



Employee Matters

Small business and want to save yourself \$66,000?



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

1. Do you know that a breach of your Modern Award obligations can attract a fine for the business of up to \$66K and / or fines starting from \$13,320 for individuals?

Breaches are taken very seriously. Do you send out the Fair Work Info Statement with offers for permanent roles? Find out how to protect yourself and your business

2. Do you have a Workplace Health & Safety (WHS) Policy?

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

3. Do you have a Drugs and Alcohol Policy?

You may want to be able to test an employee, if you suspect that they are under the influence of drugs or alcohol. You have a 'duty of care' to provide a safe workplace

4. Do you have a Grievance Policy?

This policy assists employees to raise grievances and to seek resolution without having to go externally to their union, Fair Work or a lawyer

5. Do you have a Performance Improvement Plan?

Otherwise known as a PIP, this template will help you manage and legally document a conversation about how an employee needs to improve and help you meet the 'Unfair Dismissal Test'



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6. Do you have a Recruitment Process Flow?

Using best practice and a consistent recruitment process will help you identify, assess and hire the best employees

7. Do you have a Candidate Phone Screen Template?

Don't waste your time bringing in candidates for a face to face interview before phone screening them first

8. Do you know what the best interview questions are?

Our Interview Guide will help you hire great candidates. Find out the best technical, behavioural and also cultural questions to identify a company culture fit?

9. Do you know what information to include in a Final Written Warning letter?

Do you know what needs to be included in this letter to make it legally compliant? Don't risk an Unfair Dismissal Complaint

10. Do you have a Job Description template?

Are you sure that your employees know what is expected of them? Do the collective outputs of all your roles give you the productivity you need in your business?

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.