

All the important HR documentation you'll ever need!

An important element of our **LabourNet** service but also available separately, is our **Online HR Resources Service**.

The Resources service is not a textbook, but a day-to-day working library of all the important documentation you need to create a productive workplace. It provides a full set of HR-related documentation to help you run your business right, the first time. This way, you avoid unnecessary legal problems as well as encourage a healthy, productive working environment.

It also includes additional tools to help you improve employee productivity, including Performance Appraisal forms, professionally drafted Letters of Offer and a New Employee Induction Checklist to name a few.

It also has a host of draft company policy documents and we can provide up to 3 hours of professional consulting time at a fixed price ('Deluxe' version) to tailor the resources to your specific requirements. We'll even create any new documents we don't currently have that you need!

Online Benefits

Because it is online, you can provide a number of people with access to the Resources. This is a particularly great benefit in geographically dispersed businesses. We can add on the additional functionality of providing different access rights to different people, so you can use the Document Management functionality as a virtual intranet – at a fraction of the price of building your own.

The Resources can be customised to your business requirements, including incorporation of your corporate logo should you desire.

Subscriptions to the Online Resources as a separate item to our **LabourNet Managed Employee Relations Service** membership is available by completing the form on the reverse of this leaflet.

Contents:

The resources are divided into sections reflecting 3 phases of the employment relationship –

1. Recruitment and Selection
2. The Employment Relationship
3. Post Employment.

It also has a section devoted to Workplace Policies.

The Online HR Resources include all the key employee documentation you will need, including -

- A range of professionally drafted employment contracts, including confidentiality provisions and restraint clauses where needed

- New employee induction checklists
- Application for employment forms that meet the new Privacy Act requirements
- Disciplinary procedures
- Formats for Position Descriptions and Competency Profiles
- Forms for recording what transpired at disciplinary interviews, aligned to legislative requirements
- Key OHS policies and procedures, including anti-discrimination and workplace harassment policies
- Interviewing guides.

All sections are being continually added to and updated.

Client Testimonials:

"ER Strategies' HR Resources Service, is an outstanding solution for a business to enhance its HR function. It provides simple and practical HR documentation, and is exceptionally user friendly. I strongly recommend this cost effective service to other small to medium sized enterprises." A.M. (General Manager).

"The online manual looks fantastic. I am very pleased with it and it was exactly what I was looking for. I will send you our logo so you can load it onto our web page." D.R. (CEO)

Online HR Resources Service Options

Option 1: 'Standard' version: Contains a standard set of documentation (downloadable as Word® docs) suitable for the requirements of most companies.

Cost: \$950 incl. GST for the first 12 months (made up of establishment fee of \$555 plus ongoing annual subscription of \$395).

Option 2: 'Deluxe' customised version: Features all of the above **plus** -

- Up to **3 hours of our professional consultants' time** in creating additional company specific documentation tailored to your needs,
- Your company logo,
- A choice of different colour schemes,

Cost: \$1490 incl. GST, for the first 12 months (made up of establishment fee of \$800, plus \$690 annual subscription fee which includes up to 2 additional hours per year of tailoring or development).

We offer an unconditional, 100% money-back guarantee if you are not completely satisfied with our product.



STRATEGIES

Online HR RESOURCES SERVICE
ORDER FORM
(for non-EPAS members)

BUSINESS DETAILS

ORGANISATION NAME:

ABN NUMBER: --- / ---- / ---- / ----

STREET ADDRESS:

POSTAL ADDRESS:

P/Code

TEL: ()

FAX: ()

CEO / GENERAL MANAGER:

CONTACT PERSON:

CONTACT'S EMAIL ADDRESS: @

COMPANY WEB ADDRESS:

PAYMENT OPTIONS:

Indicate the version of the online resources your business requires by ticking the appropriate box:

Standard package - \$950 incl. GST Deluxe package - \$1490 incl.GST

METHOD OF PAYMENT (please tick the appropriate box):

Credit Card Bank Deposit Cheque

If paying by credit card, please provide details in the space below:

Type of card: Name of card holder:

Expiry date: Card number:

Cardholder's Signature:

If paying by Bank Deposit, our bank account details are -

Account name: Employee Relations Strategies Pty Ltd

BSB: 062-099 Account: 1019 1798

Amount (incl. GST): \$.

I / we hereby apply for Employee Relations Strategies Pty Ltd's LabourNet Online HR Resources Service to be compiled and access rights issued in the name of my company.

SIGNED: DATE / / 20

POSITION:

Fax back to ER Strategies on (02) 9460 1911