

# POLICY & PROCEDURE MANUALS AND EMPLOYEE HANDBOOKS



## Are Yours Up To Scratch?

**HR Policies and Procedures, and Employee Handbooks are essential for compliance with the new IR laws.**

With the introduction of the National Employment Standards, Fair Work Australia Act and a suite of new Modern Awards, employers should review any existing employment agreements and HR policies to ensure compliance with the new standards.

Formal HR Policies and Procedures are the foundation of legislative compliance and protection for your organisation. A comprehensive and easy to read set of human resources policies and procedures will help establish clear minimum standards for employees and managers.

HR Business Solutions can assist with reviewing and drafting your HR policies and procedures as well as employee handbooks – all tailored to meet the specific requirements of your organisation and industry.

*To find out how your current HR policies and procedures measure up,  
book in for a check up today!*

For further information, please contact Tina Radford on 07 3393 1100 or email  
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