

# Checklist of policies and procedures

A group may need to have any or all of these policies and procedures:

## Governance

- Board/committee terms of reference
- Conflict of interest
- Cultural responsiveness
- Treaty of Waitangi
- Board
- Cost of governance
- Board committees
- Chief Executive performance evaluation
- Board delegation to the Chief Executive
- Protection of assets
- Financial management
- Reserves
- Investments
- Treatment of staff and volunteers
- Reporting to the board
- Protection of intellectual property
- Public affairs/relations
- Media
- Compliance with legislation

## Recruitment and employment

- Recruitment and appointment policy
- Remuneration (wages or salary) policy
- Wage and time recording procedures
- Time in lieu policy
- Disciplinary procedures
- Leave recording procedures
- Parental leave policy
- Equal employment opportunity policy

## Staff

- Employee code of conduct
- Anti-harassment policy
- Coaching/mentoring/supervision policy
- Volunteer management policy
- Training and development policy (including study support)
- Employee personal grievance procedure
- Annual performance appraisal procedures

## Provision of services

- Organisational monitoring policy
- Privacy and confidential information policy
- Internet/email and phone use policy
- Vehicle policy
- Travel policy (including use of credit cards and reimbursement)
- Client complaint procedure
- Child protection policy and abuse notification procedures

## Health and safety

- Health and safety policy
- Health and safety procedures, e.g. fire, earthquake, accident
- Smoke-free policy
- Workplace injury prevention policy

## Financial management

- Financial management policy
- Misappropriation of funds policy
- Expenditure and receipting procedures
- Petty cash and reimbursement procedures