



Staff Handbook/Induction Manual The Hard Work Done

An integral part of the employment relationship and employment contract with your staff is the policies and procedures that you provide to ensure that your staff are aware of their rights, responsibilities and duties in the workplace. **Ideally all of these policies and procedures should be contained in one easy to read and understand document that is provided to all staff both new and current.**

Not only do policies and procedures provide an essential part of communication with staff, in many cases the existence of those policies are a legislative requirement and a mitigating defence in the case of a claim against your business. So it's important that your policies and procedures are in place and properly communicated to all staff.

Effective Workplace Solutions understands the difficulty that businesses face in drafting, compiling and distributing policies and procedures to all staff, let alone ensuring that they are up-to-date and compliant with legislation.

Making it Easier

Effective Workplace Solutions can make it easy. We can produce a quality and professional document that becomes your Staff Handbook for your business. You pay a nominal fee and Effective Workplace Solutions provides you one single document for all of your staff that is simple but comprehensive and complies with legislation. All the hard work done.

Tailored to Meet Your Needs and Your Business

The Staff Handbook that you receive will be a collaboration of our expertise and your knowledge of your business requirements. You will be involved in the development of the policies that will best suit your business. Effective Workplace Solutions will work with you to present to your business a document that has application and relevance to your business.

What's Included?

Effective Workplace Solutions has developed a comprehensive "generic" list of policies and procedures that can be included in your Handbook/Manual. These policies and procedures can be altered and edited to meet your needs and relevance to your workplace and your staff.





Some of these policies include:

- Workplace Health and Safety Policy
- Bullying and Harassment Policy
- Inspection of Property Policy
- Discipline and Termination Policy
- Customer Service Policy
- Drug and Alcohol Policy (including the provision for drug and alcohol testing if desired)
- Staff Social Functions Policy
- Social Media Policy
- Internet, Email and Computer Use Policy
- An outline of the terms and conditions of employment, including rights and responsibilities in the workplace.

These are just a handful of the policies and a “snapshot” of the contents of the Handbook/Manual.

The Process

Once you decide to have Effective Workplace Solutions draft and produce your Manual/Handbook for you, we will set dates for consultation to go through the documents to see what needs to be included. The document will then be drafted and there may be further consultations required to “fine tune” to the point of final draft.

So there may be a few hours of your time involved, but we do the rest all the hard work done.

The final document will be provided to you in a PDF format.

It is then a matter for you to decide as to how you want your new Manual/Handbook presented. There may be additional costs for the presentation as bound documents or as a master-copy presented in a ring-binder, however those options will be discussed with the client at the time, but these additional costs associated with printing, collating and binding will be passed on to the client without additional margins being added to those costs.

As an additional service, Effective Workplace Solutions can update your Manual/Handbook on an annual basis to ensure that the policies and procedures are up-to-date and compliant with changes to the law. The cost for the review and update will depend upon the size of the manual and the changes required.

To organise a meeting to discuss your Staff Manual/Handbook requirements, please contact us at:



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Solutions**

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