



Employee Matters

‘Must have’ employee documents for small business



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

2. Workplace Health & Safety (WHS) Risk Assessment



This is mandatory, so make sure you protect your business, your employees and yourself

3. Information & Technology Policy



This includes the appropriate use of social media protect your business

4. Dress Code Policy



This policy will help you set and maintain the appropriate standards of dress in your workplace

5. Reference Check Template



This policy will help you set and maintain the appropriate standards of dress in your workplace

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

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



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8. Do you know the legal steps to manage a nonperforming employee?

Use our Performance Management Guide to walk you through the process step by step including scripts for the conversation

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 late

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 these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.