



Employee Relations | Leadership



WHAT IS IT?

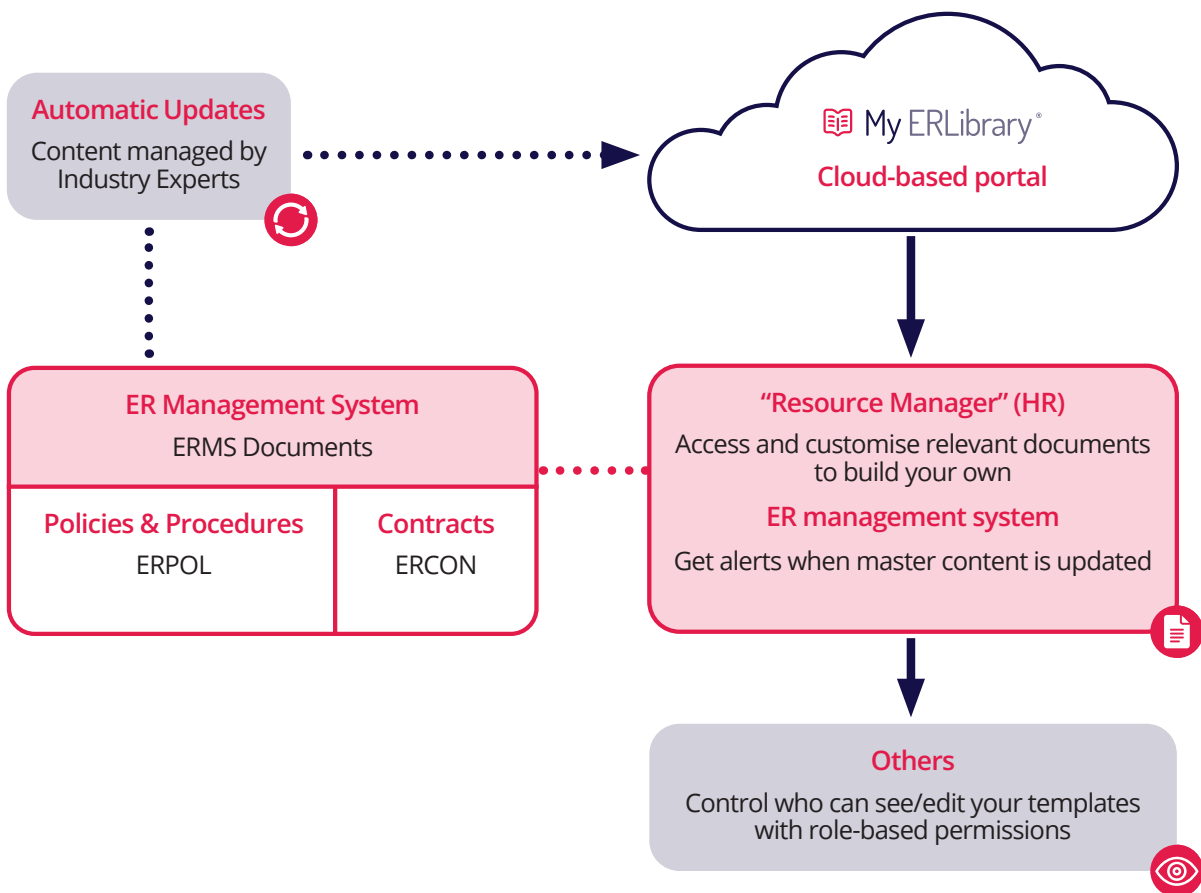
A Secure cloud-based document portal containing a suite of HR policy documents that enhances an organisation's risk management capability.

My ERLibrary provides a systematic means to identify business risk and access relevant policy related documents to control those risks effectively.

My ERLibrary delivers efficiency by ensuring that only policies relevant to identified business risks are utilised within an organisation's customisable library.

HOW DOES IT WORK?

Access policies and procedures from our cloud-based portal, and customise them based on your organisation's risk register.

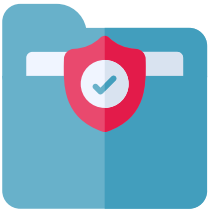


WHY YOU NEED IT!

