

# Business Support Packages

## Employment Compliance



This support package will ensure that your business is set up for success to meet your employment obligations and ensure you are doing the right thing by your employees. Your dedicated HR Consultant will work alongside you to implement this package within your business and be there to provide you with ongoing human resources management support following implementation.

This business support package includes:

- Award Coverage, Pay Obligations and comprehensive Compliance Report
- Customised Contracts of Employment Templates (Casual, Part Time and Full Time)
- NEW Casual conversion requirements
- Position descriptions tailored for each role
- Customised Employee Handbook - HR & OHS Policies, Procedures and Forms
  - Behavioural Standards / Dress Standards
  - COVID Policy Leave Entitlements / Parental Leave Entitlements
  - Bullying & Harassment / Equal Employment
  - Probation / Performance Improvement / Discipline / Grievance
  - Whistleblower Protection / Privacy
  - Media / Social Media / Phone Use / IT Policy
  - Motor Vehicles / Working Away
  - Workplace Health & Safety Policy / Fitness for Work / Alcohol & Drugs
  - Smoking / Workplace Surveillance / Managing Risk / Workplace Incidents
  - First Aid / Rehabilitation and Workers Compensation
  - Emergency Procedures / Manual Handling / Slips, Trips, Falls / Electrical Safety
  - Office Ergonomics / Working from Home / Fatigue Management
    - Fair Work Information Statement / Casual Employment Information Statement
    - Superannuation Choice Form / Tax File Number Declaration
    - Incident Report / Hazard Report
    - Leave Application / New Employee Checklist / Probation Review
    - Timesheet / Working from Home Inspection
- Employee Induction Checklist
- Human Resources Manager on Call (HRMC)
  - 5 additional hours of ongoing human resources telephone, email and/or ZOOM advice from your HR Consultant who knows your business and who will help you work through ongoing challenges and opportunities or additional projects you would like to implement.
  - While your package is in place, you will be notified of any legislated changes and state award increases via a monthly bulletin.

**Packages range from \$2199.00 + GST**

*T&C's apply*

Package can be paid upfront or 20% deposit paid with monthly retainer payments for three or six months.