



Policy Review, Revision and Development

*"Corporate culture matters. How management chooses to treat its people impacts everything for better or worse."
- Simon Sinek*

When they aren't gathering dust in a binder, policies and guidelines serve an important organizational purpose. **It is important to review and revise your policies on a regular basis to ensure they are up to date and are still serving the needs of the organization.** It is also important to educate your employees on all policies and guidelines and on any revisions that are made.

Some policies are dictated by legislation, others are created out of necessity. A policy should be an enduring document. It should provide clear direction about accountability, workplace behaviour and legal obligations. It should be consistently applied at all levels of the organization. If, when asked "how and when is this policy applied?", your response is "it depends", then you probably don't have a policy. Instead, you may have a guideline.

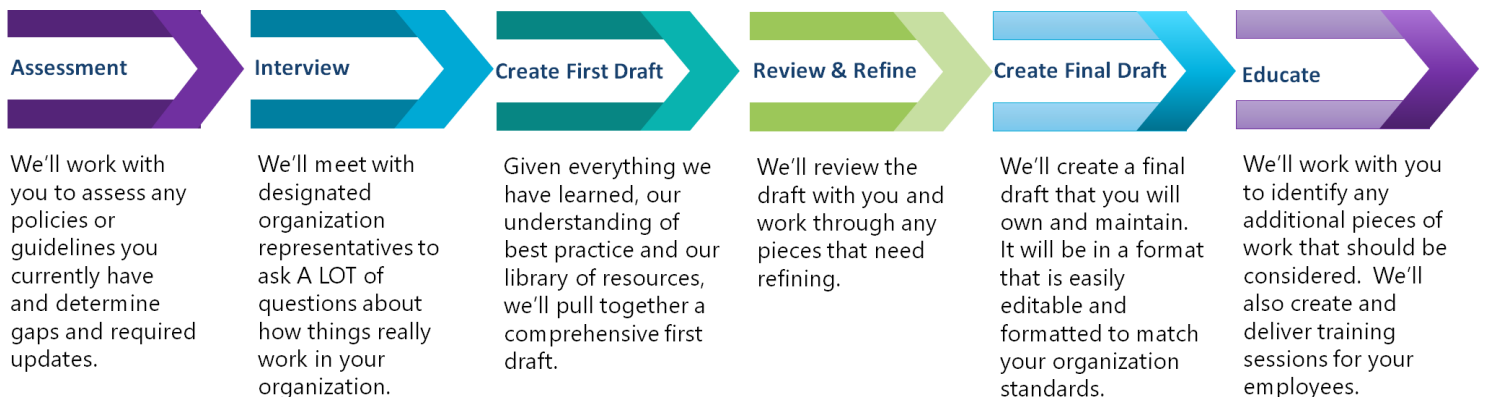
We're there when you need us, a friendly face, a sounding board, a knowledgeable resource.

Guidelines are also important. They provide employees with information about how things are expected to happen at the organization, information about the culture and practical and pragmatic aspects of employment such as payroll, vacation time and leaves of absence.

Both policies and guidelines can help to improve workforce morale, worker retention and job satisfaction. Of particular importance are policies and guidelines that assure employees that they will be treated fairly and professionally.

We firmly believe that "less is more" and specialize in efficiency and brevity. Let's not create a policy or guideline where a conversation will do! (we can help with those conversations too!)

Here's how AccessHR Inc. can help:



We'll carefully define the scope of your project and provide you with a fixed-price proposal. You'll know exactly what you're getting and how much it will cost before we dive in.

