

Workplace Participant Handbook Template

Note: Delete this and the first two pages once you complete tailoring the template for your own business.

Why use Workplace Participant Handbook?

The handbook will help you to establish a basic set of rules to assist you in managing your people on a day to day basis.

This will help you to ensure:

- you meet your basic legal obligations
- you help your people managers to make consistent and reliable decisions – this promotes a culture of fairness
- you have established a clear understanding of expectations, rules and consequences
- you welcome and introduce your employees to your business and their new job

How to complete this template

Designed to be customised

The template is made up of example topics and sections. It is completely customisable based on your specific requirements, in fact the more time you spend tailoring it to your specific requirements the more effective it will be.

Include what you must and can comply with

This document should be used in conjunction with your contract of employment, and any specific company procedures and processes. Only include the commitments you are confident you can comply with, make sure you update and review the document regularly.

Important: You may have legal obligations to your employees under an employment or industrial agreement such as an award, workplace agreement or employment contract. Make absolutely certain what's written in this document is consistent with these. If you're unsure what covers your employees, FIAA Members can contact FIAA's workplace advice team on 1300 FIAA 4U or on 02 4340 2000 or email membership@fiaa.com.au for further advice/assistance.

To complete the template:

1. **Guidance text appears throughout the document, marked by the word Guidance. Where you see, a guidance note, read and then delete it. Guidance notes have been added to help you complete the template and should not appear in your final version.**
2. Using Word's Replace function, search for (INSERT COMPANY NAME) and replace with your company name.
3. Replace (items in brackets) with your own wording.

Workplace Participant Induction Handbook

4. Where you see a reference to other policies, insert a link to another example policy that applies in your business
5. Once you have finished work on the template, delete the first TWO pages of the document.
6. Lastly refresh/update the page numbers in the table of contents.

Please Note: All the policies referenced in this document are available to purchase. (For FIAA Business Plus and Premium Members the policies are inclusive of your membership tier and there is no additional charge). Many of these policies, plus many more can be downloaded from the FIAA website under the Resources/Policy Tab, yet again as a Business Plus or Premium Member these policies are all complimentary.

Other tips

- To ensure the handbook is a living document it is always best practice to have your employees be part of the continuous improvement process and involve them in the consultation process by seeking their feedback on how to improve the handbook. The handbook should be reviewed as a minimum annually or when policies/ procedures are updated.
- Use this document as a key resource in your induction process.
- The writing style doesn't need to be formal or longwinded to be effective. Use simple sentences and plain English to reduce the chance of an employee or manager being confused about the intent of your policy or the way to carry out a procedure.

[Note: Delete this page and the previous page once you complete the template.](#)

Disclaimer

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(Insert Company Name and or Logo Here)

Workplace Participant Handbook

Contents

Workplace Participant Handbook	1
Welcome	2
Purpose of the Manual	3
Our Company History	4
What We Do	5
Our Mission, Vision & Values	6
Your Employment	7
<i>Probationary Period, Payroll, Changing Pay Details, Hours of Work, Overtime and Additional Hours, Attendance and Punctuality, Outside Employment, Reimbursement of Expenses, Travel</i>	
Business Environment	10
<i>Work Areas, Security, Kitchen and Bathrooms, Waste Bins, Security Disposal/Shredders</i>	
Behaviour in the Workplace	12
<i>Code of Conduct Policy, Equal Employment Opportunity, Workplace Bullying Policy, Harassment in the Workplace, Drugs, Smoking and Alcohol Policy, Smoking Policy, Social Media Policy, Private/Personal Use of Social Media, Internet Use, Email Use, Misconduct, Serious Misconduct, Grievance Policy</i>	
Induction	24
<i>Procedure,</i>	
Training and Development	25
<i>Workplace Training Record</i>	
Work Health and Safety	26
<i>Manual Handling Policy, Workers' Compensation Policy, Injury Procedure, Fire Prevention, Fire Safety and Evacuation, Vehicle Policy,</i>	
Leave	32
<i>General Leave Policy, Annual Leave Policy, Personal (sick) Leave Policy, Carer's Leave Policy, Compassionate Leave Policy, Long Service Leave Policy, Community Service Leave Policy, Voluntary Emergency Activity, Parental Leave Policy, Unpaid Parental Leave, Concurrent Leave, Special Maternity Leave, Applying for Leave, Paid Parental Leave Scheme, Paid Parental Leave, Dad and Partner Pay, Flexible Working Arrangements</i>	
Intellectual Property & Security	38
(INSERT COMPANY NAME) - Policies and Declaration	39

Welcome

Guidance: It is important to welcome people to your organisation as well as explain the purpose of the manual. Below is an example to get you started.

