



Section One: Our Company

Policy Name

Policy Number

Employee Handbook

Policy number: 1a

Our Company

Policy number: 1b

Employee Relations Principles

Policy number: 1c

Our Management Principles

Policy number: 1d

Ethical Business Practices

Policy number: 1e

Open Door

Policy number: 1f

Confidential Information

Policy number: 1g

Confidentiality Agreement

Form number 1g (1)

Confidentiality Agreement Audit Report

Form number 1g (2)

Section Two: Human Resources/Employment

Equal Employment Opportunity

Policy number: 2a

The Recruitment and Selection Policy

Policy number: 2b

Position Description Information

Procedure: 2b (1)

Position Description

Form number: 2b (1) a

Preparing the Selection Criteria

Procedure: 2b (2)

Selection Criteria Form

Form number: 2b (2) a

Application for Employment Form

Form number: 2b (2) b

Assessment of Applicants Information Sheet

Procedure: 2b (3)

Unsuccessful Application Letter

Form number: 2b (3) a

Interview Letter

Form number: 2b (3) b

Preparing for the Selection Interview

Procedure: 2b (4)

Selection Interview Form

Form number: 2b (4) a

Evaluating the Selection Interview

Procedure 2b (5)

Evaluating the Selection Interview Form

Form number: 2b (5) a

Reference Check of Short Listed Applicants

Form number: 2b (5) b

Unsuccessful Interview Letter

Form number: 2b (5) c



The Employment Contract

Award Covered Employees Letter of Appointment

Award Covered Employees Letter of Appointment

Award Free or Salaried Employees Letter of Appointment

Award Free or Salaried Employees Letter of Appointment

Temporary Replacement Letter of Appointment

Temporary Replacement Letter of Appointment

Employee Records

Personal Details Form

Induction Checklist Form

Induction Manual Acknowledgement

Educational History Form

Employment Record Form

Working Hours

Paid Public Holidays

Leave Records

Annual / Sick Leave Application Form

Leave Without Pay Letter (Travel, Study, Etc)

Leave Without Pay Letter (Extended Sick Leave)

Parental Leave Letter

Annual Leave Record Form

Accrued Annual Leave Letter

Sick Leave Record Form

Long Service Leave Record Form

Long Service Leave - Notice to Worker Form

Cashing Out Long Service Leave - Notice to Worker

Long Service Leave Letter

Long Service Leave Application Form

Bereavement Application Form

The Performance Appraisal

Performance Appraisal Annual Review

Disciplinary / Termination Process

Disciplinary / Termination of Employment Process

Discipline Interview Letter

Advice of Warning to Employee

Policy number: 2c

Procedure 2c (1)

Form number: 2c (1) a

Procedure 2c (2)

Form number: 2c (2) a

Procedure 2c (3)

Form number: 2c (3) a

Policy number: 2d

Form number: 2d (1)

Form number: 2d (2)

Form number: 2d (3)

Form number: 2d (4)

Form number: 2d (5)

Policy number: 2e

Policy number: 2f

Policy number: 2g

Form number: 2g (1)

Form number: 2g (2)

Form number: 2g (3)

Form number: 2g (4)

Form number: 2g (5)

Form number: 2g (6)

Form number: 2g (7)

Form number: 2g (8)

Form number: 2g (9)

Form number: 2g (10)

Form number: 2g (11)

Form number: 2g (12)

Form number: 2g (13)

Policy number: 2h

Form number: 2h

Policy number: 2i

Procedure 2i (1)

Form number: 2i (1) a

Form number: 2i (1) b



<i>First Warning Letter</i>	<i>Form number: 2i (1) c</i>
<i>Second Warning Letter</i>	<i>Form number: 2i (1) d</i>
<i>Final Warning Letter</i>	<i>Form number: 2i (1) e</i>
<i>Termination of Employment Letter</i>	<i>Form number: 2i (1) f</i>
<i>Summary or Instant Dismissal Letter</i>	<i>Form number: 2i (1) g</i>
<i>Termination for Poor Performance Checklist</i>	<i>Form number: 2i (1) h</i>
<i>Termination for Misconduct Checklist</i> <i>(Not Justifying Instant Dismissal)</i>	<i>Form number: 2i (1) i</i>
<i>Termination for Serious and Wilful Misconduct Checklist</i> <i>(Justifying Instant Dismissal)</i>	<i>Form number: 2i (1) j</i>
<i>Employment Termination Record</i>	<i>Form number 2i (1) k</i>
The Exit Interview	Policy number: 2j
<i>Exit Interview Questionnaire</i>	<i>Form number: 2j (1)</i>
<i>Exit Interview Report</i>	<i>Form number 2j (2)</i>

Section Three: Our Company Principles

Equal Opportunity - Affirmative Action	Policy number: 3a
Sexual Harassment	Policy number: 3b
<i>Complaint Investigation, Sexual Harassment</i>	<i>Form number 3b (1)</i>
<i>Employee Declaration, Sexual Harassment</i>	<i>Form number 3b (2)</i>
Smokefree Workplace	Policy number: 3c
Drug & Alcohol Free Workplace	Policy number: 3d
Accommodating Impairments	Policy number: 3e
<i>Accommodation Assessment</i>	<i>Form number 3e (1)</i>
HIV/AIDS and Serious Illness	Policy number: 3f
Flexible Work Practices	Policy number: 3g

Section Four: Communication

Bulletin Boards	Policy number: 4a
Ideas and Suggestions	Policy number: 4b
Complaints or Grievances	Policy number: 4c



Our Company Directory

Policy number: 4d

Section Five: Health, Welfare and Safety

Occupational Health and Safety

Policy number: 5a

Accident Report & Investigation

Policy number: 5b

Accident/Incident Investigation Report

Form number: 5b.(1)

'Near Miss' Report

Form number: 5b.(2)

Workers' Compensation

Policy number: 5c

Security

Policy number: 5d

Emergency Procedures

Policy number: 5e

Fire Safety

Policy number: 5f

Manual Handling

Policy number: 5g

Job Safety, Hazard and Risk Analysis

Form number: 5h

Waste Disposal Requirement Evaluation

Form number: 5i

Section Six: Miscellaneous

Dress Code

Policy number: 6a

Telephone Use

Policy number: 6b

Use of Vehicles

Policy number: 6c

Information Technology

Policy number: 6d

Employment Milestones

Policy number: 6e

Incentive & Recognition

Policy number: 6f

Ongoing Employee Training

Policy number: 6g

Section Seven: Financial Policies



Plantation Timbers Group Pty Ltd

POLICY, PROCEDURE & FORMS INDEX

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Financial Policy

Policy number: 7a

Credit Card

Policy number: 7b

Credit Card Issue

Form number: 7b (1)

Purchasing

Policy number: 7c

Section Eight: More About Policies

More About Policies

Policy number: 8a

Acknowledgment

Form number 8a (1)