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Policies and procedures are a set of documents that describe an organization's policies for operation and the procedures necessary to fulfil the policies. They are often initiated because of an external requirement, such as environmental compliance or other governmental regulations.

Policies and procedures have many names including but not limited to business policies and procedures, standard operating procedures or SOP, or department operating procedures or DOP. Policy and procedure writing often uses a standard format within an organization, including a complete history of changes made to the document. Typically, the format includes a purpose, persons affected, scope, sometimes a background section, a policy section, definitions, responsibilities, and a procedures section. The format when put into a template can also include information about the title, effective date, revision date, and an approval section. The Need for Policies & Procedures There are four very basic reasons that necessitate writing policies and procedures.

1. Operational needs

Policies and procedures ensure that fundamental organizational processes are performed in a consistent way that meets the organization's needs.

2. Risk management

Established policies and procedures are identified by the Risk Committee within an organisation as a control activity needed to manage risk.

3. Continuous improvement

Procedures can improve existing processes by implementing a Plan-Do-Check-Act (PDCA) approach by building important internal communication practices.

4. Compliance

Well-defined and documented processes (i.e. procedures, training materials) along with records that demonstrate process capability can demonstrate an effective internal control system compliant with regulations and standards.

R&D Consulting Ltd can assist organisations to achieve compliance and reduce risk.

Policies & Procedures

R&D Consulting Ltd specialises in producing the following business policies and procedures, and relevant forms tailored specifically to your company's requirements.

• Adoption Leave and Pay Procedure • Adverse Weather and emergency Conditions Policy • Agency Contract Worker Form • Annual leave Cancellation Request Form • Annual Leave Policy • Annual leave Request Form • Annual Leave and Shrinkage Planner • Bank details for Salary Form • Business Continuity Plan • Bright Ideas Scheme • Bright Ideas Submission • Business Expenses policy • Code of Conduct Self Declaration Statement • Code of Conduct and Dress Code • Combating Harassment and Bullying Policy • Compassionate Leave Policy • Corporate Hospitality and Gifts Policy • Crystal

Employee Performance Programme Crystal Performance Nomination form Crystal Performer Programme disciplinary Procedures Policy Equal Opportunities Form Equal opportunities Policy Expectant Mothers Risk Assessment Flowchart Family Emergency Leave Policy Grievance Procedure Health and safety policy Health and Safety Policy Sign off Sheet Health and Safety Display Screen Equipment (DSE) Assessment Form Internal Move Checklist Job Application Form Job Description Template Leavers Checklist Management of Induction Management of induction - Checklist Management of Longer Term Absence Management of Probation Management of Short Term Absence Maternity Long Term Leave Contact Programme Maternity Long Term leave Return to Work Programme Maternity Leave - Planning Forms Maternity Leave Employees Guide Monitoring Departmental business continuity Plan Readiness Mutual Confidentiality Agreement New Entrant Form Overtime Form Overtime Policy Parental leave Policy Paternity Leave Procedure Personal Development Plan - PDP Probationary Period Plan Procurement Policy Procurement Process Guidance Purchase Order Template Recruitment Procedure Recruitment Requisition Form Reference request Form For New Employees Requesting Flexible Working Procedure Rights and responsibilities of employers and employees Risk Assessment form For Expectant Mothers Risk Reporting Form Risk Reporting process Risk Training - New Entrant Sick Leave Self Certification Form Sickness Absence Management Procedure Staff handbook Stationery Order Form Training and Competence Sign off form for New Starters Unpaid Leave Request Form Vendor Control Whistleblowing Policy

Health and Safety Policy

The Management of Health and Safety at Work Regulations 1999 require all employers to effectively plan, organise, control, monitor and review their health and safety systems and procedures. For your health and safety policies and procedures to be effectively implemented, they need to be:

• clear

• up-to-date

• relevant

• practical

• comprehensible

R&D Consulting Ltd can produce health and safety policies and procedures or update existing material to ensure legal compliance and workable procedures.

Article Source:

<http://www.articleside.com/business-articles/policies-and-procedures.htm> - [Article Side](#)

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