WELCOME TO (INSERT COMPANY NAME)

We hope that as a Workplace Participant of (INSERT COMPANY NAME) you will always be an enthusiastic and valuable member of our team. At (INSERT COMPANY NAME) we endeavour to supply all our Workplace Participants with optimal working conditions, support and direction, which in turn, with your co-operation, should deliver positive results, opportunities and benefits to both parties.

We consider our Workplace Participants to be the most valuable resource available to us, and we encourage the innovative and distinctive ideas that come with staff contribution.

The following manual is intended as a guide to make you feel as comfortable as possible here with us. This Manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you

Familiarising yourself with the contents of this manual will clarify basic policies and procedures, and should act as a primary step in learning about the structure of our company.

This manual should be read in conjunction with your Contract of Employment.

Further questions with regard to your contract of employment or any other issues, should be directed to (Insert Name & Title)

Yours sincerely,

(Insert Name)

(Insert Title)

ASSOCIATED DOCUMENTS:

- (INSERT COMPANY NAME) **_Organisational Chart**

Purpose of the Manual

Definition of Workplace Participant:

(INSERT COMPANY NAME) Employee, Contractors / Sub-Contractor's, Volunteer, Fixed Term Contract

This manual has been designed as an information system for both existing and new workplace participants.

The manual is supplied to provide you with details of your working conditions, benefits and relevant organisation policies. The information contained within should give each Workplace Participant the basic guidance and foundation necessary to understand (INSERT COMPANY NAME) aims and goals.

We hope this will empower you with the opportunities to reach your full potential and forge solid career goals, maximising the benefit to both parties.

The (INSERT COMPANY NAME) Workplace Participant Handbook should answer some of your questions regarding policies and procedures within the organisation. It is essential that you understand and comply with all the provisions of this manual.

(INSERT COMPANY NAME) reserves the right to modify, revise or supplement policies and portions of this manual as appropriate. All Workplace Participants will of course be notified in writing of any such changes to the Workplace Participant Handbook as they occur.

(INSERT COMPANY NAME) - Policies and Declaration

Guidance: Keep this page in your employee files to demonstrate that the employee has read and understood the handbook and policies. Delete policies that do not apply to your business.

You must read all the policies contained in this document and listed below. Company policies are a part of your employment conditions and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of (INSERT COMPANY NAME).

Please read each of the policies listed below and sign where shown to indicate you are aware of the rules and responsibilities you have whilst employed by (INSERT COMPANY NAME).

1. Attendance and Absenteeism Policy
2. Code of Conduct Policy
3. Drug and Alcohol Policy
4. Emergency Evacuation Policy
5. Equal Employment Opportunity and Anti-Discrimination Policy
6. Flexible Work Arrangements Policy
7. Grievance Policy/Procedure
8. Incident and Investigation Policy/Procedure
9. Internet, Email and Computer Use Policy
10. Leave Policy
11. Performance and Misconduct Policy
12. Risk Management Policy/Procedure
13. Smoke Free Policy
14. Social Media Policy
15. Staff Training & Development Policy
16. Vehicle Policy
17. WHS General Policy
18. Workplace Bullying Policy

*** THIS IS ONLY A PREVIEW OF THE DOCUMENT. YOU WILL NEED TO PURCHASE THIS DOCUMENT TO SEE ALL THE CONTENT. FIAA MEMBERS WILL NEED TO LOG INTO THE WEBSITE IN ORDER TO RECEIVE THE DISCOUNTED PRICE.**

**Please Note: As a Business Plus or Premium FIAA Member you can download all the policies on our website for free or have them customised specifically for your business at no additional charge. FIAA Members can also request policies and resources which are not on our website through our HR Department. This is just one of the many services that are included with our annual membership subscription.*