 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: Human Resources	Pages: [02] Version No: [01] Board Approved
	Sub section (if applicable): N/A	Date: [16/09/2008] Signed: <i>Catherine Pont</i>
Policy Title: Workplace Practices		Author: Catherine Pont

1. Scope

- 1.1. All YMCA of Sydney Staff & Volunteers

2. Policy Statement

YMCA has in place workplace policies to ensure uniformity and consistency in decision making and operational procedures. These procedures help to clarify the responsibilities of the employer and employee.

3. Related Policies & Procedures/Guidance Notes

The following mandatory operating procedures must be applied in all YMCA centres and facilities

Smoke Free Workplace	Staff Uniforms
Confidential Information	Meeting Attendance
Alcohol & Drug Policy	Minimum Qualifications
Use of YMCA Property & Resources	Higher Grade Relief
Personnel Files	Probationary Period
Dress & Appearance	Hours of Work

4. Responsibilities & Delegations


- 4.1. Human Resources Manager;
- 4.1.1. To ensure policies align with current legislation.
- 4.1.2. To ensure policies are available to staff members.
- 4.2. Managers and Supervisors;
- 4.2.1. To ensure staff members act responsibly within the guidelines of the policy.

5. Considerations & Legislation

- 5.1. NSW Industrial Relations Act 1996

6. Records Maintenance

- 6.1. Policies are to be stored in a place accessible to all YMCA staff.
- 6.2. Existing Policies are to be reviewed each 2 years.

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- 6.3. If and employee breaches the Workplace Practices Policy and/or related procedures, any performance counselling notes need to be kept in the individuals personnel file.

7. Version History

Version	Date	Description of changes	Author	Effective Date
1	16/6/09	Initial Policy	C. Pont	16/6/2009

I endorse the Workplace Practices Policy

Name Catherine Pont
Management Area Manager

Name David Mayes
President

Signature *David Mayes* **Date** 16/6/2009