**Policy development**

1. Identify flaws. (Consider legislation or acts, content, and validity)

Review the client’s document “LMM Code of Conduct.docx” and identify the flaws or issues associated with each of the following policies stated in the document.

1. Harassment
2. Copy right and IP
3. Privacy.
4. Health and safety.
5. Grievance.

You **“must”** provide a minimum of 100 words total in your completed response.

1. Employee incident No. 1.

An employee from the administration department has a friend who has investment business and is always looking for new clients. The employee, being a good friend, has supplied details of clients who they judge as being financial well off due to the amount of work they put through the business.

Your task is to:

1. Identify a possible issue with the employee actions
2. Stipulate if there needs to be changes to the current policy to avoid any issues occurring again

You **“must”** provide a minimum of 100 words total in your completed response.

1. Employee incident No. 2.

An employee from the web design department has been doing work at home on the weekends for small business clients doing exactly the same work as he is doing at LMM Support. These clients normally pay less for the work he performs at home than what they would be invoiced through LMM Support.

Your task is to:

1. Identify a possible issue with the employee actions
2. Stipulate if there needs to be changes to the current policy to avoid any issues occurring again

You **“must”** provide a minimum of 100 words total in your completed response.

1. Create new policy documents.

As you have reviewed the current Code of Conduct document and identified the flaws, issues and missing information you now need to create three (3) separate documents, these being:

1. Privacy
2. Copyright and Intellectual Property
3. Ethics

Using the “LMM IT Policies Template, develop the new policy documents for the client.

Please note that the **red text** and text in the **<angle brackets>** in the template are instructions and should be removed/formatted before submission.

**You “Must” ensure you cover each of the 6 points below for each policy:**

1. Identify the Act, Legislation or industry code that governs the policy.
2. Detail the conduct of staff in relation to each policy:
3. State what is acceptable and/or lawful.
4. State what is unacceptable and/or unlawful.
5. Describe any procedures or processes that must be completed.
6. Use easy to understand English to describe how each aspect of the policy relates to the work your staff will be undertaking with, where appropriate, an example.