

Basic HR Audit Checklist

- Are full-time and part-time hours defined?
- Is there open communication to and from the Directors?
- Do job descriptions exist for all jobs?
- Are job descriptions up to date?
- Is Medical information held consistently for employees?
- Are job openings offered to current employees?
- Are applicant references checked and filed?
- Are applicant identities checked? / passports checked
- Are workplace policies in place that focus on your workplace?
- Is there an employee handbook?
- Is the employee handbook specific to your workplace?
- Do employee inductions take place?
- Are compensation levels monitored and reviewed?
- Is there a formal pay structure that is reviewed regularly?
- Is working time documented?
- **Are paid time off (holidays, etc) structures developed and equally enforced?**
- Are appropriate payroll withholdings performed and forwarded?
- Are employees informed about their benefits?
- Are TRP statements provided to employees?

Employee relations

Is there a system for performance evaluation?

- Does the system check for effectiveness of the evaluation?
- Is quality and quantity of work evaluated?
- Is performance tied to compensation?

- Are workplace policies flexible?
- Are disciplinary actions for violating workplace policies consistent/ allow for flexibility?
- Is there a process for employees to lodge complaints?
- Is there a Whistleblower policy in effect?
- Are safety hazards reported to the appropriate personnel?
- Are workplace accidents, injuries, and illnesses reported and investigated?
- Are measures in place to prevent intruders from entering the grounds or buildings?
- Are measures in place (access badges, traffic control, etc.) to keep unauthorized persons from entering the facility through normal entrances?
- Are employees encouraged to promptly report incidents, and suggest ways to reduce or eliminate risks?
- Is the building readily accessible to disabled employees?
- Are minors prohibited from performing hazardous work?

Discrimination and employee rights

- Are employees trained on discrimination issues?
- Are supervisors and managers trained in anti-discriminatory practices
- Are return-to-work interviews regularly used?
- Is contact made with medical providers?
- Are insurance premiums and competitive quotes reviewed on a periodic basis?
- Is the workplace environment maintained with safety in mind?
- Do exit interviews take place?
- Are final payslips provided on time?
- Are personnel files current?
- Are all appropriate H&S posters displayed in a conspicuous place?
- Are documents regarding employees kept for their required duration?