

HR POLICY REVIEW SIGN-OFF SHEET - to be kept on staff member's personnel file						
Staff Member Name:						
This record confirms that staff member has read and understands each HR Policy						
		VERSION	STAFF MEMBER SIGNATURE	DATE	MANAGER SIGNATURE	DATE
0	<u>Overview</u>					
0.1.1	Foreword	Original				
0.1.2	Introduction and Ethos	Original				
1	<u>Recruitment</u>	Original				
1.1.1	Recruitment and Selection Policy	Original				
1.1.2	Employing Family Member Policy	Original				
1.1.3	Induction Policy	Original				
2	<u>Contracts of employment</u>	Original				
2.1.1	Contracts of Employment Policy	Original				
3	<u>Conditions of Employment</u>	Original				
3.1.1	Data Protection Policy	Original				
3.1.2	Email Policy	Original				
3.1.3	Social Media Policy	Original				
3.1.4	CCTV Policy	Original				
3.1.5	Internet Policy	Original				
3.1.6	Mobile Phone Policy	Original				
3.1.7	Retirement Policy	Original				
3.1.8	Part-Time Employment Policy	Original				
3.1.9	E-Working Policy	Original				
3.1.10	Processing Personal Data Policy	Original				
3.1.11	Records Retention Policy	Original				
4	<u>Remuneration</u>	Original				
4.1.1	Payment and Salary Deductions Policy	Original				
4.1.2	Minimum Wage Policy	Original				
4.1.3	Cycle to Work Policy	Original				
4.1.4	Expense Policy	Original				
5	<u>Employment Equality</u>	Original				
5.1.1	Equal Opportunities and Dignity at Work Policy	Original				
5.1.2	Dignity at Work Charter	Original				
5.1.3	Complaints Procedure	Original				
6	<u>Leave</u>	Original				
6.1.1	Adoptive Leave Policy	Original				
6.1.2	Annual Leave Policy	Original				
6.1.3	Public Holiday Leave Policy	Original				
6.1.4	Carer's Leave Policy	Original				
6.1.5	Career Break Policy	Original				
6.1.6	Compassionate Leave Policy	Original				
6.1.7	Examination and Study Leave Policy	Original				
6.1.8	Jury Leave Policy	Original				
6.1.9	Maternity Leave Policy	Original				
6.1.10	Parental Leave Policy	Original				
6.1.11	Force Majeure Leave Policy	Original				
6.1.12	Paternity Leave Policy	Original				
6.1.13	Term-Time Leave Policy	Original				

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