

Documented organisation policies and procedures

All employers are expected to have:

- Policies and procedures that apply to everyone in the organisation – for instance, Health and Safety policies relating to reporting of hazards and incidents; emergency procedures, such as evacuation in the case of fire; security and confidentiality policies to comply with Data Protection policies; equalities policies; and HR policies, such as reporting of absence due to sickness or leave entitlement.
- Policies and procedures that apply to the roles of specific employees – for instance, the handling of telephone calls or entitlement to specific services.
- Procedures that relate to the processes used, usually involving ICT, to record information kept by the organisation.

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