## NDS LogoPolicy template

**[Insert title] policy**

**Policy statement**

What is the purpose of the policy? For example **[organisation]** views good human resource management as essential to a positive work environment where employees feel valued and fosters best practice.

How does the policy relate to the National Standards for Disability Services? For example, this policy supports **[organisation]** to apply Standard 1: Rights of the National Standards for Disability Services.

**Scope**

Who does the policy apply to and who is responsible for the policy? For example, this policy applies to all staff including permanent and casual, contract workers, temporary agency workers, and volunteers. This policy is owned by the Board.

**Principles**

What are the values and beliefs behind the policy position?

What is the evidence that supports the policy position?

**Definitions**

Provide definitions for terms that have particular meaning or have a need for some interpretation related to the policy.

**Related policy and procedures**

List any policies or other **[organisation]** documents that this policy relates to (this will make it easier to update relevant material when this policy is reviewed).

**Related legislation and policy**

List any legislation, policy, guidelines or other material that directly relates to this policy. For example:

* Carers’ Recognition Act 2004
* Disability Services Act 1993 (WA)
* Equal Opportunity Act 1984 (WA)
* Western Australian Mental Health Act 1996
* United Nations Convention on The Rights of Persons with Disabilities
* National Standards for Disability Services
* National Disability Insurance Scheme Quality and Safeguarding Framework

**Approvals**

Date of approval**: [insert date]**

Date of review: **[insert date]**

Signature of CEO: **[insert signature]**