

POLICY AND PROCEDURES MASTER LIST

YOUR LOGO HERE

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		
	<i>Add your own policies or procedures</i>		
2. 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		
3. 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		
4. 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		

5. 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.*