FORCE OF POLICIES

At [Organization Name], we strive to create a fair and efficient workplace where employees are safe and can thrive. The policies in this manual apply to all employees at [Organization Name] and are intended to provide a consistent set of guidelines to direct the behaviour of all members of our team. They are based on current legislation and best practices and, therefore, may need to be amended from time to time. If there are any discrepancies between the policies in this manual and current legislation, the legislation will take precedence. Employees are expected to be familiar with the contents of this manual and to refer to it as necessary to inform their actions and behaviour.