

**I Love
Paperwork**
So you don't have to.



Policies

**Employee
Documentation**

Business Systems Sorted will document your business policies & procedures so they accurately reflect your business operations to ensure everyone clearly understands your requirements.



www.businesssystemsorted.co.nz



022 151 1243



**Business Systems
Sorted will document
your business policies &
procedures for new
employees joining your
team & existing
employees to:**

- Ensure they clearly understand your requirements
- Enable you to delegate tasks more effectively
- Ensure everyone is working in the most efficient way
- Improve communication between you & your employees and help them avoid costly mistakes
- Help new employees get up to speed quicker
- Enhance staff training & development
- Ensure your business is "sale-ready" at any time.

Employee Documentation For new employees

- Draft employment contract (based on Employment NZ template)
- Position description
- New employee induction checksheet and assistance as required.

Policies & procedures

- Documented policies & procedures:
 - ✓ Accompanied access to restricted work areas
 - ✓ After-hours access
 - ✓ Code of conduct
 - ✓ Company vehicle & safe driving
 - ✓ Discipline, misconduct & employment investigations
 - ✓ Driver responsibility
 - ✓ Environmental* - Company Policy only
 - ✓ Faulty tools & equipment reporting
 - ✓ Health & Safety* - Company Policy
 - ✓ Holidays & leave
 - ✓ Hours of work & overtime including time-in-lieu & flexible working arrangements
 - ✓ How to handle customer complaints
 - ✓ Information security
 - ✓ Internet, email & social media use
 - ✓ Job card & parts ordering
 - ✓ Leaving the business
 - ✓ Mobile phone & other device use
 - ✓ Performance appraisals
 - ✓ Privacy statement
 - ✓ Recruitment including reference checking
 - ✓ Reporting, recording & investigating notifiable & non-notifiable events
 - ✓ Resolving employment issues
 - ✓ Smoke-free
 - ✓ Staff accounts
 - ✓ Training & development
 - ✓ Travel
 - ✓ Use of company equipment
 - ✓ Workplace safety rules
 - ✓ Other as you require
- Employee handbook/s
- Record of Information Distributed (including employee sign-off).

*Note: Full Environmental Management Plan, Health & Safety and Hazardous Substance services also available.

