



NFP Templates

NFP Red Tape Made Easy

NFP Templates ~ BYO NFP Policy Portfolio

Great for Not-For-Profit organisations undertaking policy development, policy modernisation and policy reviews.



- Simple to modify for your organisation
- Product delivered in Word format
- Over 70 policies included
- Exceptional timesaver
- **Two years of telephone and email support**

The NFP Template difference – we have a team of policy development specialists to provide purchaser support.

[Register and we will send you updates to the product over your two-year support period](#)

Can I get help with this product?

Yes - two years of support. Call us anytime on (02) 9659 2602 or email Amanda.smith@nfptemplates.com.au

What policies are covered?

See a copy of our Table of Contents below.

1 Definitions

- 1.1 Definitions
- 1.2 Policy Management and Change
- 1.3 The Board of Directors and this Policy Manual
- 1.4 Contractors, Consultants and this Policy Manual
- 1.5 Code of Conduct, Code of Ethics and Policy Portfolio

2 Risk, Safety and Security

- 2.1 Health and Safety Policy Statement
- 2.2 Security
- 2.3 Visitor Safety
- 2.4 Business Continuity and Disaster Recovery
- 2.5 Fatigue Management
- 2.6 Reporting Alleged Dishonesty, Fraud and Corruption

3 Financial Policies

- 3.1 Delegation of Authority
- 3.2 Funding Applications and Acquittals
- 3.3 Conflicts of Interest - Supplier Arrangements
- 3.4 Donations Policy
- 3.5 Appointment of Contractors and Consultants
- 3.6 Purchasing
- 3.7 Supplier Gift Policy
- 3.8 Business Travel and Expenses

4 Respect and Reputation

- 4.1 Privacy and Confidentiality
- 4.2 Legislative Compliance
- 4.3 Corporate Uniform
- 4.4 Continuous Improvement and Innovation
- 4.5 Complaints
- 4.6 Compliments
- 4.7 Media Relations
- 4.8 Behavioural Conduct of Visitors & Contractors
- 4.9 Anti-Discrimination; Equal Employment and Valuing Diversity
- 4.10 Zero Bullying & Zero Harassment

5 Information Security; Intellectual Property and Organisational Assets

- 5.1 Business Information and Intellectual Property
- 5.2 Information Provision and Freedom of Information
- 5.3 Advocacy

- 5.4 *Motor Vehicle Policy*
- 5.5 *Private Usage of Organisation Resources*

6 Human Resources Policies and Procedures

- 6.1 *Position Descriptions*
- 6.2 *Career Development*
- 6.3 *Recruitment*
- 6.4 *Induction of New Employees*
- 6.5 *New Starter Checklist*
- 6.6 *Exit Interview*
- 6.7 *References and Statement of Service*
- 6.8 *Working from Home*
- 6.9 *Staff Information Meetings*
- 6.10 *Performance Conversations*
- 6.11 *Conferences and Seminars*
- 6.12 *Education and Training Policy*

7 Terms and Conditions of Employment

- 7.1 *Break Periods*
- 7.2 *Leave Entitlements - Part Time and Full Time Employees*
- 7.3 *Applying for Leave - Part Time and Full Time Employees*
- 7.4 *Leave without Pay - Part Time and Full Time Employees*
- 7.5 *Disciplinary Policy*
- 7.6 *Probation of Employment*
- 7.7 *Attendance and Working Hours*
- 7.8 *Flexible Hours and Overtime - Part Time and Full Time Employees*
- 7.9 *Public Holidays - Part Time and Full Time Employees*
- 7.10 *Remuneration*
- 7.11 *Use of Internet, Email, Computers; Text Messaging*
- 7.12 *Social Media Policy*
- 7.13 *Termination for Serious Misconduct*
- 7.14 *Resignation and Period of Notice*
- 7.15 *Emergency Services Leave - Full Time and Part Time Employees*
- 7.16 *NAIDOC Week - Full time and part time employees*
- 7.17 *Superannuation*
- 7.18 *Secondary Employment and External Income Sources*
- 7.19 *Unsatisfactory Work Performance or Behaviour*
- 7.20 *Workplace Investigations and Co-operation*
- 7.21 *Grievances*
- 7.22 *Part-Time Employees*
- 7.23 *Alcohol & Drugs Policy*

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