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Article:

5 Business Policy Statements To Help Your Business Growth



5 Useful Business Policy Templates

All business contacts should understand that frequently it's the little things that provide a huge difference to the outside perception of your business. However, ask a business contact manager and he or she will likely tell you that it is these very little things that just about every new business contact ignores when running their own business.

In many respects a business contact has to attend a small business networking, corporate network or business social networking event to realise the importance of drafting relevant business policies for your business. Just about every contact network I've attended in the last 12 months has indicated that every small, medium and large business has to have company business policies in place to grow their business successfully in a long-term sustainable fashion. If contact networks are banging the drum about this, then business owners need to sit up and take notice.

Policy documents are evidence of the quality of operations you are managing and will be a requirement during any tender or bidding process.

Knowing which network contact to turn to for such policies can be costly, especially if you are busy trying to win new business and not work on the administration needed to help to nail the deal.

In the spirit of encouraging proactive business growth for our FBI Consultancy contact network business contacts I offer the following 5 template policy documents that you can use to help make your business more efficient, increase your business growth and to help you communicate in your small business networking, corporate network and business social networking events. As a new business contact please take time to read them and understand that a company policy means that this is your commitment to each area the policy document covers.

Our business contact manager advises every business contact in our network contact that implementing business policies and adhering to them can provide external confidence and loyalty to your brand. Most contact networks preach that implementing and rigidly enforcing your business policies demonstrates your commitment to quality.

I advise all business contacts in our FBI Consultancy contact network that the following 5 business policy templates are not written in stone. Every new business contact should use these policies however they see fit for their business. You can alter, change, add or delete any information which is not relevant to your individual business.

As an FBI Consultancy business contact manager, I would like to confirm to every business contact that there is no need to visit lots of small business networking, corporate network or business social networking events to source business policies as the ones I offer here have proven to be very effective in winning me new business contracts that I would never have won before I included my business policy statements.

By all means source policy documents elsewhere, we thought that templates that we have used in the commercial world may be a useful tool in your administrative and quality arsenal.

1: Equality Policy

<Insert Your Company Name Here> is committed to eliminating discrimination and encouraging diversity amongst all workers/stakeholders/clients. The aim is that all views will be truly representative of all sections of society and each person feels respected and able to give engagement without reprimand.

To that end the purpose of this policy is to provide equality and fairness for all involved with any commercial project and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. All forms of unlawful and unfair discrimination are opposed.

All stakeholders, whether associates, clients, members of the public or workers within the public sector, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability, should this need arise. Any employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Commitment:

- To create an environment in which individual differences and the contributions of all our stakeholders/staff are recognised and valued.
- Every individual is entitled to a working partnership that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Equality in the workplace is good management practice and makes sound business sense.
- A review any employment practices and procedures to ensure fairness will take place when required and on a regular basis
- The policy will be monitored and reviewed annually.

Operating principles

There is commitment to observe as far as possible:

The Commission for Race Equality's Code of Practice for Employment

The Disability Rights Commission's Code of Practice for Employment

The Disability Rights Commission's Code of Practice for the Rights of Access to Goods, Services, Facilities and Premises

The Equal Opportunities Commission's Code of Practice for Employment

We will comply with the following Acts and their subsequent amendments; the Equal Pay Act 1970,

The Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and 2005

The Human Rights Act 1998, Gender Recognition Act 2004, the Equality Act 2006 and EU Employment Directives

Employees, job applicants, Associates, visitors and customers will be treated fairly, openly and honestly and with dignity and respect.

No job applicant or worker will receive less favourable treatment on grounds of race, gender, age or disability.

Equality of opportunity is about good employment practice and makes sound business sense. Steps will be taken to make sure all business practices ensure equal opportunities. Recruitment, training and promotion opportunities will be made as widely available as possible. Selection criteria for employment, training and promotion opportunities will be entirely related to the job.

Employment decisions on recruitment, promotion and training will be made solely on the basis of merit. Everyone has the right to work and do business in an environment free of unlawful discrimination, harassment and victimisation.

The aim is to serve all members of the community. If people from particular group (e.g. disabled people, people from ethnic minorities or people of a certain gender or age), are under-represented among our customers, we will develop marketing and other strategies to reach them.

2: Environmental Policy

<Insert Your Company Name Here> is dedicated to constantly monitoring individual environmental impact.

Policies and practices are strategically driven by the following:

- Air pollution can harm employees, local people and the environment. <Company name> adheres with air pollution legislation to ensure all people at our premises remain healthy. Smoking of cigarettes, cigars, or pipes is prohibited and there is a long-term policy to ensure that any vehicles purchased will be of an optimum environmental standard.
- In accordance with legislation to waste electrical and electronic equipment (WEEE) as users of such equipment <company name> ensures that WEEE is stored, collected, treated, reused, recovered or disposed of separately from any other waste product the business produces. Proof that the WEEE was given to an authorised waste-management company will be kept to demonstrate that it was dealt with in an environmentally sound way, and there is no distribution or handling of WEEE
- All waste is separated out into recyclable waste and non- recyclable waste for weekly collection from environmental management systems. As part of the supply chain policy, <company name> will purchase recycled and/or recyclable products where ever possible and/or ensure that there is a sustainable trail of source for purchases where possible.
- We endeavour to ensure that all employees minimise waste from using raw material more efficiently to cutting down on energy consumption. The company operates a policy of all electrical appliances to be switched off every night and over the weekends or when the office is not in use. The company also strives to ensure that all lightening is replaced with energy efficient bulbs.
- Cutting carbon emissions will be achieved via sensible travel planning. The company and its employees will endeavour to arrange several meetings per day within a geographical area that enables efficiencies in its carbon output. Alternative forms of travel such as walking and train use will be opted for when possible and all employees agree to driving their vehicles more efficiently. The organisation encourages flexible working for all employees and assist with home working when

3: Health and Safety Policy Statement

SECTION 1: General Statement of Policy

Company Policy

It is the policy of <Insert Your Company Name Here> referred to as The Company) to provide and maintain safe and health working conditions, equipment and systems of work for all employees and associates, and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require staff and/or associates to attend such training and/or induction programmes in order to meet the aims of the Company.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

The allocation of duties for safety matters is the responsibility of <name of person>. This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibility

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;

- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

Your responsibility

All employees and Associates have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;
- Reporting incidents that have led to injury or damage;
- All such incidents must be recorded and copied to the Manager/s by telephone or email as soon as practically possible. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence.

Accidents

The Company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore, all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit.

Name of Organisation

Address

Signed (for and on behalf of employer)

Position

Date

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests at Company owner level, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within the organisation rests with

Name:

Status:

Location:

2. Employees and Associates must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.

3. Person responsible for investigating accidents and dangerous occurrences

Name:

Status:

Location:

SECTION 3: Electrical Equipment

Simple common-sense rules will reduce the risk of injury or death from electrical shock. All electrical equipment should be treated with respect and checked regularly.

Responsibility for Inspecting Electrical Equipment

Name/Electrical Contractor:

Location/address:

Telephone Number:

Frequency of Inspections:

Fixed equipment: Annually

Portable equipment: Annually

Records located at: *<company address>*

4: Privacy Policy

Your Privacy

Your privacy is important to us. To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

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Changes to this Privacy Statement

The contents of this statement may be altered at any time, at our discretion.

If you have any questions regarding the privacy policy of FBI Consultancy, then you may contact us at *<email address>*

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The full name of our company is

<company name>

Our address is

<company address>

You can contact us by email to.

<company email>

END:

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