

# Policies & Procedures

## Mandatory Reading

As a new staff member, you are required to familiarise yourself with our policies and procedures. The following policies and procedures must be read and understood within the first three months of your employment with us. To access these policies and procedures in Document Central, located via the Staff Hub.

Policy and Procedures are updated from time to time to reflect changes in regulatory requirements, legislation or best practise. When this happens, you will receive an email to notify you of the update.

### *Mandatory reading*

- Bullying, Harassment and Discrimination\*
- Conditions of Employment\*
- Decision Making and Choice
- Emergency Management and Evacuation
- Employee Assistance Program
- First Aid
- Incident Reporting\*
- OHS\*
- Positive Behaviour Support
- Privacy and Confidentiality\*
- Risk Management
- Sexual Harassment and Assault\*
- Staff and Volunteer training and Development
- Stakeholder Satisfaction, Feedback or Complaints
- Transport and Vehicles\*
- Workcover and Return to Work
- Student Information Handbook
- RTO Administration

\*these documents **must** be read prior to your first shift with Inclusion Training.

*If you have any questions relating to any of the policies and procedures you have read, please contact your support coordinator or manager.*