

# WORKPLACE ASSURED

## Documentation Servicing Quick Guide



### 01 WORKPLACE ASSURED WELCOME PACK

#### *Tools to get you started*

You'll receive a **Workplace Assured** Welcome Pack which includes a Foundations Pack and a Toolkit. The Welcome Pack comprises:

- 34 key compliant workplace documents, checklists and guides
- A guide outlining key risk areas and common mistakes that trip employers up, and how to use the documentation provided.



### 02 COMPLIANCE AUDIT & DOCUMENTS

#### *Confidence that you have legally-compliant documents*

Gain a comprehensive desktop review of your workplace documentation and processes to assess your compliance. Arm yourself with our legally-compliant forms, contracts, policies and checklists, where necessary. Keep up-to-date on minimum wages, awards\* and employment conditions specific to your employees. Easily access all your awards and documents anytime, anywhere through Doxsure, our cloud platform.

\* 80 Modern Awards are covered by the service



### 03 ONGOING DOCUMENTATION SERVICING

#### *We are here to help when things change*

We understand that circumstances change in business. If you require advice, new HR forms, contracts or letters# we are here to help.

# Legally-compliant HR documents from our library are included as part of your service. Documents not included in this library can be created for you on a fee for service basis. Customisation of our existing documents can also be offered on the same fee basis.

Like what you're hearing? Get a **free** quote today:

Call **1300 575 394**  
Email **[info@workplaceassured.com.au](mailto:info@workplaceassured.com.au)**  
Visit **[workplaceassured.com.au](http://workplaceassured.com.au)**

# LIST OF DOCUMENTS

*Provided as part of ongoing documentation servicing*

One fixed fee guards your business against a range of workplace risks including unfair dismissal, harassment, bullying and breach of contract.

Our job is to make your life easier. Receive an easy-to-use compliance toolkit that contains relevant employee documents and alerts you to common mistakes employers make. You'll have access to a library of legally-compliant forms, policies, procedures, contracts and checklists.

Call our friendly Workplace Advice Line. The 24/7 phone-based hotline is staffed by HR experts ready to direct you to the exact document you need or step you through properly using it.

In the event of a claim, Workplace Assured will enable your representation by workplace specialists, Australian Business Lawyers & Advisors (ABLA) and your legal fees will be met by your Workplace Assured CGU insurance.

## RECRUITMENT

### Agreements

- Contract of Employment
- Contract of Employment – Not True Fixed Term
- Contract of Employment – True Fixed Term
- Employment Contract: Apprentice/Trainee
- Employment Contract: Fixed Term
- Employment Contract: Part-Time Front Line
- Employment Contract: Casual Front Line
- Engagement Letter
- Engagement Letter for Award
- Individual Flexibility Agreement (Agmt Covered)

### Checklist

- EEO Checklist
- Induction/Orientation Checklist
- Interview Guide Checklist
- Property Return Checklist
- Recruitment Checklist
- Reference Checklist – Job Applicants

### Correspondence

- Completion of Probation Letter
- Letter Advising Access to Employee Records
- No Vacancies – Keep Application on File
- No Vacancies but Could Fit Elsewhere Letter
- Thanks for Application Letter
- Unsuccessful Candidate Letter

### Forms

- Job Application Form
- Job Description Form
- New South Wales Statutory Declaration – Health Declaration
- Reference Check Form
- Statutory Declaration – Health Declaration

### Policies

- Attendance and Absenteeism Policy
- Gender Equality in Workplace Policy
- Health Information Policy
- Induction Policy
- Probationary Employment Policy
- Recruitment Policy

## PAY & CONDITIONS

### Agreements

- Annual Leave Guide
- Implementing New Contracts for Existing Staff Guide
- Implementing New Policies Guide
- Independent Contractor Agreement
- Individual Flexibility Agreement (Award Covered)

- Offer of Guarantee of Annual Earnings

### Checklist

- Personal and Carers Leave Guide
- Public Holidays Guide
- Payment of Salaries and Wages Checklist
- Record Keeping Checking (Fair Work Act)
- Working from Home Checklist

