

Policy document

(insert organisation / logo)

(Title of policy)

Use the following headings to help write a policy document.

- Aim of this policy
- Description of exactly what is expected of employees
- Unacceptable actions (including examples)
- Disciplinary action

Employee statement

I acknowledge receipt of and understanding of this policy. The policy is effective until further notice.

Employee's
signature:

Employee's name:

Date:

Office use only

Policy approved by:

Date:

For more information, refer to **Chapter 3. Induct, Train and Develop** of Your Workforce – a guide for Northern Territory Employers.