

Workplace Policy & Compliance Baseline

Strategic Advisory Notice: This document serves as a general baseline guideline. Because generic documentation cannot account for your specific operational setups, industry awards, or unique business structures, a customised approach is highly recommended. For bespoke HR policy templates, contact HumanX HR who can support your organisation in creating detailed workplace contracts, tailored policies, and comprehensive workplace documentation.

1. Code of Conduct & Workplace Behaviour

1.1 Purpose and Scope

This policy outlines the professional standards, operational ethics, and baseline values expected of all personnel engaged by [Company Name] (the Company). It applies to all permanent, part-time, casual, fixed-term employees, and contractors across all operational areas.

1.2 Expected Standards of Behaviour

All personnel are required to perform their operational duties safely, professionally, and with absolute integrity. This includes:

- Complying explicitly with standard industry regulations and reasonable, lawful management directions.
- Treating colleagues, clients, suppliers, and members of the public with professionalism, courtesy, and respect.
- Safeguarding all company assets, operational property, systems, and confidential data from unauthorised access or disclosure.
- Reporting any identified conflicts of interest, operational safety risks, or workplace breaches immediately to management.

1.3 Professional Representation & Social Media

Personnel must ensure that their public conduct, including interactions across professional and personal social media networks, does not bring the Company into disrepute or compromise professional relationships.

2. Anti-Discrimination, Harassment & Bullying Prevention

2.1 Core Commitment

The Company is committed to providing a safe, inclusive, and equitable work environment entirely free from discrimination, bullying, vilification, or sexual harassment. This framework complies strictly with Australian workplace standards and anti-discrimination benchmarks.

2.2 Unlawful Behaviour Defined

- **Discrimination:** Treating an individual less favourably due to protected attributes including race, gender, age, disability, sexual orientation, family responsibilities, or religious beliefs.
- **Workplace Bullying:** Repeated, unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety (including psychological safety).
- **Sexual Harassment:** Unwelcome conduct of a sexual nature where a reasonable person would anticipate the possibility that the recipient would feel offended, humiliated, or intimidated.

2.3 Reporting and Investigations

Any individual who witnesses or experiences unlawful conduct is encouraged to raise the issue through the formal internal reporting procedure. All formal submissions will be investigated objectively, discretely, and thoroughly to guarantee procedural fairness for all involved parties.

Compliance Reminder: Modern workplace guidelines enforce strict duties on employers to proactively eliminate workplace harassment and psychosocial hazards. Standard templates provide definitions but do not establish the practical operational workflows needed to demonstrate compliance during an external review.

3. Leave & Entitlements Framework

3.1 National Employment Standards Compliance

All employee leave allocations are governed strictly in accordance with the National Employment Standards. Specific operational entitlements may be further defined by an applicable Modern Award or Enterprise Agreement.

3.2 Primary Leave Classifications

- **Annual Leave:** Permanent personnel accumulate four weeks of paid annual leave per year of continuous service. Requests must be formalised in writing and are subject to operational approval.
- **Personal / Carer's Leave:** Permanent personnel accumulate ten days of paid leave per year to manage personal illness, injury, or to provide urgent care to an immediate family or household member. Evidence (such as a medical certificate) may be requested for any absence.
- **Compassionate Leave:** Permitted as two days of paid leave per occasion for permanent personnel upon the death or serious illness of an immediate family member.

4. Performance Management & Disciplinary Procedures

4.1 Objective and Fair Workplace Compliance

The Company maintains a commitment to transparency and procedural fairness when addressing issues of underperformance or behavioural misconduct. This policy is designed to ensure compliance with fair workplace guidelines regarding termination and disciplinary actions.

4.2 Structured Disciplinary Pathways

Where performance standards or behavioural codes are breached, the Company will generally implement a structured remedial process involving:

1. **Formal Counselling:** Direct dialogue identifying the specific performance baseline gap and establishing a clear timeframe for measurable improvement.
2. **Written Warning Framework:** If underperformance persists, formal written notices detailing the ongoing issues, required corrective actions, and the explicit consequences of non-compliance.
3. **Termination of Employment:** Utilised where professional remediation fails or in cases of serious misconduct, which may result in summary dismissal without notice.

5. Work Health & Safety (WHS) & Remote Operations

5.1 Shared Accountability

In accordance with Work Health and Safety guidelines, the Company and its personnel share a mutual obligation to maintain a workspace free from physical and psychological hazards. Personnel must report all injuries, incidents, and near-misses immediately to designated management.

5.2 Remote Work & Working From Home Arrangements

Approval for hybrid or remote work arrangements remains entirely at the discretion of corporate management. Personnel operating remotely must maintain an ergonomically sound workspace that complies fully with the Company's health and safety audit checklist.

REQUIRE AN OPTIMISED, BESPOKE SOLUTION FOR YOUR ENTERPRISE?

A template provides a fundamental baseline, but it cannot legally insulate your business from the complex overlaps of Modern Awards, industry mandates, and evolving industrial relations adjustments.

Protect your enterprise. Contact HumanX HR today on 1300 117 789, email connect@humanxhr.com.au, or visit www.humanxhr.com.au for an obligation-free consulting layout.