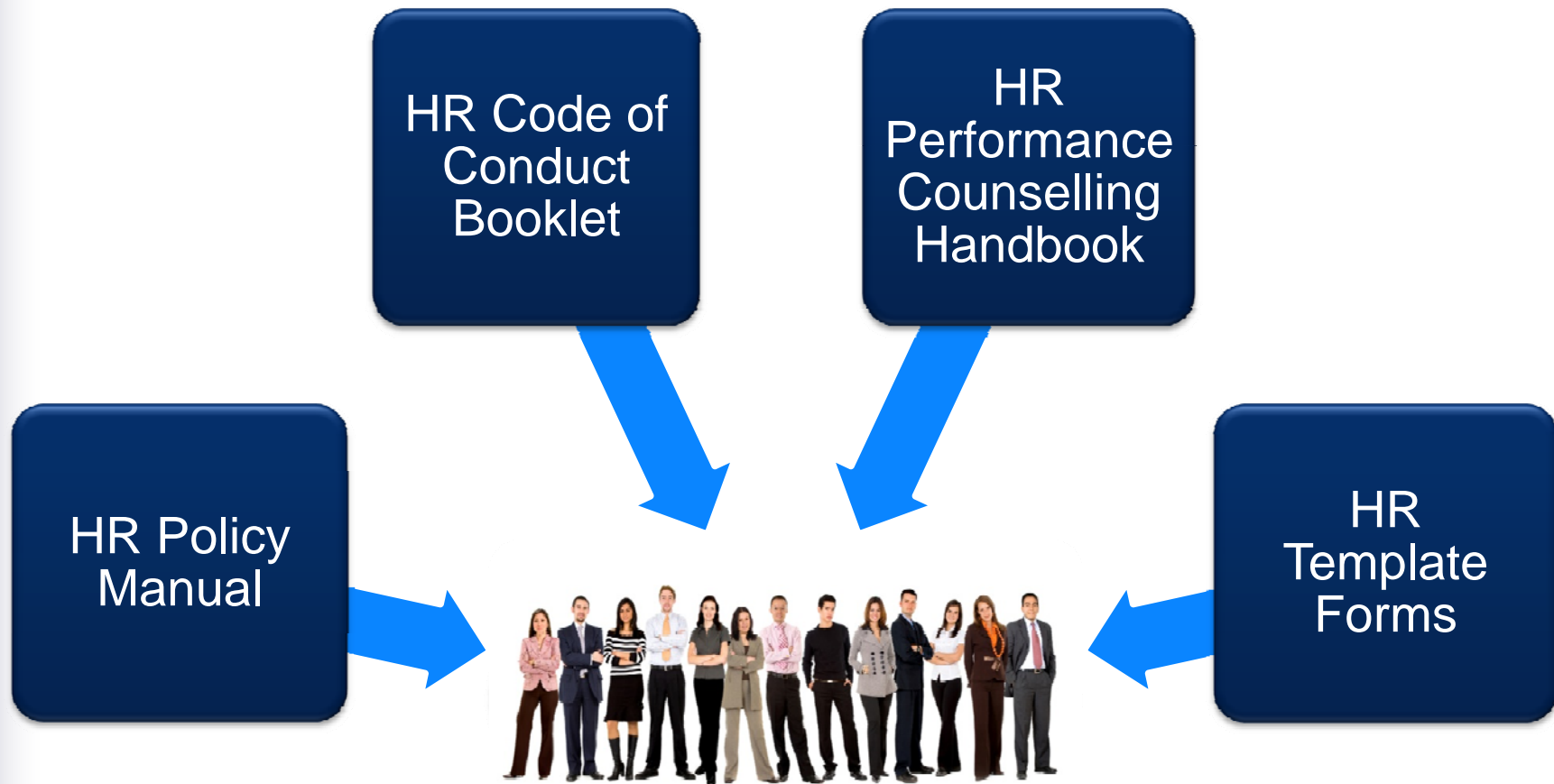
Key Content



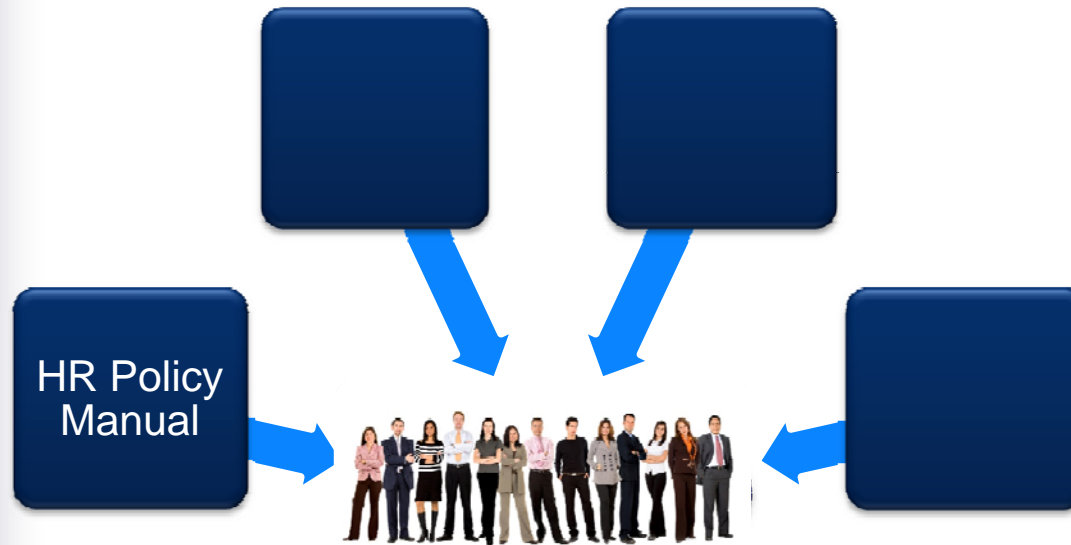
- In excess of 35 template Human Resources policies and 20 template forms, a detailed Code of Conduct booklet and a comprehensive Employee Counselling & Termination Handbook



The Human Capital Policies and Procedures Toolkit - Key Elements



The Human Capital Policies and Procedures Toolkit - Key Elements



HR Policy Manual

To provide an integrated framework that regulates how employees will be treated and managed throughout their working life with the organisation

The Human Capital Policies and Procedures Toolkit - Menu

Recruitment & Induction

Workforce Recruitment
Employee Induction
