

Typical Policies Checklist

Policy	We have for staff	We have for volunteers
Position descriptions		
Recruitment policies		
Benefits offered		
Application & interview process		
Orientation & training		
Placement policy		
Supervision		
Dress code		
Confidentiality		
Attendance		
Record keeping requirements (for volunteers and staff)		
Security policies		
Resignation procedure		
Disciplinary procedure		
Dismissal policy		
Diversity statement		
Workplace harassment statement		
Conflict of interest policy		