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# 10 Examples of Policies and Procedures in the Workplace

By Indeed Editorial Team

Published 24 August 2021



A workplace policy clearly defines an organisation's expectations regarding employee behaviour and performance. A workplace procedure tells employees how to implement those policies. When used together, policies and procedures give employees a well-rounded understanding of their workplace. In this article, we discuss some examples of policies and procedures in the workplace.

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## 10 examples of policies and procedures in the workplace

As an employee, it's important to comprehend the policies and procedures in your workplace. Understanding the policies and procedures significant to you can have a positive impact on your working life. It lets you know what is expected of you and what rights you have. Here are 10 real examples of workplace policies and procedures:

### 1. Code of conduct

A code of conduct is a common policy found in most businesses. It is a set of rules that

companies expect employees to follow. The rules establish the expected behavioural standards for all employees. A code of conduct policy may cover the following:

- Attendance and absence
- Employee behaviour
- Company values
- Break and mealtime policies
- Confidentiality
- Use of company property
- Use of social media
- Plagiarism
- Travel policies
- Conflicts of interest
- Client interaction
- Dress code
- Reporting misconduct

**Related reading:** [8 Code of Conduct Examples: A Workplace Guide](#) 

## 2. Recruitment policy

A recruitment policy outlines how the company hires new people. It outlines the hiring process and aims to promote consistency in the recruitment process. It's an important document for employees to access. It may cover the following things:

- Internal and external hiring preferences
- Equal opportunity and anti-discrimination
- Job description and advertisement templates
- Selection process and timeframe
- How to review resumes and cover letters
- The expected amount of short-listed applicants
- How to check references
- How to select a suitable candidate and offer the job

**Related reading:** [Recruitment Process Steps: What Is Involved?](#) 

### 3. Internet and email policy

This policy outlines how companies expect employees to use their email accounts and the internet. It helps to save time and promote efficiency. It also sets up procedures to minimise risk, which is especially important for secure networks. An internet and email policy may cover the following things:

- Internet access rules
- Appropriate online usage
- Controls on misuse of the internet
- Restrictions on web browsing
- A security protocol for online data
- Download rules
- Social networking rules
- Work email usage rules
- How to frame emails to colleagues
- Work email usage at home or outside the office

**Related reading:** [How To Write an Email: Your Complete Guide](#) 

### 4. Mobile phone policy

A mobile phone policy covers the rules of mobile phone usage in the workplace. It may cover personal mobile phone usage as well as work mobile phones. They provide employees with a comprehensive set of rules about when and how they are allowed to use their mobile phones. This sort of policy is set up to promote productivity and reduce distractions. It may cover the following:

- When you can use your personal mobile phone
- Where you can keep your personal mobile phone during office hours
- Rules surrounding personal phone calls
- How to use your work mobile phone
- What is and isn't acceptable use for you work mobile phone

### 5. Smoking policy

A smoking policy covers a workplace's rules regarding smoking and tobacco use. Many

companies do not allow smoking on their premises. It's important for employees to know where and when they can smoke, if applicable. A smoking policy may cover the following:

- Whether smoking is allowed
- Designated smoking areas
- Smoking breaks
- Smoking off-site

## 6. Drug and alcohol policy

This type of policy covers a company's rules regarding drug and alcohol use. It may mention procedures for dealing with rule-breaking. It may also mention the procedure for dealing drug testing. A drug and alcohol policy is usually a strict list of rules that may cover the following:

- A company's tolerance to drug and alcohol use
- Drug testing rules
- Alcohol use rules (i.e., Friday drinks)
- Procedure for dealing with intoxicated individuals

## 7. Health and safety policy

This type of policy covers a company's obligations under work health and safety laws. It is an important policy because it establishes how employees are protected. Such a policy may cover the following:

- Risk assessment
- Employee safety training
- First aid information
- Equipment maintenance
- Safe handling of materials and substances
- Supervision rules
- Delegation of authority
- Accident training
- Physical and mental health information
- Monitoring hazards

- Emergency procedures

**Related reading:** [How To Request a Mental Health Day](#) 

## 8. Anti-discrimination and harassment policy

An anti-discrimination and harassment policy is important to promote a healthy and positive workplace for all employees. One of the key things to include in this policy is education. Education is one of the best ways to prevent discrimination and harassment. This type of policy may cover the following:

- Procedure for employee complaints
- Education and training for employees
- Provide a clear definition of discrimination and harassment
- Guidelines for dealing with discrimination and harassment
- How management expects to respond to complaints
- Confidentiality information

**Related reading:** [5 Steps To Become a Better Ally at Work](#) 

## 9. Grievance handling policy

A grievance handling policy is particularly important for employees. A grievance is a formal complaint made by an employee towards an employer. This policy can outline your rights as an employee and how the company expects to respond to your grievance. The policy can cover the following:

- Procedure for submitting a formal grievance
- Company policy regarding response
- Procedure for investigating the grievance
- Time frame
- Confidentiality
- Possible outcomes
- Appeal information

## 10. Discipline and termination policy

A discipline and termination policy establishes how a company may handle employees

who don't follow their policies. It demonstrates consequences and possible dismissals. This type of policy is important for employees as it lists their rights in terms of discipline and termination. This policy may cover the following:

- Procedure for dealing with incidents that go against company policy
- How a company responds to rule breaks
- Your rights to appeal discipline
- Procedure for an investigation into incidents
- Reasons for termination
- Pre-termination procedure
- How to tell an employee they have been let go
- Post-termination procedure

**Related reading:** [Understanding Termination Letters \(Definition, Tips and Example\)](#)



## Frequently asked questions about workplace policies and procedures

Here is a list of the most commonly asked questions surrounding examples of policies and procedures in the workplace:

### What are workplace policies?

Workplace policies are sets of rules put in place that cover employee/employer behaviours and attitudes. They are an important factor in a well-run business. Understanding workplace policies is key for employees. It allows a business to run smoothly and gives information about employee rights.

### What is a workplace procedure?

A workplace procedure directly relates to workplace policies. A procedure is a list of steps demonstrating how to implement a policy. Policies and procedures are used together to give employees a good understanding of company rules and values.

### What is an example of a workplace policy?

Workplace policies tend to be long, detailed documents. Here is a shortened and simplified example:

## **Attendance Policy**

*Attendance is an essential part of a job function. All Firm Evolution employees are expected to report to work as scheduled and to work effectively throughout their shifts.*

### **\*\*Absence\*\***

*Absence includes time lost from the work schedule due to avoidable or unavoidable circumstances.*

### **\*\*Absence procedure\*\***

*It is your responsibility to notify the company regarding absences. Notification from another employee or family member is not acceptable except under emergency conditions.*

- *Time off should be requested in advance in written format. Your supervisor should be notified by email or phone in the case of unexpected time off due to illness or emergency*
- *Leaving work early due to illness or personal reasons should be approved by your manager or HR representative.*

### **Continued absence**

*If your absence continues beyond one day you should continue to notify your managing team for each day you are away.*

### **Acceptable reasons**

*The following are acceptable reasons to request absence:*

- *Unforeseen personal or family illness or injury*
- *Jury duty*
- *Bereavement*
- *Leave protected under an applicable law*
- *Other reasons that would require you to miss a part or full day's work without advanced notice*

### **Documentation**

*Documentation, such as a doctor's note, may be required as part of your absence.*

### **Consequences**

*Failure to comply with proper attendance policy procedure may result in disciplinary action including and up to termination of employment. Absence of three days or longer with no reason or notification may be considered a voluntary resignation.*

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