Code of Conduct Booklet

Leave Entitlements

Personal Leave
Annual Leave
Public Holidays
Compassionate Leave
Defence Services Leave
Jury Duty
Parental Leave
Long Service Leave
Leave of Absence
Cultural Leave
Emergency Service Leave
Sporting Leave

Working Arrangements

Hours of Work
Flexible Working Arrangements

Staff Welfare & Well Being

Harassment, Discrimination & EEO
Health & Safety
Redundancy
Employee Fair Treatment
Employee Whistle Blowing

Internet & Technology

Electronic Communication
Computers, Software & Technology
Mobile Phones

Termination of Employment

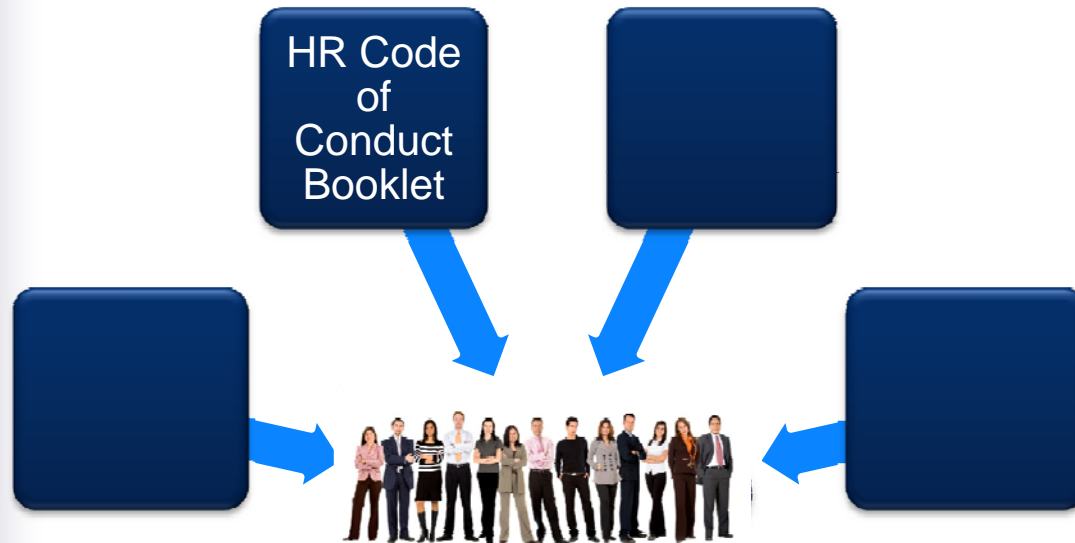
Employee Performance
Counselling
Employee Termination
Employee Performance
Counselling Booklet

