

Policy Name	Description	Status	Last Reviewed Date	Next Review Due	Comments	Policy Owner	RAG Status
Internal Policy Register							
Completed	Review commenced	Overdue					
<u>Bullying and Harassment Policy</u>	Provides guidance and information to staff on how to identify, report and help prevent bullying or harassment occurring at KDC.	Approved	30/11/2015	30/11/2020	Currently under review	GM People & Capability	
<u>Code of Conduct - Staff</u>	Policy deals with the way we go about our business and provides guidance on the standards of behaviour that are to be observed to ensure that these values are upheld.	Approved	3/04/2017	3/04/2020	Currently under review	GM People & Capability	
<u>Disposal of Operational Assets Policy</u>	The objective of this policy is to provide clear guidelines on the circumstances in which operational assets may be disposed of and the methods that can be used in such disposal.	Approved	28/09/2017	28/09/2020	Currently under review	GM Transformation and Engagement	
<u>Flexible Working Arrangements Policy</u>	This Policy supports employees with personal responsibilities, for example; family obligations, study and personal health. The policy aims to accommodate the reasonable requirements of staff members' work, life and family requirements, wherever practicable.	Approved	30/03/2021	30/03/2024		GM People & Capability	
<u>Misconduct and Disciplinary Policy</u>	Provides Staff with an understanding of what constitutes misconduct and Council's disciplinary process to manage it.	Approved	13/07/2016	13/07/2021		GM People & Capability	
<u>Mobile Phones Policy</u>	The purpose of this policy is to establish clear and consistent guidelines for the issuance and use of mobile/cell (mobile) phones to conduct official business on behalf of the Council	Approved	31/10/2016	31/10/2019	Currently under review	GM People & Capability	
<u>Parental Leave Policy</u>	This Policy outlines to all staff, Council's approach to parental leave and the obligations we have to the employee and the employee has to Council.	Approved	30/08/2016	30/08/2021		GM People & Capability	
<u>Performance Management Policy</u>	The purpose of the Performance Management Policy is to outline our procedure for resolving poor, non effective or unsatisfactory performance via informal and formal performance management mechanisms.	Approved	23/02/2021	23/02/2024		GM People & Capability	
<u>Professional Development and Training Policy</u>	This Policy provides guidelines for administering professional development and training.	Approved	28/02/2021	28/02/2024		GM People & Capability	
<u>Smokefree Workplace Policy</u>	This Policy supports the health and well being of their employees and, indirectly, their families/whanau through providing an environment that fully supports its employees to become and remain smokefree.	Approved	12/06/2016	12/06/2021	Currently under review	GM People & Capability	
<u>Staff Induction Policy</u>	To enable all new employees to become effective and efficient in their role as quickly as possible they are supported through an on-boarding programme, The New Employee Journey, which covers their first three months of employment.	Approved	30/07/2016	30/07/2021	Currently under review	GM People & Capability	

<u>Staff Procurement Policy</u>	Provides Council employees guidelines on their ability to access procurement benefits through their employment relationship with Council.	Approved	29/07/2014	29/07/2019	Currently under review. Next approval by Remuneration Committee	GM People & Capability	
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