



# Not knowing the law isn't an excuse for breaking it

## Make sure your HR/ WHS Paperwork is legally compliant

When it comes to employment issues there are a lot of legal requirements around hiring, work procedures, and terminations. These are issues you can't afford to get wrong. That's because a critical mistake can cost you tens of thousands of dollars, or even more. If your business is reported for failing to have appropriate HR policies, you could be fined, or worse.

Poorly worded contracts, lack of records, absent policies, and failure to follow legal procedures are not matters that are taken lightly. Especially in this day and age where everyone's aunt recommends suing when something doesn't go right. Make sure your business is covered by ensuring you dot all the l's and cross all the t's.

Clear, professional, legally secure, communication is essential in all your contracts and policies.

Whatever stage your business is at with your staffing needs, we've got you covered. We can even fully customise your paperwork with your business brand for that extra touch.

Whether you just need individual documentation, a situational based package, or full coverage, A2 Workplace Consulting has the documents you need. We will make it easy, simple, and cost effective to ensure your business gets it right. Check out our document options below or contact me for a consultation.

## A2 WORKPLACE CONSULTING DOCUMENT LIBRARY

Document Description	Individual Document Price (\$)	Gold Package	Platinum Package
<b>AGREEMENTS</b>			
Standard Engagement Letter- Award Specific	50	X	X
Standard Engagement Letter- Non Award	50	X	X
Individual Flexibility Arrangement- Award	50		X
Individual Flexibility Arrangement- Non Award	50		X
Contract of Employment- Fixed Term	150		X
Deed of Release (+ Cover Letter)	100		X
<b>POLICIES</b>			
Anti-Discrimination & EEO Policy	50	X	X
Attendance & Absenteeism Policy	50	X	X

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## WORKPLACE CONSULTING

Code of Conduct	50	X	X
Conflict of Interest Policy	50	X	X
Dress/Uniform Policy	50		X
Employer Property Policy	50		X
Expense Claims (+ Form) Policy	65		X
Housekeeping Policy	50	X	X
Induction Policy (+ checklist)	65		X
Internet, email, social media Policy	50	X	X
Leave (+ form) Policy	65	X	X
Mobile Phone Policy	50		X
Performance & Misconduct Policy	50	X	X
Personal Grievance Policy	50	X	X
Probationary Period Policy	50	X	X
Timesheet/ Recording Time Policy	50	X	X
Travel and Reimbursement Policy	50		X
Vehicle Policy	50		X
Whistle-blower Policy	50		X
Working from Home Policy	50		X
<b>WORKPLACE HEALTH AND SAFETY POLICIES</b>			
Workplace Health and Safety Policy	50	X	X
Objectives and Performance	50	X	X
Bullying and Harassment Policy	50	X	X
Drug and Alcohol Policy	50		X
WHS Issue Resolution	50		X
Safety Training	50		X
Environmental Policy	50	X	X
Incident/ Accident Reporting (+ form)	65	X	X
Emergency Procedures	50	X	X
Fire Equipment and Evacuation Procedures	50	X	X
PPE Policy	50		X
Tag Out Policy	50		X
Manual Handling	50		X
Ergonomic Assessments	50		X
Working At Heights	50		
Hazardous Substances	50		X
Sun Safety	50	X	X
Smoke Free Work Environment	50	X	X
Speeding	50		X
Driver Standards	50		X
<b>WORKPLACE HEALTH AND SAFETY FORMS</b>			
Housekeeping Audit (AS4801 Standard)	90		X
General Housekeeping Audit	65	X	

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RECRUITMENT TEMPLATES			
Job Description	20	X	X
Job Application	20		X
Suggested Interview Questions	40		X
Reference Check Form	40		X
PERFORMANCE MANAGEMENT TEMPLATES			
Unsuccessful Probation Period Letter	40	X	X
Successful Probation Period Letter	40	X	X
Performance Management Checklist	50	X	X
Remuneration Review Letter	40		X
Complaint and Grievance Form	40		X
Workplace Complaint Investigation Template	40		X
Workplace Complaint Outcome Letter	40		X
Warning Letter- Verbal	40	X	X
Second/ Third Warning Letter	40	X	X
PARENTAL LEAVE TEMPLATES			
Acknowledgement of Terms of Parental Leave Letter	40		X
Pregnant Employee Medical Certificate Request	40		X
Request to Vary Parental Leave	40		X
Response to Return to Work after Parental Leave	40		X
REDUNDANCY TEMPLATES			
Redundancy Checklist	50		X
Redundancy Script	40		X
Letter Advising of Future Redundancies	40		X
Letter to Employee- Termination due to Redundancy	40		X
Letter to Employee- Voluntary Redundancy	40		X
Redundancy Letter to Centrelink	40		X
TERMINATION OF EMPLOYMENT LETTERS			
Abandonment of Employment – Warning Letter	40		X
Abandonment of Employment- Confirmation Letter	40		X
Letter to Employee Regarding Stand Down	40		X
Termination Letter	40	X	X
Serious Misconduct Termination Letter	40	X	X
Letter of Reference- Departing Employee	40	X	X
Resignation Acknowledgement Letter	40	X	X
Confirmation of Retirement Letter	40		X
Exit Interview	40		X
Statement of Termination Entitlements	40	X	X
Statement of Service	40	X	X
MISCELLANEOUS DOCUMENTS			
Subcontractor Approval Audit	65		
Subcontractor Agreement	65		

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## WORKPLACE CONSULTING

Credit Application for Trade	40		
Privacy and Confidentiality Policy	50		

**Custom Policy Creation** also available. Please contact today to discuss.

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