



## **SMALL BUSINESS STARTER PACK.**

For small business owners, having access to HR solutions that ensure legal compliance and help you manage your employees with confidence allows you peace of mind.



With this in mind, we created a practical and cost-effective package to support business owners with fewer than 15 employees to meet their obligations and provide clear expectations to their teams.

- ✓ **Contract of Employment Template** - based on the conditions of one Modern Award.
- ✓ **Core HR Policies** including:
  - Code of Conduct
  - Equal Employment Opportunity - Discrimination, Vilification & Victimisation Prevention Policy
  - Sexual Harassment Prevention Policy
  - Workplace Harassment/Bullying Prevention Policy
  - Performance Management and Discipline Policy, and
  - Grievance, Conflict and Dispute Handling Policy
- ✓ **Policy Statement Template** - helps employers share expectations regarding standards of behaviour and conditions of employment with their employees.
- ✓ **Position Description Template** - sets expectations of what employees will do in their role and enhances your corporate image during the recruitment process.
- ✓ **Application for Employment Form** - gathers vital information during the recruitment process.
- ✓ **Employee Details Form** - all the information required to set new employees up in your system.
- ✓ **Leave Application Form** - assists in keeping track of applications and approvals for all types of leave.
- ✓ **Award Pay Guide** - the applicable Fair Work pay summary so you know the correct pay rates.



**THE  
INVESTMENT  
FOR THE  
SMALL  
BUSINESS  
STARTER PACK  
IS \$2160 +GST**

Please contact us on  
07 4765 3456 or email us  
at [info@focushr.com.au](mailto:info@focushr.com.au)



Talk to us about how we can help you transform your business through winning people, culture and teams.

Contact us for an obligation-free chat today.

[www.focushr.com.au](http://www.focushr.com.au)

