

HR Policy and Procedure Manual Template

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.

How to complete this template

Designed to be customised

This template for a HR manual is made up of example topics and sections. It is completely customisable based on your specific requirements; in fact the more time you spend tailoring it to your specific requirements the more effective it will be.

Sample Personnel Policies Procedures Manual

L Towne



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experiences regarding fundamental association management techniques for staff These management techniques are both different from and similar to traditional corporate management techniques Some of the differences focus on the dynamics of working with both staff and volunteer leaders and understanding the important differences in effectively working with those two groups This book includes commentary pertaining to the motivation supervision and training of staff as well as the training and encouragement of leaders It includes a very fundamental look at work habits necessary for the professional association management staff member to be successful It features very fundamental common sense association management comments and accounts This information will have been successfully received by the reader if it serves even as an important reminder for daily staff efforts The reader will note that communications in one form or another is emphasized repeatedly This is considered of paramount importance to the author and will become increasingly evident as the reader proceeds The reader should further note that while the author embraces technology he also warns that it alone is not the avenue to successful management techniques The use of various technologies as management tools are without a doubt extremely important and offer great opportunity and efficiency however other fundamental management tools and practices must be employed along with technology for the association management professional to be successful As previously stated this book contains the opinions and comments of the author exclusively If those comments stir controversy cause discussion and debate or simply remind us as association management staff what is truly important as we strive to excel as association management professionals then the book has achieved its objectives

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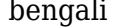
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