Staff Administration & Management

Staff Status Change
Staff Personal Records
Staff Use of Personal Vehicle
Company Travel
Exit Interviews

The Human Capital Policies and Procedures Toolkit - Key Elements

HR Code of Conduct Booklet



To ensure that all employees clearly understand what constitutes acceptable and unacceptable work behaviour and conduct during their employment with the organisation, and the ramifications of any deliberate transgression

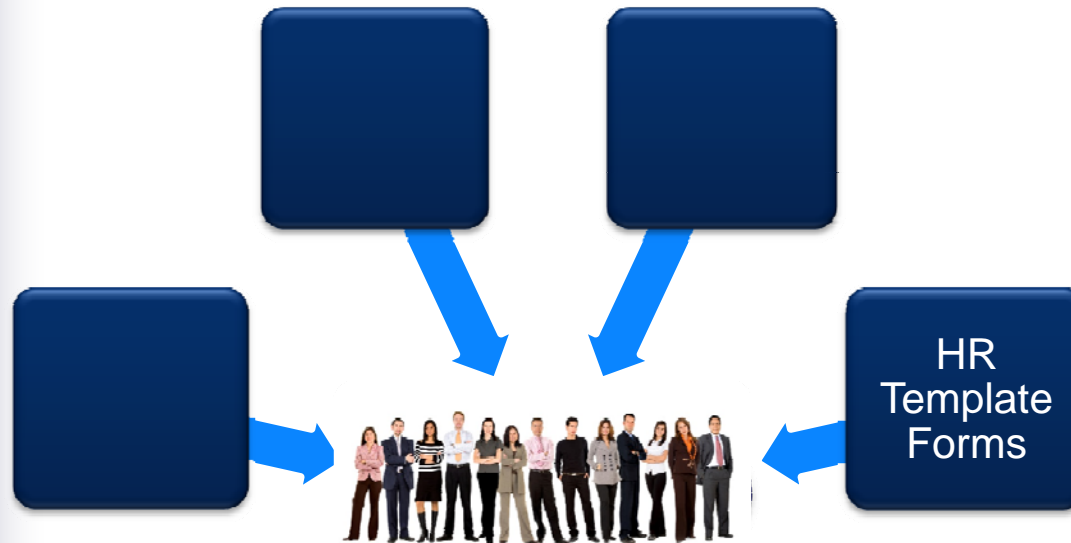
The Human Capital Policies and Procedures Toolkit - Key Elements

HR Employee Performance Counselling Handbook

To provide managers
with detailed
procedures for
professionally
managing
unsatisfactory
employee work
performance or
behaviour



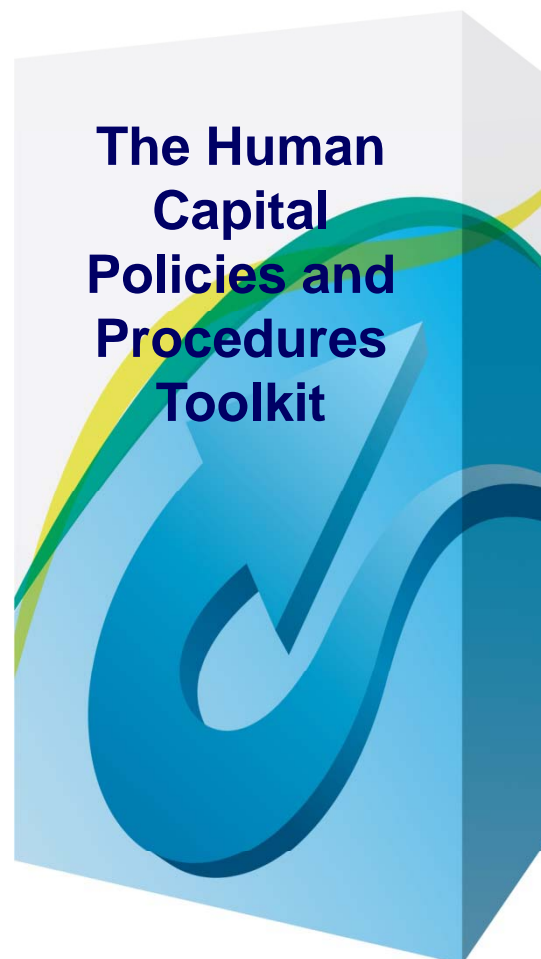
The Human Capital Policies and Procedures Toolkit - Key Elements



