

HR Policies & Procedure Templates

Charity Excellence

You can download a variety of HR policies and templates from the people questionnaire. This template lists those that I've found, which are produced by other organisations.

CIPD

HR policies [fact sheet](#).

Acas – HR Templates

[Example letters, forms, policies and HR documents](#) for employers and HR managers to download and adapt for their own organisation.

- **Policy Templates** - Bereavement, disciplinary, grievance, equality, diversity & inclusion and flexible working.
 - They also have a guide to [creating asexual harassment policy](#).
- **Letters** – various including, disciplinary, redundancy, job offer, resignation acceptance, doctor, references, suspension, flexible working.
- **Forms & HR Templates** – various, including written statements, recruitment, induction, job description, job application, equality & diversity, absence, appraisal, TUPE, settlement and investigation.

Other Policy Guidance/Templates

- Guidance on supporting staff and [creating a menopause policy](#).
- [Alcohol and drugs policies](#) - developing policies to deal with alcohol and drugs problems at work.
- Creating [absence policies](#).
- HSE [Health & Safety Risk Assessment](#) templates.
- Charity Commission – [Outline partnership agreement](#).
- UK Sport [Whistleblowing and Confidential Disclosure](#) policy template.
- UK Government - [Family friendly policies](#) such as flexible working, enhanced parental leave, and additional childcare provision.
- UK Government - [Reservist HR policy development](#) - a template for an HR policy for reservist employees.
- ICO – create your own [website privacy statement toolkit](#).

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We are neither lawyers nor accountants, so are unable to offer professional advice. Even if we were, we could not offer advice that would adequately cover all charities or all circumstances. This draft policy is an example only and not intended to be taken into use as is.

In using this draft policy, you are accepting that you will take all necessary steps, including seeking professional advice, to ensure the policy approved meets fully your charity's needs and complies with all regulatory and legal guidance and that we have no responsibility whatsoever for any loss or detriment that may arise from using it.

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Iterations:

1. Apr 23 – initial draft.
2. May 25 – sexual harassment.