

Top Policies and Procedures: your policy checklist

Tick each area where your business has a current policy in place, assign an owner and set a review date. Then use the listed Business KitZ templates to close any gaps.

Business name	Completed by	Date

Part 1: Protect your people	OWNER	REVIEW DATE
☐ Workplace health and safety Templates: Workplace health and safety policy; Workplace health and safety hazard and incident		
☐ Bullying, discrimination and equal opportunity Templates: Anti-bullying policy; Equal opportunity and anti-discrimination policy; Grievance policy		
☐ Code of conduct Templates: Code of conduct policy; Conflict of interest policy; Confidentiality policy; Disciplinary policy		
☐ Leave		

Part 2: Protect your information	OWNER	REVIEW DATE
☐ Information technology and acceptable use Templates: Acceptable use policy; Information technology equipment and telephone policy; Use of internet and email policy		
☐ Privacy and confidentiality Templates: Workplace privacy policy; Confidentiality policy; Confidentiality agreement (mutual or unilateral)		
☐ Social media Templates: Use of social media policy		
☐ Grievances and complaints Templates: Grievance policy; Meeting record with employee		

Part 3: Manage performance and check	OWNER	REVIEW DATE
☐ Performance management Templates: Performance review policy; Performance improvement plan; First and final warning letters		
☐ Other policies your business may need Templates: Vehicle use forms; Independent contractor agreement		

Putting them to work	OWNER	DATE DONE
☐ Employees know where policies are located		
☐ Relevant policies are included in onboarding		
☐ Policies are reviewed regularly		

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What the law says

Some duties apply to every employer, written down or not: a safe workplace, no discrimination or sexual harassment, and the National Employment Standards. Not every policy is legally required for every business.



Gaps found? Close them with Business Kitz.

Ready-to-tailor templates, eSignatures with an audit trail and Key Dates reminders in one place.

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