

As a new staff member, you are required to read and follow our policies and procedures. Policies and procedures are accessed in the online document library called **Document Central**, located via the **Staff Hub** in SharePoint. You will be invited to join these sites as part of your recruitment process.

Policy and Procedures are updated from time to time to reflect changes in regulatory requirements and/or best practise. You will be notified via email alert of updates from time to time.

Documents, Policies & Procedures that must be read before your first shift

1. Bullying, Harassment and Discrimination
2. Conditions of Employment
3. Incident Reporting
4. OHS
5. Privacy and Confidentiality
6. Sexual Harassment and Assault
7. Transport and Vehicles
8. Mobile Device Information Statement

Policies and procedures that must be read within your first three months of work

1. Emergency Management and Evacuation
2. Employee Assistance Program
3. First Aid
4. Positive Behaviour Support
5. Risk Management
6. Staff and Volunteer training and Development
7. Stakeholder Satisfaction, Feedback or Complaints
8. Work-cover and Return to Work

Please notify your supervisor if you have any issues with accessing Document Central or any questions related to the policies and procedures you have read.