

Safety Report

Types of Workplace Standards and Guidelines

Contents

Health policy	3
What is a health and safety policy?	3
Guidelines	3
Drugs and alcohol policy	3
What is a drug and alcohol policy?	3
Guidelines	4
Managers are required to:	4
Employee responsibilities:	4
Dress code and personal appearance	5
What is a dress code policy?	5
Guidelines	5
Tardiness and Absence policy	5
What is a Tardiness and Absence policy?	5
Guidelines	5
Non-Smoking policy	6
What is a smoking policy?	6
Guidelines	6
Overtime policy	6
What is an overtime policy?	6
Guidelines	7
general rules are:	7
Excessive Overtime:	7
Harassment and discrimination policy	7
What is a discrimination and harassment policy?	7
Guidelines	8
Internet and email policy	8
What is an internet policy?	8
Guidelines	9
Email	9
Rules on Proper Use or Damage to Employer's Properties	10
What is a properties damage policy?	10
Guidelines	10

Health policy

What is a health and safety policy?

Workplace health and safety is all about sensibly managing risks to protect your workers and your business; moreover, prevent illnesses and injuries in the workplace.

The responsibility of health and safety in a workplace ultimately belongs with employers, who have a duty of care for the health, safety and wellbeing of all workers under their control.

Guidelines

The policy is ultimately signed off by the person at the head of the organization. Usually there are three sections to a health and safety policy, these include:

- Statement of Intent - sets out the organizations aims and objectives
- Roles and Responsibilities - outlines who has specific responsibility for managing health and safety and what are their responsibilities
- Arrangements - likely to be the largest part of your health and safety policy- . It details how risks are managed in the workplace. Example of the arrangements include: risk assessments; safety procedures; training of workers; consultations such as safety committees or on-site meetings; emergency and evacuation arrangements.

Drugs and alcohol policy

What is a drug and alcohol policy?

At work, alcohol or drug misuse can result in reduced levels of attendance, substandard work performance, and increased health and safety risks, not only for the individual concerned, but also for others such as work colleagues, students, members of the public and contractors, so the goals of the policy are:

- set out the rules regarding the use of intoxicating substances, so that employees are aware of the likely consequences for their employment of misusing them
- create a climate that encourages employees who may be misusing drugs or alcohol to come forward and seek help
- provide a framework to enable instances of substance misuse by employees to be handled in an appropriate, fair and consistent manner
- the delivery of high-quality product

- the organization's reputation.

Guidelines

Managers are required to:

- be aware of the signs of alcohol and substance misuse and the effects on performance, attendance and health of employees, and take reasonable and appropriate steps
- ensure the health, safety and welfare of employees and others with whom they come into contact
- treat such matters confidentially as far as is legitimately and legally possible
- monitor the performance, behavior and attendance of employees as part of the normal supervisory relationship
- provide support and assistance where appropriate and for a reasonable period, and ensure that staff are aware of the support that is available to them

Employee responsibilities:

- to present a professional, courteous and efficient image to those with whom they come into contact at work. They therefore have a personal responsibility to adopt a responsible attitude towards drinking and taking prescribed and over-the-counter drugs
- not to possess, store, trade or sell controlled drugs on school/academy premises or bring the company into disrepute by engaging in such activities outside of work
- to seek help if they have concerns regarding their alcohol or drug consumption.
- where the individual concerned does not wish to come forward to seek help, and their colleague(s) genuinely suspects that the individual may be misusing drugs or alcohol, colleagues have a responsibility to raise their concerns with the employee's line manager.

Dress code and personal appearance

What is a dress code policy?

A dress code policy is a document that outlines the appropriate dress code for a company's employees. Dress codes vary from company to company and are dependent on a company's culture and industry type. Whereas some professions come with an already-established dress code—for instance, law or medicine—other industries do not have any set rules or regulations when it comes to what employees should wear.

Guidelines

Common elements of a company dress code policy include:

- **A brief introduction:** Start the document with a brief outline of what the company expects about how employees should present themselves at work and why this is important to the business.
- **The target audience:** It is important that you state specifically who the policy applies to so that some employees do not regard themselves as exempt.
- **General guidelines:** In this section, you can provide employees with general guidelines about appropriate clothing and other aspects like tattoos, hygiene and jewelry.
- **The dress code:** You should clearly state what the general dress code of the company is and should also list exceptions when employees may need to follow a different dress code.

Tardiness and Absence policy

What is a Tardiness and Absence policy?

This policy is probably one of the most important guidelines that should be polished by the management. In most organizations, the time in and time out of the employees are strictly recorded using a time clock or automated check-in procedures of any kind. This practice is to make sure that their employees follow their required number of hours per day.

Guidelines

Should address:

- **Absence:** manager is notified by employee X days/weeks in advance that employee will be absent from shift.
- **Unscheduled absence:** manager is notified by employee X hours in advance that employee will be absent from shift, due to emergency or other unexpected cause.
- **Tardiness:** employee shows up at least X minutes after scheduled shift start.
- **No-show:** employee fails to show up for shift without notifying management.
- **Sick days:** employee is absent from shift due to illness or doctor's note.

Non-Smoking policy

What is a smoking policy?

The purpose of this policy is to Promote a safe and healthy working environment for all workers and Support employees who wish to give up smoking.

