| **POLICY AND PROCEDURES**  **MASTER LIST** | YOUR LOGO HERE |
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| **No.** | **Policy Name** | **Date Updated** | **Next update due (2-3 years)\*** |
| --- | --- | --- | --- |
|  | | | |
| 1. **Board / Governance** | | | |
|  | Board and Board Committee Terms of Reference |  |  |
|  | Chair / Board Members/Trustees Role Descriptions |  |  |
|  | Board member induction |  |  |
|  | Board meeting protocols |  |  |
|  | Conflict of Interest |  |  |
|  | Delegated authority for Manager |  |  |
|  | Risk management policy and plan |  |  |
|  | Treaty of Waitangi / Cultural responsiveness |  |  |
|  | *Add your own policies or procedures …..* |  |  |
|  |  |  |  |
| 1. **Financial Management** | | | |
|  | Financial Policies and Procedures (to include policy on investments, sign-off authorities for staff and board members, cost of governance) |  |  |
|  | Petty Cash and Reimbursement |  |  |
|  |  |  |  |
| 1. **People Management** | | | |
|  | Recruitment and Selection |  |  |
|  | Annual Leave |  |  |
|  | Human Resource Policies and Procedures |  |  |
|  | Contract for service template |  |  |
|  | Employee code of conduct |  |  |
|  | Disciplinary procedures |  |  |
|  | Staff onboarding checklist |  |  |
|  | Employee/Contractor Exit Task Checklist |  |  |
|  | Employee Performance Appraisal Prof Dev Plan |  |  |
|  | Exit Interview Questionnaire |  |  |
|  |  |  |  |
| 1. **Operations** | | | |
|  | Review of Governance Procedures | 3 yrly as new Act |  |
|  | Planning and reviewing of annual goals |  |  |
|  | Client complaints |  |  |
|  | Complaints Policy |  |  |
|  | Privacy Policy |  |  |
|  | Business Continuity Plan |  |  |
|  | Cyber Policy |  |  |
| 1. **Health and Safety** | | | |
|  | Health & Safety Policy and Procedures |  |  |
|  | H&S for volunteers |  |  |
|  | Smoke Free |  |  |
|  | Workplace injury prevention |  |  |
|  | Hazard Notification Investigation Forms |  |  |
|  | Risk Hazard Register & Accident Incident Register |  |  |
|  | Accident report form template |  |  |

*\*Suggestions:*

1. *Policies are reviewed every 2-3 years unless something changes (ie legislation or practice) that necessitates them being updated earlier.*
2. *Policies in each group are reviewed together to ensure they continue to align.*
3. *Diarise in advance for the next round of policy and procedures to be updated. Ensure this is in your work plan and in the Board’s workplan if any of the P&Ps require Board approval.*