

ORDER FORM

Policies & Contracts



Employee Relations & Leadership

Order Form | Policies & Contracts

Company Details

Company Name		ABN	
Contact Name			
Street Address			
Billing Address (if different to above)			
Phone		Mobile	
Email			
Industry		No. of Employees	

Documents will be sent via email to the contact name and email address listed above.

Policy Suites & Contracts Enter the relevant code (see page 2) to order 'Core & Subordinate' documents.

LETTERS (5 OR 6 CHARACTERS)

E	R	P	O	L

NUMBER

3	3

LETTERS (5 OR 6 CHARACTERS)

NUMBER

Documents from the EMA Consulting library can only be purchased as a set of 'Core & Subordinate' documents as per the attached list (page 2).

Management Guide for Right of Entry (See page 2 for pricing)

Please tick box to order the Management Guide for Right of Entry (ROE guide) ☐

Terms and Conditions of Use - Policies & Contracts

This Order constitutes a commitment by the Customer to purchase products in accordance with the following Terms and Conditions. These products are provided for use by the purchasing entity only. Any Unauthorised Use of these products in whole or in part, without the express authority of EMA Consulting Pty Ltd is strictly prohibited. Unauthorised Use includes but is not limited to, copying, reproducing, dissemination, directly or indirectly to any person for any purpose other than for the Intended Use by the purchasing entity. The purchasing entity agrees to take all reasonable steps to prevent any Unauthorised Use of these products. Where the purchasing entity suspects or believes an Unauthorised Use of these products has occurred, the purchasing entity must notify EMA Consulting Pty Ltd as soon as reasonably practicable. By ordering these products you are, on behalf of the purchasing entity, agreeing to the Terms and Conditions of Use.

Prices quoted verbally are exclusive of GST, unless otherwise stated.

Intended Use means the intended use of these products by the Customer to support their human resource (HR), employment relations (ER) and, work, health & safety (WHS) processes. It is the Customer's responsibility to ensure that these products are only used by the organisation listed under Company Details on this order form.

Authorised by

Name			
Position			
Signature		Date	

Please post, or scan & email the completed order form to:

EMA Consulting, Level 1, 89 Pirie St, Adelaide SA 5000
P 08 8203 1700 E info@emaconsulting.com.au



Employee Relations & Leadership

Employee Relations Policy and Procedure Suite (ERPOL)

