

EMPLOYMENT DOCUMENTS & POLICIES

Amidst the maze of ever changing Federal and State employment laws, every business needs to ensure that their employment contracts, policies, forms and checklists are up to date and legally compliant. We provide customised employment documentation to clearly outline terms and conditions of employment, your desired code of conduct and behavioural expectations.

Standard employment documents include:

Employment Contract

- Permanent / Casual
- Fulltime / Parttime
- Project / Blockterm
- Independent Contractor Agreements

HR Policy Manual / Employee Handbook

- Code of conduct
- Confidentiality
- Conflict of interest
- Non-solicitation
- Travel and expenses
- Company Vehicles
- Mobile Phones
- Disciplinary Process
- Dress and Behaviour
- Training and Development
- Email, internet and social media
- Grievance and dispute resolution
- All types of leave
- Privacy
- Recruitment and induction

Work Environment Policies

- Bully & Harassment
- Equal Employment Opportunity
- Workplace Surveillance

Workplace Health & Safety Policies

- Health and safety
- Workers compensation
- Rehabilitation and return work program