

RISKY BUSINESS?

It doesn't have to be

Workplace Assured is a proactive employment relations solution. Let us handle your workplace relations risks while you focus on your business.



Delivered and endorsed by:



FACT

Workplace issues are on the rise. In the last reported year, over

27,000¹

claims were recorded in the Fair Work Commission.

FACT

75%

of unfair dismissal claims result in compensation payments.

FACT

The Fair Work Ombudsman is making companies, directors, owners and HR managers **personally liable** if you knowingly collude in the workplace breaches.

¹ Data sourced from Fair Work Ombudsman Website.

We work with savvy business owners across multiple states, sizes and industries who look for solutions to help them do what they do best.

We know you want to do right by staff, you just may not know if you are getting it right. Workplace Assured is a proactive employment relations solution designed to provide peace of mind when it comes to managing and complying with employment relations obligations. One fixed fee guards your business against a range of risks including unfair dismissal, harassment, bullying and constructive dismissal.

How you manage your business is a determining factor in whether customers choose you over the competition, and whether talent choose to join you. The court of public opinion can dictate your reputation. Today, a social media comment about how you mismanaged an employee can seal your fate.

Navigating complex employment relations legislation requires specialist expertise. We are here to help.

PROTECT YOUR BRAND AND EMPLOYMENT REPUTATION AND AVOID COSTLY LEGAL FEES.

\$37,000 PAYDAY FOR MELBOURNE WORKERS

Record penalty of \$660,000 for employer who exploited refugee

OPERATOR HIT WITH \$168,000 IN PENALTIES FOR UNDERPAYMENTS

Not for profit back-pays **\$370,000 to workers** after disability classification mistake

Franchisee faces court over alleged **deliberate underpayment** of Chinese worker

Energy company rapped for making pregnant woman redundant two days before maternity leave

Freeing business owners up to do what they do best...

Enhancing growth by streamlining processes.

“I’ve doubled my business since I’ve been using Workplace Assured and it has really helped streamline the process for recruiting and onboarding new staff. If you’re looking to grow in particular, it’s worth knowing you are doing things right from the start. I definitely recommend Workplace Assured – it’s a small outlay for a huge return on investment, I’d be lost without it. ”



Ory Purhonen,
Owner
Webics, Marketing
& Website
Development, NSW

Bridging the HR gap with external support.

“We don’t have in our day-to-day at the moment the capacity to have a full time HR person or somebody that was around 24/7 to give us all the legal advice we need when it comes to employees and contracts and legislation here in-house, so that’s what attracted us to Workplace Assured. ”



Laura Chanter,
Service &
Development Manager
Twin City Roller Doors,
Construction, NSW

Reclaim time and certainty.

“The cost of Workplace Assured is offset by all the time it saves me, plus I have access to a team of employment experts, advisors and lawyers on hand whenever I need it. If you don’t have a strong background in HR and are running a business that’s not big enough to have a dedicated HR person, I’d recommend a professional HR service like this. It was a relief knowing the documents were compliant and that I was doing the right thing. ”



James Cronin,
CEO
Young Regional
School of Music,
Education, NSW

Prioritising productivity over paperwork.

“Even a seasoned HR professional can’t be across everything. With employment laws changing, to have access to Workplace Assured’s legal team is brilliant, as it ensures that we are doing everything properly. They’ve researched and written employment contracts, policies and procedures which you can stand by. Not having to create these myself means that I can get on with business and manage what’s important. ”



Nyree Copping,
HR & Compliance
Manager
Fuji Xerox Business
Centre, IT, TAS

A simple solution that removes the worry

Our service allows you to budget for complete protection and achieve peace of mind when it comes to employment relations issues.

<div style="text-align: center;">1</div> <div style="text-align: center;">PROACTIVE COMPLIANCE REVIEW</div>	<div style="text-align: center;">2</div> <div style="text-align: center;">24/7/365 ACCESS TO EMPLOYMENT RELATIONS ADVICE</div>	<div style="text-align: center;">3</div> <div style="text-align: center;">DOCUMENTATION AND AWARD SERVICING</div>
<ul style="list-style-type: none"> • Our employment relations lawyers will undertake a comprehensive desktop review of your current employment relations practices and documentation (contracts/ policies/ awards/ pay rates). • You'll receive a detailed report identifying any gaps that may expose you to some form of employee-related risk. • We will follow up with you to ensure you understand these risks and how to mitigate them. 	<ul style="list-style-type: none"> • Unsure what rates to pay your staff, need help interpreting an award provision or would like advice on how to manage a termination process? Have your questions answered 24/7. • For a particularly complex issue, your call will be escalated through to our employment relations lawyers. • Receive unlimited phone-based advice about award coverage, leave entitlements, performance, termination or redundancy issues and any other operational changes that impact employment. • Our advice is backed by employment relations specialists, Australian Business Lawyers & Advisors (The 2016 Workplace Relations and Employment team of the year at the Australian Law Awards). 	<ul style="list-style-type: none"> • You will receive a hard copy welcome box, containing your toolkit and a folder containing hard copies of the 34 core standard documents that you are likely to require. • Receive access to Doxsure, our online toolkit. It contains a range of contracts, modern award information, policies and forms you can implement in your business. • You have the option of using the toolkit available in Doxsure or getting additional support from our experts to create the documents for you. • We have a wide range of legally compliant workplace documents to support your employment relations compliance requirements (more than 100 available).

