



HR Club

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Developing HR Policies



You want to have the necessary policies and procedures to ensure a safe, organized, convivial, empowering, nondiscriminatory work place. Yet, you do not want to write a policy for every exception to accepted and expected behavior. Policy development is for the many employees not for the few exceptions.

Consequently, you do not want to create policies for every contingency, thus allowing very little management latitude in addressing individual employee needs.

Conversely, you want to have needed policies, so that employees never feel as if they reside

in a free-for-all environment of favoritism and unfair treatment.

A policy is a formal statement of a principle or rule that members of an organization must follow. Each policy addresses an issue important to the organization's mission or operations. A procedure tells members of the organization how to carry out or implement a policy. Policy is the "what" and the procedure is the "how to".

Policies are written as statements or rules. Procedures are written as instructions, in logical steps.

Read More:

<http://hrcouncil.ca/hr-toolkit/policies-guideline.cfm>