

SPECIAL OFFER for September Small Business Month

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Employment

Code of Ethics and Business Conduct
Confidentiality Agreement
Confirmation of Employment
Conflict of interest Policy
Email, Internet & Computer Systems Usage Policy
Equal Opportunity Policy
Harassment Policy
Flexible Hours & Time in Lieu Policy
Independent Contractors Agreement - Sole
Independent Contractors Agreement - Multiple
Letter of Appointment - Full Time
Letter of Appointment - Part Time
Letter of Appointment - Casual
New Starters Checklist
Pay Slip
Payroll Advice
Privacy Collection Statement
Privacy Policy
Privacy Collection Statement
Return to Work Employee Interview Form
Successful Completion of Probation Letter
Salary Review Letter - Pay Increase
Salary Review Letter - No Pay Increase
Statement of Service - Current Employee
Timesheet for Casual Employee

Termination

Abandonment of Service Letter - Termination
Abandonment of Service Letter - Warning
Exit Interview Guide
Guide for Termination Meetings
Redundancy Confirmation
Release Agreement
Statement of Service - Leaving Employee
Termination Policy

Workplace Health & Safety

Disposal of Sharps Policy
Drug & Alcohol Policy
Manual Handling Policy
Manual Handling Risk Assessment Form
Return to Work Policy
Workplace Health & Safety Policy

Managing Performance

Conduct Performance, First Warning
Conduct Performance, Second Warning
Conduct Performance, Third Warning

Learning & Development

Educational Assistance Policy
Performance Review Form

Recruitment & Selection

Application for Employment
Application Acknowledgement Letter
Application Unsuccessful Letter - Post Discussion
Application Unsuccessful Letter
Contractor OH&S Checklist
Reference Check Form

Leave

Personal Leave Policy
Parental Leave Policy
Other Leave Policy

Contact the team at Your HRmanager on **02 9415 3561**
or email smallbusinessmonth@yourhrmanager.com.au