

# We make managing employees easy

## Introducing Workforce Guardian

Achieve compliance and minimise risk by subscribing to **Workforce Guardian**, Australia's leading online employment relations service for employers. **Workforce Guardian** gives you hands-on tools and practical know-how with step-by-step processes to guide you through all your everyday HR needs.

## Book a Demo

Simply contact us on  
**1300 659 563** or email  
[demo@workforceguardian.com.au](mailto:demo@workforceguardian.com.au)



Best suited to very small businesses that need straightforward compliance help and expertise

Best suited to businesses that need comprehensive HR policies and processes, employee management tools, compliance help and expertise

### Service info

**\$950/annum**

Monthly - not available

**\$2200/annum**

Monthly - \$199.95/month

### Employment contract types

**3**

- Offer Letter to Modern Award Covered Employees
- Common Law Contract
- Independent Contractors Agreement

**4**

- Plus
- Enterprise Agreement

### Online Employee folders

Yes unlimited

Yes unlimited

### Step-by-step HR Processes for Hiring, Managing and Exiting employees

**9**

- Hiring Process
- Creating Compliant Employment Agreements
- Induction Process
- Improving Employee Performance
- Maintaining Employee Performance
- Dealing with Unsatisfactory Performance
- Disciplinary Action
- Termination and Dismissal
- Restructuring and Redundancy

**12**

- All Essentials Plus
- Performance Management
- Harassment Complaints Procedure
- Transfer of Business

### HR Policies

**1**

Code of conduct

**70+**

HR Policies

### Employee event alerts & Employee Notes

No

Yes

### "Ask an Expert" email service and free Webinars

Yes

Yes

### No of Users per company Subscription

**5**

**10**



[www.workforceguardian.com.au/services](http://www.workforceguardian.com.au/services)

As a Workforce Guardian subscriber you can also access our full range of expert Employment Relations Services to help you with challenging employment relations issues

### Consulting Service



For more complex employment relations issues like unfair dismissal or handling business compliance audits from the Fair Work Ombudsman, you can use Workforce Guardian's affordable consulting service. **At \$350 plus GST per hour**, we're available via email, phone or face-to-face, depending on your location, to audit your contracts, provide expert representation, review your company policies and procedures or undertake full compliance audits.

### Workplace Audit



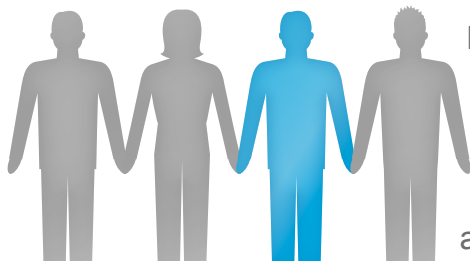
A comprehensive workplace compliance audit gives you peace of mind that you are complying with the *Fair Work Act 2009* (including the 10 NES), the Modern Awards and the *Paid Parental Leave Act 2010*. The Workplace Audit includes a detailed plain English final report clearly setting out any steps you may need to take immediately to ensure compliance with your employer obligations.

### Employment Handbooks



Develop and publish your compliant HR policies in an easy-to-read Employment Handbook that will ensure your employees understand their obligations to your business. Workforce Guardian's Employment Handbooks are written in plain English and have a reader-friendly style to ensure the handbook is easily understood by all your employees.

### Enterprise Agreements



Enterprise Agreements allow you to replace multiple Awards with one easy to understand collective agreement specifically tailored to meet the needs of your business. **Workforce Guardian's Professional service** enables you to draft your Enterprise Agreement yourself and our team of experts is also available to provide comprehensive assistance with every step of the Enterprise Agreement-making and negotiating process. You

can choose to engage our team as and when required or we can manage the entire process for you from start to finish via our fixed price Enterprise Agreement-making service.