This applies to:

- **Smoking:** Use or carrying of any lit tobacco product, including cigarettes, pipes, cigars and shisha
- **Vaping:** Use of an electronic cigarette or similar device that produces a visible vapor

Guidelines

- In a Smoke-free estate, Smoking and vaping are prohibited in any buildings occupied. Should also include whether Smoking is prohibited in all outside areas or not.
- A company can acknowledge that some employees may wish to use vaping as a way of stopping smoking. While it may permit vaping in open spaces, vapers could be requested to show consideration for others and avoid vaping near entrances and open windows and to cease vaping or move if asked to by a bystander.
- For Breaks/rest periods, Employees who wish to smoke or vape during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties. Work time lost to smoking or vaping breaks should be made up as necessary.

Overtime policy

What is an overtime policy?

A **company overtime policy** explains how we'll compensate employees for hours worked beyond their standard schedule. We want to:

- Ensure employees will be consistently and correctly compensated for the time they put into their job duties.
- Minimize incidents of overtime abuse, loss of productivity, health and safety risks and other issues.

In a company overtime policy, "standard working hours" are an employee's regularly scheduled working time. They're usually specified in employment contracts and follow legal guidelines regarding minimum or maximum limits. "Overtime" that qualifies for compensation refers to any amount of time worked in addition to those hours.

Guidelines

general rules are:

- classify the employees as exempt or non-exempt according to overtime pay laws.
- Non-exempt employees who work more than the standard working hours will be entitled to overtime pay.
- Employees are entitled to overtime pay regardless of where they work, as long as they perform work that our company accepts for its business purposes.

Excessive Overtime:

Overtime may be necessary to handle emergencies, heavy workloads or other issues. But, frequent and excessive overtime isn't good for employees' health and performance. The law may or may not permit excessive overtime. That is why a company should:

- Record overtime hours accurately and consistently.
- Advise employees to work overtime only when they have to finish urgent work
- Have all necessary provisions to allow employees to complete their work during standard working hours.
- Take measures to gradually reduce overtime when we observe a decline in work quality or other issues due to excessive working hours.

Harassment and discrimination policy

What is a discrimination and harassment policy?

anti-discrimination and anti-harassment policies go hand-in-hand to prevent discrimination and protect our employees, customers from offensive and harmful behaviors.

Companies should not tolerate any kind of discrimination that creates a hostile and unpleasant environment for employees, interns or volunteers. Such policy usually applies to all employees, contractors, visitors, customers and stakeholders.

Guidelines

Discrimination is any negative action or attitude directed toward someone because of protected characteristics, like race and gender. Other protected characteristics are:

- Age
- Religion
- Ethnicity / nationality
- Disability / medical history
- Marriage / civil partnership
- Pregnancy / maternity/ paternity
- Gender identity / sexual orientation

Employees who harass their colleagues will go through our disciplinary process and we may reprimand, demote or terminate them depending on the severity of their offence.

In cases of assault, sexual harassment or workplace violence, whether physical or psychological. We will terminate employees who behave like this immediately.

In cases of discrimination

- the victim of discriminatory behavior should be encouraged to talk to HR (or your manager) as soon as possible. HR is responsible for hearing your claim, investigating the issue and determining punishment.
- Punishment for discriminatory behavior depends on the severity of the offence. For example, inadvertently offending someone might warrant a reprimand. Conversely, because of a protected characteristic, this will result in termination.

Internet and email policy

What is an internet policy?

employee internet usage policy outlines our guidelines for using our company's internet connection, network and equipment. Companies should aim to avoid inappropriate or illegal internet use that creates risks for the company's legality and reputation.

Guidelines

Our employees are advised to use the company's internet connection for the following reasons:

- To complete their job duties.
- To seek out information that they can use to improve their work.

A company shouldn't restrict an employees' access to websites of their choice, but employees are expected to exercise good judgement and remain productive at work while using the internet.

Employees should:

- Keep their passwords secret at all times.
- Log into their corporate accounts only from safe devices.
- Use strong passwords to log into work-related websites and services.

employees must not use the network to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and sensitive information.
- Download or upload movies, music and other copyrighted material and software.
- Visit potentially dangerous websites that can compromise the safety of our network and computers.
- Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.

A company may install anti-virus and disk encryption software on our company computers. Employees may not deactivate or configure settings and firewalls without managerial approval.

Email

Usually, employees can use their corporate email accounts for work-related purposes only as long as they don't violate this policy's rules. Employees shouldn't use their corporate email to:

- Register to illegal, unsafe, disreputable or suspect websites and services.
- Send obscene, offensive or discriminatory messages and content.
- Send unauthorized advertisements or solicitation emails.
- Sign up for a competitor's services unless authorized.

The company has the right to monitor corporate emails. They also have the right to monitor websites employees visit on our computers.

Rules on Proper Use or Damage to Employer's Properties

What is a properties damage policy?

When Employer property is damaged, destroyed, or lost as a result of an employee's negligence, carelessness, or failure to take reasonable steps to secure the property, the employee shall pay the cost of repair or replacement.

Guidelines

Employees need to be mindful that all equipment which they use, or has been issued to them to perform their jobs. For example:

- ask permission to use company property
- never remove company from the premises property without permission
- never use company property under the influence of drugs or alcohol
- ensure they have appropriate licensing, qualifications and experience to safely use company property
- ensure adequate training has been provided before using company property
- care for, safeguard and maintain company property and equipment
- immediately report to their supervisor, manager, HR department or compliance team, any theft, loss, tampering or misuse of company property
- Keep working, break and staff amenity areas clean and tidy