**Policy and Procedure Signing Sheet**

As an employee of All About You – Disability Services you are expected to have knowledge of, respect for, and the ability to implement the policies and procedures of the organisation.

To ensure you have a clear understanding of your working environment, All About You – Disability Services require you to complete a Policy and Procedure Signing Sheet which contains a list of the relevant policies and procedures that underpin the organisation.

This document will be renewed every 12 months to ensure that you maintain knowledge of these policies and procedures and that you are aware of any changes. The Managing Director of All About You – Disability Services will ensure you are advised of all changes if and when they occur.

The policies and procedures are available on the All About You – Disability Services website at [www.allaboutyou.org.au/forms](http://www.allaboutyou.org.au/forms).

Please ensure you have read all of the policies and procedures listed. As you complete each document, please sign and date to indicate that you have read and understood each policy and procedure.

|  |  |
| --- | --- |
| Employee name |  |

|  |  |  |
| --- | --- | --- |
| Document name | Date complete | Employee signature |
| Chemical Exposure Policy and Procedure |  |  |
| Choice and Control Policy |  |  |
| Code of Conduct |  |  |
| Communicable and Infectious Disease Control Procedure |  |  |
| Complaints and Feedback Policy |  |  |
| Complaints and Feedback Procedure |  |  |
| Consultation and Co-Design Policy |  |  |
| Consultation and Co-Design Procedure |  |  |
| Documentation Policy and Procedure |  |  |
| Drug and Alcohol Policy |  |  |
| Eliminating Restrictive Practices Policy |  |  |
| Grievance Policy |  |  |
| Grievance Procedure |  |  |
| Home Visit Safety Policy |  |  |
| Incident Management and Reporting Policy |  |  |
| Induction Policy and Procedure |  |  |
| Managing Behaviours of Concern Procedure |  |  |
| Medication Administration Policy and Procedure |  |  |
| Money Handling Policy |  |  |
| Participant Intake and Welcome Pack Policy |  |  |
| Personal Protective Equipment Policy |  |  |
| Privacy Policy |  |  |
| Promoting and Protecting Rights Policy |  |  |
| Recruitment Policy |  |  |
| Reporting Fraudulent Activity Procedure |  |  |
| Responding to Emergencies Procedure |  |  |
| Safe Food Handling Policy and Procedure |  |  |
| Safeguarding Policy |  |  |
| Staff Group and Individual Meetings Policy |  |  |
| Support Worker Position Description |  |  |
| Transporting Participants Policy and Procedure |  |  |
| Vehicle Safety Policy |  |  |
| Work Health and Safety Policy |  |  |
| Workplace Stress Policy |  |  |

Once received, this form should be completed and returned within 3 business days to admin@allaboutyou.org.au.

Due to the significance of this process, failure to return this form within the required timeframe may result in cessation of shifts until complete.