



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.

✓ **HR Policy Manual (up to 15 policies) and Training** including:
6 Core Policies

- Code of Conduct
- Equal Employment Opportunity - Discrimination, Vilification & Victimisation Prevention
- Sexual Harassment Prevention
- Workplace Harassment/Bullying Prevention
- Performance Management and Discipline
- Grievance, Conflict and Dispute Handling

A selection of additional, relevant HR policies
A tailored policy training video to ensure clarity of expectations and obligations on your people

✓ **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.



Simplify HR management and ensure legal compliance with Focus HR's Small Business Starter Pack.

Contact us today for an obligation-free consultation to learn how this cost-effective package provides essential tools to help you manage your team with confidence.

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