Example policy and procedure checklist

Your organisation could consider implementing policies on the following topics to guide workplace interactions and behaviour:

* Governance
* Ethics and Code of Conduct
* Work Health and Safety
* Volunteer Conditions
* Communications and Marketing
* Grievance and Disputes
* Fraud and Financial Management
* Privacy and Confidentiality
* ICT Usage
* Diversity and Equality
* Alcohol and Other Drugs
* Child Protection
* Risk Management
* Feedback and Complaints
* Harassment and Bullying
* Honorarium and Reimbursement
* Acceptance of Gifts and Benefits
* Conflicts of Interest
* Working with Vulnerable People/Groups
* Incident Reporting
* Data Breaches
* Whistleblowers

As above, this list is not exhaustive and does not replace the need for your organisation to seek specific legal, insurance or risk advice about the policies and procedures you need to have in place. There may be templates available that can be adapted by your organisation.

For further information: [Developing Policies and Procedures: (freshdesk.com)](https://volunteering.freshdesk.com/support/solutions/articles/51000296669-developing-policies-and-procedures)