



www.peopleworX.io | 1-888-929-2729

This HR Policies Checklist is a practical, at-a-glance tool to help small businesses build a solid, compliant, and people-first handbook. It lists 25 foundational policies every employer should consider, from recruitment and compensation to accommodation and safety, with a short summary under each item so you and your leadership team can quickly identify gaps and next steps.

Use this checklist to:

- Quickly assess which policies you already have and which need drafting or updating.
- Assign a policy owner and a target completion date for each item.
- Prioritize policies that reduce legal risk (anti-harassment, non-discrimination, wage/compensation, injury reporting) and those that most directly impact retention and culture (onboarding, leave, progressive discipline).

A few practical notes:

- This checklist is a starting point, not legal advice. For state-specific rules or complex situations (wage law, FMLA, ADA accommodation, union issues), consult your employment attorney or PeopleWorX advisor.
- Make these policies your own: customize wording, add company-specific procedures, and attach related forms (I-9s, accommodation request forms, incident report templates).
- Review and republish your handbook at least annually — or sooner after any material change to business operations, payroll systems, or relevant law.

PeopleWorX — The People Strategy: Strong Businesses Start with People. **People Matter.**



HR Policies Checklist

<input type="checkbox"/>	Recruitment and Hiring Policy Procedures for sourcing, interviewing, and onboarding new employees.
<input type="checkbox"/>	Non-Discrimination Policy Prohibits bias based on protected characteristics in all employment decisions.
<input type="checkbox"/>	Workplace Safety Policy Establishes safety protocols and employee responsibilities to prevent injuries.
<input type="checkbox"/>	Social Media and Online Conduct Policy Sets guidelines for personal and professional online engagement.
<input type="checkbox"/>	Workplace Violence Prevention Policy Addresses risks, reporting, and response to violent incidents.
<input type="checkbox"/>	Compensation Policy Details pay structure, salary reviews, and bonus eligibility.
<input type="checkbox"/>	ADA Reasonable Accommodation Policy Describes the process for requesting and providing accommodations.
<input type="checkbox"/>	Progressive Discipline Policy Defines disciplinary steps from verbal warnings through termination.
<input type="checkbox"/>	Attendance and Punctuality Policy Defines expectations for work hours, tardiness, and absenteeism.
<input type="checkbox"/>	Bereavement Leave Policy Details eligibility and duration of leave for grieving employees.

<input type="checkbox"/>	Nepotism and Conflict of Interest Policy Addresses relationships and activities that may pose conflicts.
<input type="checkbox"/>	Contractor and Supplemental Workforce Policy Defines contractor engagement and classification rules.
<input type="checkbox"/>	Using Company Property Policy Outlines care and authorized use of physical assets and resources.
<input type="checkbox"/>	At-Will Employment Statement Clarifies employer and employee rights to end employment at any time.
<input type="checkbox"/>	Anti-Harassment Policy Defines unacceptable behavior and outlines reporting and investigation steps.
<input type="checkbox"/>	Retaliation Policy Protects employees who report concerns or participate in investigations.
<input type="checkbox"/>	Remote Work Policy Defines eligibility, communication, and performance expectations for remote staff.
<input type="checkbox"/>	Drug and Alcohol Policy Outlines prohibited substances, testing procedures, and disciplinary actions.
<input type="checkbox"/>	Injury Reporting Policy Explains steps for reporting workplace injuries and seeking medical care.
<input type="checkbox"/>	Religious Accommodation Policy Outlines procedures to accommodate employees' religious practices.
<input type="checkbox"/>	Dress Code Policy Sets standards for professional attire, personal grooming, and workplace appearance.



<input type="checkbox"/>	Leave of Absence Policy Explains types of leave (FMLA, personal, medical) and application process.
<input type="checkbox"/>	Resignation and Exit Policy Outlines notice requirements and exit interview procedures.
<input type="checkbox"/>	Immigration and Work Eligibility Policy Ensures compliance with employment authorization verification.
<input type="checkbox"/>	Electronic Communications and Equipment Use Policy Governs proper use of company technology and data.