

To All ICAN Staff

This acknowledgement letter is part of the roll out of the new Policy and Procedure documentation This document is a living document and therefore will be subject to regular review and additions.

By signing this document you are acknowledging that you have read the Policy and Procedure document and that you will comply with ICAN's Policies and Procedures.

All staff will have to sign this document as part of your employment conditions

When policies and procedures are changed or added you will have to acknowledge that you have received a copy of the change or addition to ICAN's Policies and Procedures

This acknowledgement is for the large amount of new documents that will take affect from 16th May 2014. I have added a check list once you have completed the check list it must be returned to your Supervisor or Manager to be placed on your employment file.

Workplace participant acknowledgement

I acknowledge:

- *receiving the ICAN Policy;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your name:

Signed:

Date:

List of Documents

Category	Name	Check
Human Resources		
1. Emergency Policy and Procedure	Emergency Evacuation Policy and Procedure	
	Emergency Management Procedure	
2. Anti Discrimination	Anti Discrimination and Equal Employment Opportunity	
	Gender Equality in the Workplace Policy	
	Workplace Bullying Policy	
3. Contract and Conduct	Code of Conduct	
	Dress Policy	
	Flexibility Policy	
	Housekeeping Policy	
	Incident Report and Investigation Procedure	
	Internet, Email and Computer Use Policy	
	Personal Phone Calls at Work	
	Relocation Policy	
	Smoke Free Policy	
	Social Media Policy	
	Working from Home Policy	
	Workplace Drug and Alcohol Policy	
4. Leave and Attendance	Attendance and Absenteeism Policy	
	Leave Policy	
	Leave Without Pay Policy	
	Parental Leave Policy	
	Time Sheet Policy	
5. Grievances	Personal Grievance Policy	
	Whistleblower Policy	
6. Study and Education Policy	Educational Assistance Policy	
	Staff Training and Development Policy	
7. Recruitment and Separation	Recruitment and Selection Policy	
	Redundancy Policy	

Category	Name	Check
8. Workplace Health and Safety	Electrical Safety Policy	
	First Aid Policy	
	Health Information Collection Policy	
	Work, Health & Safety Management System Review Procedure	
	Rehabilitation Policy and Procedure	
	WHS Training Policy	
	WHS Consultation Statement	
	WHS Responsibilities for a Contractor	
	WHS Responsibilities for an Employee	
	WHS Responsibilities for Managers	
	WHS Responsibilities for Officers	
	WHS Responsibilities for a Supervisor	
	Work Health and Safety Consultative Process	
	Occupational Work Health and Safety Policy	
	Workplace WHS Inspection Procedure	
	Workplace Substances Procedure	

Category	Name	Check
Finance and Administration		
9. Asset Management	Employer Property Policy	
	Risk Management Procedure	
	Vehicle Policy	
	Vehicle Safety Policy	
10. Contract Management	Contract Management Procedure	
	Contractor Agreement	
11. Document Management	Record and Document Control Procedure	
12. Financial Administration	Expense Claim Policy	
	Reimbursement Form	
	Travel Allowance Policy	
13. Privacy	Disclosure of Personal Information Policy	

