

INFORMATION REQUIRED FOR COMPLETION OF POLICIES AND PROCEDURES

To enable our consultants to draft policies and procedures please complete the below form, scan and email to irdocs@irassist.com.au or fax to 07 3268 6683. Thereafter we will contact you to discuss and finalise.

| Information Required | Your Responses |
|--|----------------|
| General Information: 1. Company/Employer Name <i>(Please indicate if Pty. Ltd. or not)</i> | |
| 2. ACN/ABN | |
| 3. Address of workplace – including State and postcode | |
| Policy and Procedure Information: 4. What is the reporting structure an employee should follow in the event of a complaint about discrimination or harassment for instance? Is it to a Manager first, then more senior person if not resolved? Please describe | |
| 5. Some policies will require a second person to report complaints/issues to – or to investigate such complaints/issues to – as the complaint is about the person who is listed as the first report. Please provide a second report (if not done so in the previous question, for this purpose. | |
| 6. Please specify the policies you | |

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| <p>require.</p> | |
| <p>7. Please provide as much specific information as possible regarding what you wish to be included in the specific policies you have requested.</p> <p>For example:</p> <p>(i) regarding use of email, internet and mobiles at work – is the company practice:</p> <ul style="list-style-type: none"> (a) No private use during work hours (b) Limited private use during work hours – if so what boundaries if any do you wish to include <p>(ii) regarding use of company motor vehicles do you have fixed rules in place now – what are they?</p> <p>All such ‘fixed rules’ or current practice regarding the subject matter of a policy should be provided to us to enable us to incorporate it into the final document.</p> | |
| <p>8. Are there any other specific issues regarding the policy and procedures which you think we need to know about?</p> <p>Please describe.</p> | |