

| Policies | Essential Policies | Recommended Policies |
|--|--------------------|----------------------|
| Disciplinary | X | X |
| Grievance | X | X |
| Absence | X | X |
| Maternity | X | X |
| Paternity | X | X |
| Adoption | X | X |
| Shared Parental Leave | X | X |
| Parental leave | X | X |
| Health and Safety | X | Х |
| Recruitment (including Job Applicant Privacy Notice) | X | X |
| GDPR (including Employee/Worker Privacy Notice) | X | X |
| IT and Email | | X |
| Flexible Working | | X |
| Probation | | Х |
| Dress Appearance and Personal Hygiene | | X |
| Performance and Capability | | X |
| Drugs and Alcohol | | Х |