HR Template Forms

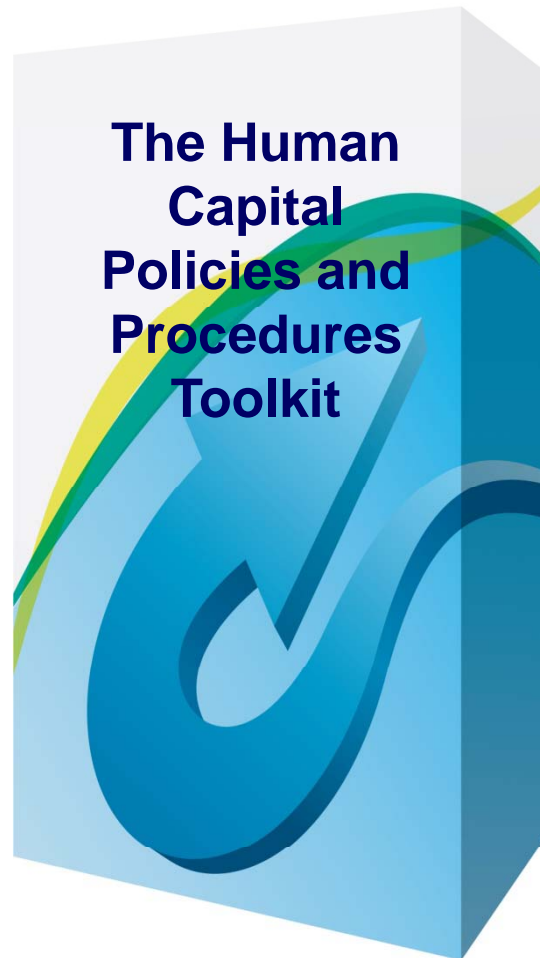
To provide an integrated set of template forms that create administrative tool to support and underpin the completed HR Policy Manual

Your Investment



You can purchase the Human Capital Policies and Procedures Toolkit for just AU\$699

Placing Your Order



Please visit the HR DIY Shop on our website where you can order and pay on-line using PayPal, or request an invoice be sent to you.

For more information please email: -
enquiries@optimumperformance.com.au

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Blacktown City Council	Hurstville City Council	Reliance Petroleum	Town of Victoria Park
Bridgestone	Kalari Australia	Ripcurl	VIP-163 China
Caltex Australia	Kogarah City Council	Robert Bosch	Wesfarmers Curragh
Careways Community Group	Ku-ring-gai City Council	Sea Link Travel Group	Western Downs Regional Council
City of Banyule	Mainzeal	Shire of Gunnedah	Western Union
City of Gunnedah	Deakin University	Shire of Yarra Ranges	Wodonga City Council
City of Hurstville	RSSC	Simplot Australia	Bell Equipment
Coffs Harbour City Council	Municipal Association Victoria	Smollan Group	Heineken
Cricket Australia	Nelson City Council	Solid Energy	Koforidua University

Authored by Stephen Moore - Founder & Managing Director, Optimum Performance



Stephen Moore is a senior Human Resources professional who has spent more than 30 years in HR Management, initially as a corporate executive in a range of blue-chip organizations and since 1995 as the Founder & Managing Director of his own consulting practice.

Stephen is passionate about Analytical HR Management and in his current role has built an extensive client base that incorporates private and public sector organizations throughout Australia, New Zealand, Fiji, Hong Kong, Singapore and more recently South Africa and Malaysia.

He is a regular speaker at major Human Resources conferences and events and has written and published an extensive range of HR Metrics Manuals and Toolkits that have been utilized by a diverse range of organizations in all parts of the world.

Complimenting his extensive consulting work, Stephen has partnered with leading Human Resources institutes, employer associations, universities and public sector authorities in delivering a wide range of HR conferences, development programs & public training workshops to in excess of 5,000 Human Resource professionals

Stephen is a regular visitor to the USA where he has previously bench-marked with pre-eminent organizations including Harley-Davidson, FedEx, NASA, Cisco, Aon Corporation and Marriott Hotels

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