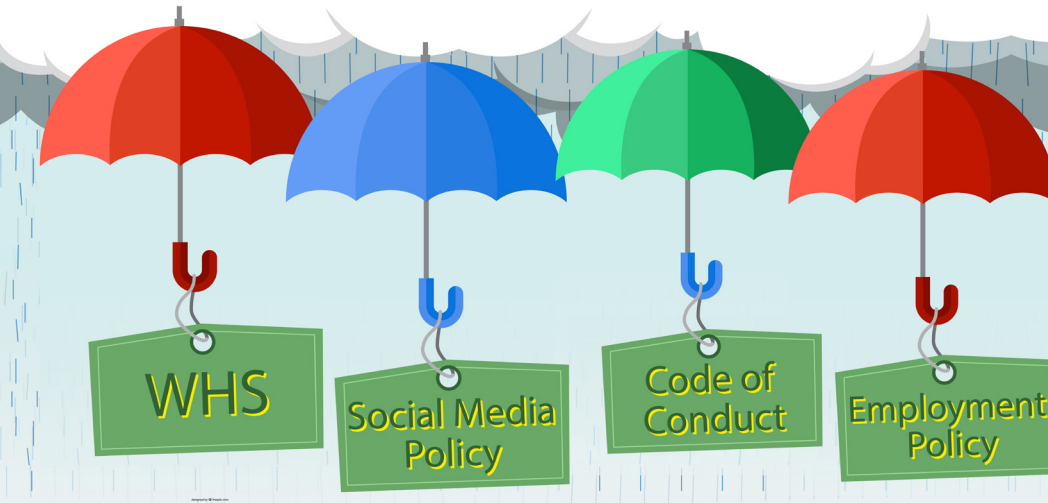


6 Steps to Preparing Policies & Procedures for Your Business



We've recognized firsthand the importance for all businesses to have a basic set of policies and procedures to mitigate risk and harness growth opportunities.

But where do you start? Which ones are the most important? What can my business not live without?

This worksheet will get you cracking on creating the policies that will best serve your business and help your business be the best version of itself for success.

What are the top 6 policies your business cannot do without?

Policy Name	Stakeholders	Legislation it relates to	Feedback	Responsibility	Timeframe

Here are our top 5 policies

- 1 Workplace Health and Safety
- 2 Flexible Working - Working From Home
- 3 Digital Conduct - Social Media, Internet & Email
- 4 Crisis Communication
- 5 Code of Conduct – Employees, Management & Shareholders

With the ever-changing pace of how society engages in modern communication platforms, including your employees and management, legislation has not been able to move at the same speed. There are many ways a business can find themselves in a 'sticky-situation'.

How do I start establishing my policies?

STEP 1 – Stakeholders

Make a list of the input you will need to get these policies off the ground.

Do you have supplier contacts who can help you better understand certain procedural requirements? Do you already have some issues you were hoping the correct policy could iron out? List everyone here you may need to assist you to prepare policy documentation.

STEP 2 – Policy categories

This one will be different for every business and will alter based on industry specifics, regulation and environment. Consider the types of policies you need to run your business in as low-risk manner as possible.

STEP 3 – Reverse engineer the policy

Work through the outcome you are trying to achieve for each policy, what is it you want your employees, management or stakeholders to know.

Using your designated policy categories above, outline the consequences of breaking each policy.

STEP 4 – Draft the policy using a template

It is okay if each policy follows an identical format and it can make it easier for you to write the policy in this manner and also easier for your employees to understand it.

Consider using a template to draft your policy wording.

Title of Policy / Policy Number – if applicable / Introduction – what is this policy for? / Policy Statement – what are the rules of this policy? / Definitions – provide any necessary definitions to ensure the policy is easy to understand / Ramifications – if applicable, list the ramifications of breaking the policy / References – does this policy reference any other documents, manuals or policies.

STEP 5 – Seek feedback

Depending on your industry it might be pertinent to seek feedback from employees/stakeholders before formalising a policy.

Work through a plan of the policies you need to create by completing the table above.

STEP 6 – Formalise the policy

If you have made it this far you are likely ready to publish the policy and make it known to stakeholders that this policy is now in effect.

Note: Be prepared to update your policies as things change within your business or within the environment in which your business operates.

Ingredior has a wealth of experience assisting businesses to manage their strategies and formulate key policies to keep pace with the growth of business operations.

Contact us for a FREE consultation today.



About Us

Ingredior is your 'whole-of-business' multi-discipline approach to strategy and operation activity for businesses in the GROWTH SCALE phase.



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