



Hrintegration
putting people first

Employment Made Easy



Integrated Human Resource Solutions

Many small to mid sized businesses need to tackle productivity and employment issues on a day-to-day basis and simply don't have the internal expertise to do so. Managing these issues, can be costly, complicated and time consuming.

HR Integration has developed **Employment Made Easy** to empower organisations throughout Australia with the knowledge and skills to manage day-to-day employment issues. **Employment Made Easy** is a Human Resource Policy and Procedure Manual encompassing all aspects of the employment relationship. It is customised to suit your business needs, employment conditions and legislative requirements – including the new WorkChoices legislation.

Practical training workshops are provided to give your managers the confidence and skills to better manage employment issues.

This results in:

- Achievement of legislative obligations
- Achievement of company objectives
- Reduced absenteeism and turnover
- Increased productivity and profitability
- Increased motivation, satisfaction and participation



Increased productivity
and profitability

Tailoring – Employment Made Easy

Employment Made Easy is comprised of a Human Resource Policy and Procedure Managers Manual and an Employee Handbook, both tailored to the specific needs of your business and incorporating company history, mission, vision, values, employment conditions, current practices, legislation and information that is relevant to the operation of your business.

THE HUMAN RESOURCE POLICY AND PROCEDURE MANAGERS MANUAL has an easy to read format with subsections clearly stating the organisation's policy, a step-by-step procedure and explanation of applicable legislative obligations. Each policy is supported with the provision of easy to follow, customised templates and forms that are essential to formally document employment practices.

THE EMPLOYEE HANDBOOK provides employees with the organisation's policy statements, sets the scene for the employment relationship with a welcome letter, company and product history, site-specific procedures, payroll processes and any other required information.

The finished product is formatted using your language, graphics and corporate image and is presented on intranet, dedicated network drive, CD or printed hard copy, based on the demographics of your workforce.



Achievement of Company Objectives



IMPLEMENTATION TRAINING

It is vital that all managers have the skill and confidence required to follow the company's procedures and address employment issues as they arise. This results in a fair, consistent and cost effective approach to managing employee relations. Training workshops are customised to best suit the target audience and are supported with practical and instructional exercises detailing responsibilities.

The Price of Non Compliance

Ineffective Human Resource practices impact organisations on many different levels, in the form of fines, compensation, legal costs, turnover, lost productivity, WorkCover claims, absenteeism, low morale and poor corporate image.

How these affect your bottom line...

- Employers are vicariously liable for the actions of their employees – An employer was found liable for actions of an employee who continued to contact a co-worker after their consensual relationship ended. Damages awarded **\$17,500**
- 1 in 5 Australians are sexually harassed at work – A male apprentice was repeatedly asked about his sexual orientation. Damages awarded **\$26,000**
- The average cost of a workplace bullying case is **\$20,500**
- 26% of bullied employees exit the organisation – the average cost of replacing them is **\$9,000**
- Without demonstrated procedural fairness:
 - Unfair dismissal claims may apply – Costing from **\$3,000 to \$15,000**
 - Unlawful termination claims may result – Costing up to **\$80,000**

Ineffective employment practices are costly



Employment Made Easy includes:

- Position Descriptions
- Privacy and The Employment Relationship
- Recruitment and Selection
- Employment Records
- Induction
- Annual Leave
- Personal Leave
- Parental Leave
- Long Service Leave
- Other Leave Entitlements
- Equal Employment Opportunity
- Harassment
- Grievance Management
- Performance and Development
- Training and Development
- Travel and Accommodation
- Use of Electronic Business Equipment
- Equipment Issue
- Motor Vehicle
- Drugs and Alcohol in the Workplace
- Smoking in the Workplace
- Counselling and Disciplinary Action
- Termination
- Exit Interviews



Training to improve
skills and confidence

HR Integration

HR Integration provides collaborative consulting and support, through the development of vital and strategic Human Resource solutions, tailored to match the unique, individual needs of diverse businesses. Our processes combine current practices, legislation and technology and are implemented through specific knowledge transfer and organisational development programs, enabling businesses to successfully manage their most important asset – People.

Please contact us for an obligation free discussion of your business needs.

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