

HO HUMAN OUTSOURCE

HR AND SAFETY FRAMEWORK

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Recruitment, Selection & Induction

Recruitment, Selection & Induction Policy	\$110.00 (Ex GST)
Recruitment and Selection Procedure	\$130.00 (Ex GST)
Induction Procedure	\$130.00 (Ex GST)
Employee HR and Safety Induction Acknowledgement Form	\$40.00 (Ex GST)
HR & Safety Induction Handbook	\$500.00 (Ex GST)
Position Description Template – General	\$45.00 (Ex GST)
Position Description Template – Senior Management	\$45.00 (Ex GST)
Interview Guide – Template	\$45.00 (Ex GST)
Reference Check - Template	\$45.00 (Ex GST)
Induction Planner – Template	\$45.00 (Ex GST)
Induction Checklist - Template	\$45.00 (Ex GST)

Workplace Culture

Fair Treatment and Whistleblower Policy	\$110.00 (Ex GST)
Code of Conduct	\$165.00 (Ex GST)
Sustainability Policy	\$165.00 (Ex GST)
Managing Incidents and Complaints Procedure	\$130.00 (Ex GST)
Discrimination and Bullying Procedure	\$130.00 (Ex GST)
Equal Employment Opportunity Policy	\$110.00 (Ex GST)
Privacy Policy	\$165.00 (Ex GST)
Whistleblower Disclosure Procedure	\$130.00 (Ex GST)

Employment Contracts

Casual Employment Contract (Award Covered) - Template	\$275.00 (Ex GST)
Casual Employment Contract (Award Free) - Template	\$275.00 (Ex GST)
Full Time Employment Contract (Award Covered) - Template	\$275.00 (Ex GST)
Full Time Employment Contract (Award Free) - Template	\$275.00 (Ex GST)
Full Time Executive Employment Agreement – Template	\$275.00 (Ex GST)
Part Time Employment Contract (Award Covered) - Template	\$275.00 (Ex GST)
Part Time Employment Contract (Award Free) - Template	\$275.00 (Ex GST)
Part Time Employment Executive Employment Agreement – Template	\$275.00 (Ex GST)
Maximum Term Contract Full Time (Award Covered) – Template	\$275.00 (Ex GST)
Maximum Term Contract Part Time (Award Free) Agreement – Template	\$275.00 (Ex GST)
Maximum Term Full Time Executive Agreement – Template	\$275.00 (Ex GST)
Maximum Term Part Time Executive Agreement – Template	\$275.00 (Ex GST)
Specified task Employment Contract (Award Covered) – Template	\$275.00 (Ex GST)
Specified Task Contract (Award Free) – Template	\$275.00 (Ex GST)
Specified Task Full Time executive Employment Agreement – Template	\$275.00 (Ex GST)
Senior Employment Agreement – Template	\$385.00 (Ex GST)
Senior Employment Agreement (Maximum Term) – Template	\$385.00 (Ex GST)
Senior Employment Agreement (Specified Task) - Template	\$385.00 (Ex GST)
Contractor Agreement – Template	\$385.00 (Ex GST)
Consulting Agreement - Template	\$385.00 (Ex GST)

Employee Development

Learning and Development Policy	\$110.00 (Ex GST)
Employee Performance Procedure	\$130.00 (Ex GST)
Training, Development and Further Education Procedure	\$130.00 (Ex GST)
Professional Membership and Accreditation Procedure	\$130.00 (Ex GST)
Performance Appraisal – Template	\$130.00 (Ex GST)
Training and Further Education Nomination Form - Template	\$45.00 (Ex GST)

Workplace Health and Safety

Safety Policy	\$165.00 (Ex GST)
Safety Policy Statement	\$110.00 (Ex GST)
Drug and Alcohol Procedure (screening and non-screening)	\$165.00 (Ex GST)
Emergency Preparedness and Response Procedure	\$130.00 (Ex GST)
First Aid Procedure	\$130.00 (Ex GST)
Hazard Identification and Risk Management Procedure	\$165.00 (Ex GST)
Hazardous Chemicals Procedure	\$130.00 (Ex GST)
Hazardous Manual Tasks Procedure	\$130.00 (Ex GST)
Incident and Investigation Procedure	\$165.00 (Ex GST)
First Aid Procedure	\$130.00 (Ex GST)
Managing Fatigue Procedure	\$130.00 (Ex GST)
Managing the Risk of Falls Procedure	\$130.00 (Ex GST)
Personal Protective Equipment Procedure	\$130.00 (Ex GST)
Communication and Consultation Procedure	\$130.00 (Ex GST)
Training and Skilling Procedure	\$130.00 (Ex GST)
Chain of Responsibility Procedure	\$130.00 (Ex GST)
Workers Compensation & Rehabilitation Procedure	\$220.00 (Ex GST)
Toolbox Discussion Record – Template	\$45.00 (Ex GST)
Risk Assessment - Template	\$130.00 (Ex GST)
Safe Work Method Statement - Template	\$130.00 (Ex GST)