

Human Resources Management System

Employment Agreement

HR Guidance Manual

Detailed information, useful templates and checklists to help with:

- Workforce Planning
- Position Descriptions
- Recruitment & Selection
- Induction & Probationary Employees
- Performance Management
- Termination
- Training & Development
- Remuneration
- Employment Agreements
- Equal Opportunity
- Occupational Health & Safety
- Workers Compensation
- Record Keeping

Employee Handbook

Over 35 policies and templates covering:

- Vision & Values
- Organisational Chart
- Abandonment of Employment
- Alcohol & Drugs
- Code of Conduct
- Conflicts of Interest
- Death During Employment
- Dress Code
- Email & Internet
- Fair Treatment & EO
- Flexible Working Arrangements
- Harassment & Bullying Prevention
- Hours of Work
- HR Complaints
- Leave entitlements
- OH&S Charter
- Performance Counselling
- Redundancy
- Retirement
- Security & Confidentiality
- Study Assistance
- Stress in the workplace
- Termination

Induction Handbook

A useful template with checklists to provide a thorough induction to each employee every time. Provides a stepped process through:

- Day One
- Week One
- Month One
- End of Induction Period

OHS Handbook

Another useful template providing detailed information and tools outlining:

- OH&S Importance & Responsibilities
- OH&S Program
- Injury Management System
- Workers Compensation & Rehabilitation

Other Services

Gold Seal offers additional services to accompany our suite of HR materials which help to make this a complete HR Management System. These include:

- A helpline service to answer all your email or phone queries
- An update service of our materials
- Regular newsletters
- Consulting on more detailed matters
- Tailored training on any HR topic
- Implementation support

The most comprehensive system in the market at great value.

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