

## We'll help you sleep better at night by:

- Reducing absenteeism and turnover
- Avoiding costly employee disputes
- Increasing your employee morale and productivity
- Ensuring your company complies with all relevant employment legislation

For more information about HR Integration's Employment Made Easy, or to book an obligation free, complimentary assessment, please call 03 9589 0530 or email [enquiry@hrintegration.com.au](mailto:enquiry@hrintegration.com.au)



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HRintegration  
putting people first



Are HR issues causing  
a little tension?

## Solving people management issues, no stress.

Trying to make sense of Industrial Relations legislation can be extremely stressful. Particularly when you're running a business and compliance issues appear to be changing almost daily. However, the more you ignore the issues, the more likely they are to catch up with you. Potentially messy staffing issues including unlawful termination or sexual harassment cases could cost you thousands. And the fact is that you, as an employer, are more accountable than ever.

But you're too busy doing what you do best. So that's where we come in, to help bring you some peace of mind.

Using the services of HR Integration is like having your very own HR department, but without the associated costs. We know and understand HR compliance issues backwards. What's more, by thoroughly evaluating your people management procedures, we're sure to help you create a more productive work environment.

### Couldn't you do without this stress?

- The average cost of a workplace bullying case is **\$20,500**
- An average employee's replacement cost is **\$9,000**
- Unlawful termination claims can cost up to **\$80,000**

## Employment Made Easy – the secret to a stress-free workplace.

No two businesses are the same, nor are their Human Resource requirements.

So trying to implement a uniform approach for staff related matters simply doesn't stack up. Which is precisely why HR Integration has developed Employment Made Easy. It's a well thought out package consisting of an Employee Handbook and a 'Human Resource Policy and Procedure Manual', specifically tailored to the needs and legislative requirements of your organisation. It covers absolutely everything regarding the employment relationship.

Our step-by-step process and customised training workshops ensure everything is extremely simple to follow for managers and employees. The end result will have a positive impact on your company's morale and productivity.

**Employment Made Easy** provides well structured HR processes to help you attract, retain and develop the right employees. Not only will your staff be happier and more motivated, you'll reduce your stress levels knowing you have ticked off every relevant compliance matter.

### THE HUMAN RESOURCE POLICY AND PROCEDURE MANAGERS MANUAL

- Tailored for your business and designed for your management team
- Easy to read format stating your organisation's policy
- A step-by-step procedure and explanation of applicable legislative obligations
- Customised templates essential to document employment practices

### THE EMPLOYEE HANDBOOK

- Designed for employees and includes your organisation's policy statements
- Includes vital company information, history and product/service explanations
- Site specific procedures
- Payroll processes and other required information

