

'Must have' employee documents for small business

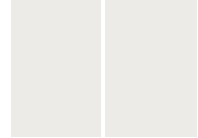
Do you have these documents or processes established in your business?

	Yes	No
<p>1. Discrimination, Sexual Harassment & Bullying Policy It's a legal requirement to have a workplace free of Discrimination, Sexual Harassment & Bullying. Protect your business, your employees and yourself</p>		
<p>2. Workplace Health & Safety (WHS) Risk Assessment This is mandatory, so make sure you protect your business, your employees and yourself</p>		
<p>3. Information & Technology Policy This includes the appropriate use of social media - protect your business</p>		
<p>4. Dress Code Policy This policy will help you set and maintain the appropriate standards of dress in your workplace</p>		
<p>5. Reference Check Template Which includes a Privacy Disclosure Statement, which is mandatory - ours also includes the best questions to ask to get an accurate assessment of your candidate</p>		
<p>6. Counselling Session Template This template will help you manage and legally document a scenario where the work performance or conduct of an employee has been an issue</p>		
<p>7. Do you know the legal steps to make an employee redundant? Use our Redundancy Guide to walk you through the process step by step including scripts for the conversation</p>		
<p>8. Do you know the legal steps to manage a non-performing employee? Use our Performance Management Guide to walk you through the process step by step including scripts for the conversation</p>		
<p>9. Do you know what documents you should keep in your Employee Personnel files? Recordkeeping is very important as you may be required to justify your actions - for up to seven years later</p>		

10. Do you have a 'Role is at Risk of Redundancy' letter template?

Do you know what needs to be included in this letter to make it legally compliant?

Don't risk an Unfair Dismissal Complaint



If you have answered “No” to any of the above questions you could be putting your business at risk, both legally and financially. Our Hire to Fire Toolkit can solve these problems and many others for just \$49.50 per month. Plus you will have to an Employee Expert to answer your questions and we will also teach you everything you need to know to become a better manager. If you would like to find out more please click here

https://www.employeematters.com.au/hire_to_fire_toolkit/