



## Policy checklist

Good policies can help, not hinder, the wellbeing of social sector organisations and their people. This checklist includes policies that may be required by law or to support ACNC governance requirements.

The recommended, best practice or discretionary policies on the checklist directly or indirectly relate to the mental health and wellbeing of staff and volunteers. The checklist does not include operational policies related to board, finances, fundraising etc.

This checklist is a guide only and should be adapted to meet the specific needs, values and culture of your organisation.

### **REQUIRED by law or to support ACNC governance requirements:**

- Anti-Bullying, Harassment & Discrimination
- Code of Conduct
- Equal Employment Opportunity
- Work Health and Safety (incorporating Incident & Injury Reporting and First Aid)
- Acceptable Use of Electronic Media (IT)
- Privacy

### **RECOMMENDED:**

- Social Media
- Working from Home
- Leave (Personal, Carer's, Compassionate & Long Service)
- Drug and Alcohol
- Flexible Working Arrangements
- Grievance Resolution
- Misconduct
- Performance Management and Improvement
- Performance Review



- Redundancy (*for organisations with 15+ employees*)
- Recruitment
- Risk Management
- Volunteer Management
- Crisis Response/Management
- Family and Domestic Violence Leave
- Parental Leave
- Mental Health and Wellbeing
- Vicarious Trauma Prevention Policy

**BEST PRACTICE:**

- Family Friendly Workplace
- Governance
- Grief and Loss
- Workplace Privacy
- Time in Lieu

**DISCRETIONARY:**

- Diversity, Equity, and Inclusion
- Vaccination and/or Prevention and Control of Infections
- Workplace Surveillance
- Modern Slavery (*voluntary for organisations with consolidated revenue less than \$100M*)

*The content of this document is provided for information purposes only and is solely intended to provide a general understanding of the subject matter and to help you assess whether you need more detailed information.*

*This document and its contents are not a substitute for independent professional advice and you should obtain separate professional advice relevant to your particular circumstances and compliance obligations before relying on any material.*

*You must exercise your own judgement and carefully evaluate the material provided.*