

# Staff Policy and Procedure Framework

## 1. Purpose

The purpose of this document is to outline the framework governing staff policies and procedures within the organization. It aims to ensure consistent, fair, and transparent management of staff-related matters.

## 2. Scope

This framework applies to all staff members, including full-time, part-time, and contractual employees.

## 3. Principles

- Compliance with relevant laws and regulations
- Fairness and equity
- Consistency in application
- Transparency in procedures
- Confidentiality of staff information

## 4. Policy Structure

1. Policy Statement
2. Procedures
3. Roles and Responsibilities
4. Review and Amendment

## 5. Key Staff Policies

Policy	Description
Recruitment and Selection	Outlines the processes for hiring and onboarding employees.
Performance Management	Describes appraisal, feedback, and performance improvement plans.
Leave and Attendance	Defines types of leave and attendance requirements.
Code of Conduct	Sets standards for staff behavior and professional ethics.
Grievance and Disciplinary	Explains mechanisms for handling workplace issues and misconduct.

## 6. Roles & Responsibilities

- **Management:** Approve and oversee policy implementation
- **HR:** Develops, communicates, and monitors compliance
- **Staff:** Adhere to policies and procedures

## 7. Review & Amendment

The framework shall be reviewed annually or as required to ensure relevance and compliance.

**Document Control**

Version	Date	Author	Approved by
1.0	YYYY-MM-DD	HR Team	Management