Save time and reduce admin costs.

All My ERLibrary documents are maintained by industry experts, keeping them up to date with changes in legislation and best practice. Content updates are sent directly to the subscriber for review. This process significantly reduces administration costs by saving time spent continuously updating policy related documents.

KEY FEATURES:



Industrial compliance and enhanced risk management capability



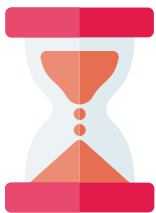
Secure cloud-based document portal



Real-time content update alerts



Full visibility and control of employment document usage



Time/cost savings by minimising policy and associated documentation administration

CORE & SUBORDINATE ER DOCUMENTS

Documents in My ERLibrary can be purchased separately (provided directly from Industry Experts, EMA Consulting) but only as a set of Core and Subordinate documents. Documents purchased in this way will not include the My ERLibrary Management System, Online Document Manager or Auto Document Updates.

Employee Relations Policy and Procedure Suite

ERPOL 01 - Code of Conduct	+1
ERPOL 02 - Conflict of Interest Policy	+4
ERPOL 03 - Induction, Training, and Probation Policy	+4
ERPOL 04 - Staff Development Policy	+2
ERPOL 05 - Abandonment of Employment Policy	+3
ERPOL 06 - Cameras & Surveillance in the Workplace Policy	
ERPOL 07 - Mobile Phones Policy	+1
ERPOL 08 - Respect in the Workplace Policy	+1
ERPOL 09 - Right to Request Flexible Work Policy	+5
ERPOL 10 - Fitness for Work Policy	+2
ERPOL 11 - Drug and Alcohol Policy	+2
ERPOL 12 - Smoke Free Workplace Policy	+1
ERPOL 13 - Employee Assistance Program (EAP) Policy	
ERPOL 14 - Fatigue Management Policy	+2
ERPOL 15 - Privacy Policy	+2
ERPOL 16 - Confidential Information Policy	+1
ERPOL 17 - IT Systems Use Policy	+1
ERPOL 18 - Social Media Policy	+1
ERPOL 19 - Investigations & Disciplinary Management Policy	+4
ERPOL 20 - Motor Vehicle Policy	+2
ERPOL 21 - Annual Leave Policy	+2
ERPOL 22 - Personal/Carer's & Compassionate Leave Policy	+7
ERPOL 23 - Community Service Leave Policy	
ERPOL 24 - Parental Leave Policy	+3
ERPOL 25 - Other Leave Policy (special paid/unpaid leave)	+1
ERPOL 26 - Ceremonial Leave Policy	+1
ERPOL 27 - Family Violence Leave Policy	+1
ERPOL 28 - Long Service Leave Policy	
ERPOL 29 - Complaints and Grievances Policy	+4
ERPOL 30 - Study Support Policy	+3
ERPOL 31 - Employee Discounts Policy	
ERPOL 32 - Uniform / Personal Presentation Policy	+1
ERPOL 33 - Working from Home Policy	+4
ERPOL 34 - Relationships in the Workplace Policy	+2
ERPOL 35 - Whistleblower Policy	+3

Employee Relations Policy Contracts Suite

Contracts of Employment	
ERCON 01 - Permanent full time	
ERCON 02 - Permanent part time	
ERCON 03 - Casual	
ERCON 04 - Fixed term	
Letter of Offer (Award based)	
ERCON 05 - Permanent full time (No annualised wage clause)	
ERCON 06 - Permanent part time	
ERCON 07 - Casual	
ERCON 08 - Fixed term full time (No annualised wage clause)	
ERCON 09 - Fixed term part time	
Letter of Offer (Agreement based)	
ERCON 10 - Permanent full time	
ERCON 11 - Permanent part time	
ERCON 12 - Casual	
ERCON 13 - Fixed term full time	
ERCON 14 - Fixed term part time	
ERCON 15 - Annualised Wage Process Guide for Awards	+4

CORE DOCUMENTS

+ No. of Subordinate Documents

Pricing not listed but available upon application.

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