

Category	Class	Description	Format Available			Cost
<b>Human Resources</b>		This category relates to information held internally which collectively explains how SLC manages its own human resources requirements.	Web	Paper	CD-Rom	
	Vacancies which have been advertised externally	Information showing the staffing vacancies within SLC at any given time and also details of historical job opportunities.	✓	✓	✓	Administrative charge for paper copy or CD-Rom.
	Induction	Information showing the level and content of induction training given to staff newly employed by SLC including the induction training booklet.		✓	✓	Administrative charge for paper copy or CD-Rom.
	Job Description	Descriptions of all posts within SLC.		✓	✓	Administrative charge for paper copy or CD-Rom.
	Internal Policies that relate to Recruitment	SLC policies that inform recruitment decisions (SLC are an equal opportunity employer). <ul style="list-style-type: none"> <li>• Recruitment policy; and</li> <li>• Equal Opportunity Policy</li> </ul>	✓ ✓	✓ ✓	✓ ✓	Administrative charge for paper copy or CD-Rom.

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	Staff Policies	<p>Policies relevant to the management of the employment relationship including:</p> <ul style="list-style-type: none"> <li>• Telephone use Policy</li> <li>• Computer Use Policy</li> <li>• Policy on Gifts and Hospitality</li> <li>• Adoption leave Policy</li> <li>• Maternity Policy</li> <li>• Paternity Policy</li> <li>• Time-off for domestic emergencies</li> <li>• Data Protection Policy; and</li> <li>• Bullying &amp; Harassment Policy</li> </ul>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>Administrative charge for paper copy or CD-Rom.</p>