### Correspondence

- Acknowledgement of Terms of Parental Leave Letter
- Induction Letter
- Information on Nominating a Bargaining Representative
- Letter Advising Access to Employee Records
- Letter Advising Personal/Carers Leave Expired
- Letter to Employee Advising Shut Down
- Letter to Employee Advising Stand Down
- Letter to Employee Concerning Incapacity
- Remuneration Review Letter – Salary Increase
- Remuneration Review Letter – Salary Stays the Same
- Response to Request for Flexible Work Arrangements
- Response to Return to Work after Parental Leave

### Forms

- Leave Form
- New South Wales Statutory Declaration – Compassionate Leave
- New South Wales Statutory Declaration – Personal/Carers Leave
- Pay Slip
- Request for Parental Leave Form
- Request for Part-time/Flexible Work Arrangements
- Request to Cash Out Leave
- Request to Vary Parental Leave
- Statutory Declaration – Compassionate Leave
- Statutory Declaration – Personal/Carers Leave
- Timesheet Form

### Policies

- Educational Assistance Policy
- Expense Claim Policy (with Claim form)
- Flexibility Policy
- Incentive and Bonus Policy
- KPI Plan
- Leave Policy
- Leave Without Pay Policy
- Parental Leave Policy
- Redundancy Policy
- Relocation Policy
- Rostered Days Off Policy
- Staff Training and Development Policy
- Timesheet Policy
- Travel expenses Reimbursement Policy
- Vehicle Policy
- Whistle-Blower Policy
- Working from Home Policy

## CONDUCT & PERFORMANCE

### Agreements

- Contract of Employment

### Checklist

- Performance Management Checklist
- Performance Management Guide
- Misconduct and Investigations Guide
- Workplace Bullying Assessment Checklist

### Correspondence

- Christmas Party Letter to Employees
- Letter Advising Stand Down During Investigation
- Notice of Discrimination or Harassment Complaint
- Notice of Meeting
- Record of Meeting
- Relocation or Promotion Letter to Employee
- Warning Letter – WHS Compliance Failure

### Forms

- Complaint and Grievance Form
- Individual Development Plan
- Performance Appraisal Form

### Policies

- Attendance and Absenteeism Policy
- Code of Conduct
- Dress Policy
- Drug and Alcohol Policy
- Employee Input Policy
- Employer Property Policy
- Information Technology Policy
- Mobile Phone Policy
- Performance and Conduct Policy
- Performance and Misconduct Policy
- Personal Grievance Policy
- Personal Phone Calls at Work Policy
- Social Media Policy

## TERMINATION & REDUNDANCY

### Agreements

- Deed of Release

### Checklist

- Property Return List
- Redundancy Checklist
- Resignation Checklist
- Termination Checklist

### Correspondence

- Abandonment of Employment – Confirmation Letter
- Abandonment of Employment – Warning Letter
- Confirmation of Retirement Letter
- Letter Advising of Future Redundancies
- Letter Enclosing Deed of Release
- Letter of Reference – Departing Employee
- Letter Regarding Termination
- Letter to Employee – Termination Due to Redundancy
- Letter to Employee Regarding Voluntary Redundancy
- Probation Terminated Letter
- Redundancy Script
- Redundancy Letter to Centrelink
- Redundancy Letter to Union
- Resignation Acknowledgement Letter
- Show Cause Letter to Employee
- Statement of Service
- Summary Dismissal Letter
- Warning Letter

### Forms

- Exit Interview
- Statement of Termination Entitlements

## EQUAL EMPLOYMENT OPPORTUNITY & PRIVACY

### Checklist

- EEO Checklist

### Correspondence

- Discrimination and Harassment Complaint Response
- Letter Advising Access to Employee Records
- Notice of Discrimination or Harassment Complaint
- Warning Letter
- Work Camera Surveillance Notice

### Policies

- Anti-Discrimination and EEO Policy
- Attendance and Absenteeism Policy
- Children in the Workplace Policy
- Disclosure of Employment Records Policy
- Gender Equality in the Workplace
- Health Information Policy
- Information Technology Policy
- Social Media Policy

Workplace Assured is proudly brought to you by the State Chambers of Australia