



Package Options Available

Bundle of 5 policies (HR/WHS) -- **\$220 (saving of \$30)**

Bundle of 10 policies (HR/WHS)-- **\$450 (saving of \$50)**

Platinum Package for only **\$2500 (Saving of \$1440)**

Plus customisation of all documents to include company logo.

Gold Package for only **\$1200(Saving of \$460)**

Plus customisation of all included documents to include company logo

HR POLICIES BOOKLET- 30 page comprehensive document with 18 key policies summarised applicable to all Australian workplaces plus Leave Application Form, General Induction Checklist and Acknowledgment of Receipt Form. **ONLY \$450**

NEW EMPLOYEE PACK- FT/PT or CAS Letter of Employment, Position Description, New Employee Kit (contains Employee Details Form, Confidentiality Agreement, and all compulsory documentation, choice of super, TFN and NES standards) **ONLY \$250**

IR ASSISTANCE- Confirmation of Modern Award applicable to the business, categorisation and confirmation of pay rates for staff. **(POA IF MORE THAN 1) BUT \$30**

PERFORMANCE MANAGEMENT BUNDLE- Letter Templates for Warnings, Serious Misconduct Template and Termination Letter Templates (x 7 templates) **ONLY \$250**

BULLYING AND HARASSMENT- Investigation Template, Letter to Staff and 2 x Policies **ONLY \$120**

WHS EMPLOYEE BOOKLET- 18 Standard policies summarised plus Accident and Injury Reporting Form, Acknowledgment of receipt form **ONLY \$450**

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WHS INVESTIGATION BUNDLE- Accident and Injury Report and Investigation Forms, Notification Requirements (X 4 Templates) **ONLY \$150**

GENUINE REDUNDANCY BUNDLE- Includes 30 minute Phone Consultation, plus all redundancy templates **ONLY \$200**

SUBCONTRACTOR BUNDLE- Subcontractor Audit Approval Form, Subcontractor Agreement **ONLY \$90**

CALL OR MESSAGE ME TODAY FOR ASSISTANCE WITH ALL YOUR HR/WHS NEEDS

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