

**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		
	Financial Delegations Policy (to include policy on investments, sign-off authorities for CEO, staff and board members, cost of governance)		
	Risk management policy and plan		
	Treaty of Waitangi / Cultural responsiveness		
2. Financial Management			
	Financial Procedures		
	Petty Cash and Reimbursements		
3. People Management			
	Recruitment and Selection		
	Annual Leave		
	Human Resource Policies and Procedures		
	Contract for service template		
	Employee code of conduct		
	Disciplinary procedures		
	Employee/Contractor Exit Task Checklist		
	Employee Performance Appraisal Prof Dev Plan		
	Exit Interview Questionnaire		
4. Operations			
	Review of Governance Constitution and Procedures		3 yrly as Inc Soc Act
	Planning and reviewing of annual goals		
	Client complaints		
	Complaints Policy		
	Privacy Policy		
	Business Continuity Plan		

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	

The above are examples of Policies and Procedures that an organisation might have.

It all depends on the size of the organisation and the type of work the organisation does.

Some groups combine all HR policies into one HR Manual.