“For any business owner who doesn’t have the time, Workplace Assured is ideal. The desktop compliance review is fantastic as you have a lawyer speaking to you about what workplace arrangements you’ve got in your business – it might not be news you’re happy to hear but at least you’ll hear it from a trusted advisor and not from a party who’s making a claim against the business.”



Joe Murphy, Director, Workplace Law,
Australian Business Lawyers & Advisors

<p>4</p> <p>EMPLOYMENT PRACTICES LIABILITY INSURANCE OF UP TO \$2M*</p>	<p>5</p> <p>LEGAL REPRESENTATION IN THE EVENT OF A CLAIM</p>	<p>6</p> <p>YOUR STATE CHAMBER MEMBERSHIP IS INCLUDED</p>
<ul style="list-style-type: none"> Workplace Assured, through CGU, will cover your business for up to \$2M* per annum in aggregate for any single employment practices liability claim such as unfair dismissal, constructive or wrongful dismissal, bullying and harassment. All of this with \$0# excess 	<ul style="list-style-type: none"> The Workplace Assured Insurance policy provides cover for defence costs in defending or settling any indemnified claim. Should you find yourself with an eligible employment related claim Australian Business Lawyers & Advisors will advise and represent you at no additional cost. 	<ul style="list-style-type: none"> State Chamber membership is an optional inclusion containing a great range of additional benefits to support your organisation. Membership provides customers with a preferential rate to Workplace Assured.+

* The \$2m insurance covers judgements, settlements, interest, damages, legal defence costs and civil liabilities. Please visit the www.workplaceassured.com.au website for policy wording in relation to this coverage.

Insurance cover is retroactive prior to start date as long as the claim is made under the policy during the relevant indemnity period stated in your policy schedule and is not a known circumstance. Global coverage excludes USA and Canada.

+ Relevant for chamber memberships in NSW, VIC, TAS and SA. Customers in other states can opt in to one of these chamber memberships.

Partnering with the best

It may seem counterintuitive, but avoiding a workplace claim at all costs may not be in your business' best interests.

Managing risk is not the same as avoiding risk. That's why Workplace Assured goes beyond prevention at any cost and puts your individual business needs first.

Workplace Assured won't give you sterile or zero-risk answers. We will work with you to balance delivering the best outcomes for your business against the relevant legal and risk considerations.

ONLY THE BEST FOR YOUR BUSINESS

Workplace Assured is proud to partner with Australia's 2017 Insurer of the Year, [CGU](#). For over 160 years, [CGU](#) has offered insurance protection to Australian businesses and families.

CGU has been voted General Insurer of the Year for 2017 in the annual NIBA survey. This industry award recognises the best overall insurer for both product and service quality.



AWARD WINNING LAWYERS WHO FIGHT FOR YOU

Australian Business Lawyers & Advisors (ABLA) is the specialist workplace relations law firm used and trusted by Australia's peak employer bodies – the State Chambers of Australia, as well as many leading industry associations.

This places ABLA at the forefront of Australian workplace relations, fighting for the interests of all businesses in the Fair Work Commission.

ABLA has also been awarded Australia's top Workplace Relations and Employment Team of the Year 2016 at the Australian Law Awards.



AUSTRALIAN BUSINESS
Lawyers & Advisors

N.B. Australian Business Lawyers & Advisors or ABLA refers to Australian Business Lawyers & Advisors Pty Limited (ACN 146 318 783) in its personal capacity and as trustee of the Australian Business Lawyers & Advisors Trust. Australian Business Lawyers & Advisors Pty Limited is wholly-owned by the NSW Business Chamber.

The liability of ABLA is limited by a Scheme approved under the Professional Standards Legislation. Legal practitioners employed by or being directors of Australian Business Lawyers & Advisors Pty Limited are members of the Scheme. This notice must not be removed.

“ The advice is not generalised – it is specific and bespoke to my business. Workplace Assured is money well spent – I save countless hours searching and worrying that I’ve done the right (or wrong) thing. ”

Sonya Fitzsimmons
General Manager, Techcellence, VIC



TAKE CARE OF YOUR ENTIRE BUSINESS WITH CHAMBER MEMBERSHIP

As Workplace Assured is a solution delivered and endorsed by the State Chambers of Australia, you have the opportunity to gain support for your whole business, beyond just workplace relations.

Choosing membership+ not only gives you preferential pricing, but you can access the following benefits:



Government advocacy



Help your business grow by creating better business-to-business connections



Increasing productivity and profitability through expert advice and solutions

Discover how your business can benefit by visiting our website
www.workplaceassured.com.au

+ Relevant for chamber memberships in NSW, VIC, TAS and SA.

Delivered and endorsed by:



**DELIVERED & ENDORSED BY THE
STATE CHAMBERS OF AUSTRALIA**

Workplace Assured is delivered and endorsed by the State Chambers of Australia. The Chambers are not-for-profit business organisations with a mission to represent employer interests. The Chambers have designed Workplace Assured to simply help employers worry less about workplace relations risks and focus on your business.

LET'S TALK NOW

Don't get caught out by costly penalties –
give us a call on **1300 575 394** to know
where your weak spots are now.



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In arranging Workplace Assured insurance we are acting as an authorised representative of CGU.

Any person with an interest in Workplace Assured should before deciding or making an application to become a Workplace Assured client, read the exact terms of the Workplace Assured Insurance policy as well as the terms and conditions upon which Workplace Assured is provided, both of which are found on www.workplaceassured.com.au.

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