



Jump Business Solutions Limited
Free Call: 0800 JUMP4BIZ; Free Call: 0800 586 742; Email: info@jump4biz.com
P.O. Box 102, Morrinsville; Phone: +64 7 887 4751; Fax: +64 7 887 4754
P.O. Box 19, Pukekohe; Phone: +64 9 235 3238; Fax: +64 9 235 3238



Developing Operational Policies and Procedures

Jump Business Solutions can help your organisation to develop human resource policies and procedures to protect both employer and employee, and fit with relevant employment-related legislation.

We specialise in developing practical and workable policies and procedures for the following:

- Employee Contracts,
- Codes of Conduct,
- Job/position descriptions,
- Employee induction,
- Disciplinary procedures,
- Health and safety management

Jump Business Solutions can also work with your specialists to develop safe operating and operational procedures specific to the tasks and activities undertaken in your organisation.