

# TRADIE LAW FACT SHEET #11

## DEALING WITH EMPLOYEES

TRADIE LAW  
POWERED BY FordSumner  
CONSTRUCTION

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## Workplace Policies

### OVERVIEW

Workplace policies work alongside Individual Employment Agreements and help to ensure all team members know correct procedures and protocols. A workplace policy outlines an organisation's practices and procedures. Policies can range from compliance, to employment matters, to day-to-day operational matters.

#### ***What is the purpose of a workplace policy?***

Workplace policies and procedures are a beneficial tool to manage a team for a variety of reasons. Workplace policies help:

- Ensure fairness;
- Create consistency across all work sites;
- Reduce any risk of employees misunderstanding the conditions of their employment; and
- Assist with legislative compliance.

#### ***Are workplace policies necessary?***

Whilst a workplace policy may not be a legal requirement, it is good practice to have them. All workplace policies must be straightforward and easy to follow.

Some workplace policies are more important than others. Health and safety policies are most important. However, all policies must be reasonable and relevant.

A policy ultimately helps to communicate an organisation's vision and values with its employees.

#### ***Commonly used workplace policies***

There is a wide-range of policies available to employers but what a business needs depends on the industry and work involved. Common workplace policies for the construction sector include (but not limited to):

- Health and Safety;
- Providing tools of trade;
- Drugs and Alcohol;
- Code of Conduct;
- Vehicle Usage;
- Mobile Phone Usage;
- Social Media Usage;
- Anti-discrimination and harassment; and
- IT.

### **Does a policy need to be signed?**

No, a workplace policy does not need to be signed. However, before finalising a policy, it is best practice to provide workers with a draft and ask for their feedback. This helps to ensure that the new policy will be relevant to your workplace.

When an employer seeks to rely on a policy it is important to be able to show that the policy was brought to the employee's attention, usually at the commencement of employment or when the policy was introduced.

### **Can changes be made to a workplace policy?**

Yes, variations can be made to a workplace policy. However, staff must be consulted with and updated as to any new or amended workplace policies.

### **What should a workplace policy consist of?**

A workplace policy should:

- Have clear and up to date information;
- Use plain English;
- Be concise - the shorter the better; and
- Include employees input.

**If you are considering implementing workplace policies or want to review your existing suite, get in touch so we can help.**

#### **Contact:**

**E**     **[helpdesk@tradielaw.nz](mailto:helpdesk@tradielaw.nz)**  
**W**     **<https://tradielaw.co.nz/tradie-law/contact/>**

**One of our team will be in touch to assist you within 24 hours.**