\$200	ERPOL 01 - Code of Conduct	<ul style="list-style-type: none"> • ERPOL 01.1 Understanding Assessment
\$200	ERPOL 02 - Conflict of Interest Policy	<ul style="list-style-type: none"> • ERPOL 02.1 Procedure • ERPOL 02.2 Understanding Assessment • ERPOL 02.3 Form - Declaration Form • ERPOL 02.4 Form - Conflict Register
\$100	ERPOL 03 - Induction, Training, and Probation Policy	<ul style="list-style-type: none"> • ERPOL 03.1 ER Training Needs Analysis - Employee • ERPOL 03.2 ER Training Needs Analysis - Manager • ERPOL 03.3 Induction Checklist • ERPOL 03.4 Probationary Appraisal
\$100	ERPOL 04 - Staff Development Policy	<ul style="list-style-type: none"> • ERPOL 04.1 Template - Development Plan • ERPOL 04.2 Template - Monthly Discussion Form
\$100	ERPOL 05 - Abandonment of Employment Policy	<ul style="list-style-type: none"> • ERPOL 05.1 Procedure • ERPOL 05.2 Flowchart • ERPOL 05.3 Management Documents
\$100	ERPOL 06 - Cameras & Surveillance in the Workplace Policy	
\$100	ERPOL 07 - Mobile Phones Policy	<ul style="list-style-type: none"> • ERPOL 07.1 Understanding Assessment
\$200	ERPOL 08 - Respect in the Workplace Policy	<ul style="list-style-type: none"> • ERPOL 08.1 Understanding Assessment • ERPOL 08.2 Respect at Work Model Behaviours
\$200	ERPOL 09 - Right to Request Flexible Work Policy	<ul style="list-style-type: none"> • ERPOL 09.1 Procedure • ERPOL 09.2 Understanding Assessment • ERPOL 09.3 Flowchart • ERPOL 09.4 Form - Employee Request Form • ERPOL 09.5 Management Documents
\$100	ERPOL 10 - Fitness for Work Policy	<ul style="list-style-type: none"> • ERPOL 10.1 Understanding Assessment • ERPOL 10.2 Template - Pre-Employment Disclosure Form • ERPOL 10.3 Management Documents
\$500	ERPOL 11 - Drug and Alcohol Policy	<ul style="list-style-type: none"> • ERPOL 11.1 Understanding Assessment • ERPOL 11.2 Management Guide Documents
\$100	ERPOL 12 - Smoke Free Workplace Policy	<ul style="list-style-type: none"> • ERPOL 12.1 Understanding Assessment
\$100	ERPOL 13 - Employee Assistance Program (EAP) Policy	
\$100	ERPOL 14 - Fatigue Management Policy	<ul style="list-style-type: none"> • ERPOL 14.1 Procedure • ERPOL 14.2 Understanding Assessment
\$500	ERPOL 15 - Privacy Policy	<ul style="list-style-type: none"> • ERPOL 15.1 Privacy Policy - condensed version • ERPOL 15.2 Management Documents
\$100	ERPOL 16 - Confidential Information Policy	<ul style="list-style-type: none"> • ERPOL 16.1 Understanding Assessment
\$100	ERPOL 17 - IT Systems Use Policy	<ul style="list-style-type: none"> • ERPOL 17.1 Understanding Assessment
\$200	ERPOL 18 - Social Media Policy	<ul style="list-style-type: none"> • ERPOL 18.1 Understanding Assessment
\$600	ERPOL 19 - Investigations & Disciplinary Management Policy	<ul style="list-style-type: none"> • ERPOL 19.1 IDM Procedure for Managers • ERPOL 19.2 Flowchart • ERPOL 19.3 Management Documents • ERPOL 19.4 Process Guide - Mental Health
\$100	ERPOL 20 - Motor Vehicle Policy	<ul style="list-style-type: none"> • ERPOL 20.1 Understanding Assessment • ERPOL 20.2 Form - Expense Reimbursement
\$100	ERPOL 21 - Annual Leave Policy	<ul style="list-style-type: none"> • ERPOL 21.1 Understanding Assessment (All Leave Types) • ERPOL 21.2 Form - Application form (All Leave Types)
\$600	ERPOL 22 - Personal/Carer's and Compassionate Leave Policy	<ul style="list-style-type: none"> • ERPOL 22.1 Procedure • ERPOL 22.2 Flowchart - Sick Leave • ERPOL 22.3 Flowchart - Carers' Leave • ERPOL 22.4 Flowchart - Compassionate Leave • ERPOL 22.5 Application form - Sick Leave • ERPOL 22.6 Application form - Carers' Leave • ERPOL 22.7 Application form - Compassionate Leave
\$100	ERPOL 23 - Community Service Leave Policy	
\$200	ERPOL 24 - Parental Leave Policy	<ul style="list-style-type: none"> • ERPOL 24.1 Procedure • ERPOL 24.2 Flowchart / Checklist • ERPOL 24.3 Application form
\$100	ERPOL 25 - Other Leave Policy (special paid/unpaid leave)	<ul style="list-style-type: none"> • ERPOL 25.1 Application form
\$100	ERPOL 26 - Ceremonial Leave Policy	<ul style="list-style-type: none"> • ERPOL 26.1 Application form
\$100	ERPOL 27 - Family Violence Leave Policy	<ul style="list-style-type: none"> • ERPOL 27.1 Application form
\$100	ERPOL 28 - Long Service Leave Policy	
\$300	ERPOL 29 - Complaints and Grievances Policy	<ul style="list-style-type: none"> • ERPOL 29.1 Procedure • ERPOL 29.2 Understanding Assessment • ERPOL 29.3 Form - Complaint Form • ERPOL 29.4 Flowchart
\$100	ERPOL 30 - Study Support Policy	<ul style="list-style-type: none"> • ERPOL 30.1 Procedure • ERPOL 30.2 Flowchart - Study Assistance • ERPOL 30.3 Flowchart - Study Leave
\$100	ERPOL 31 - Employee Discounts Policy	
\$100	ERPOL 32 - Uniform / Personal Presentation Policy	<ul style="list-style-type: none"> • ERPOL 32.1 Understanding Assessment
\$300	ERPOL 33 - Working from Home Policy	<ul style="list-style-type: none"> • ERPOL 33.1 Procedure • ERPOL 33.2 Flowchart • ERPOL 33.3 Checklist • ERPOL 33.4 Risk Assessment
\$100	ERPOL 34 - Relationships in the Workplace Policy	<ul style="list-style-type: none"> • ERPOL 34.1 Understanding Assessment
\$300	ERPOL 35 - Whistleblower Policy	<ul style="list-style-type: none"> • ERPOL 35.1 Procedure • ERPOL 35.2 Understanding Assessment • ERPOL 35.3 List of Designated Persons
\$300	ERPOL 36 - Casual Conversion Policy	<ul style="list-style-type: none"> • ERPOL 36.1 Flowchart • ERPOL 36.2 Management Documents (Template Letters)

Employee Relations Contracts Suite (ERCON)

**\$300
EACH**

**ALL FOR
\$1000**

Contracts of Employment

ERCON 01 - Permanent full time
ERCON 02 - Permanent part time
ERCON 03 - casual
ERCON 04 - fixed term

**\$200
EACH**

**ALL FOR
\$600**

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

**\$200
EACH**

**ALL FOR
\$600**

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

**ALL FOR
\$600
ONLY**

ERCON 15 - Annualised Process Guide for Awards

- ERCON 15.1
Letter of Offer (Award based) - Permanent full time
(*Annualised wage clause at the employer's option*)
- ERCON 15.2
Letter of Offer (Award based) - Permanent full time
(*Annualised wage clause by agreement*)
- ERCON 15.3
Letter of Offer (Award based) - Fixed term full time
(*Annualised wage clause at the employer's option*)
- ERCON 15.4
Letter of Offer (Award based) - Fixed term full time
(*Annualised wage clause by agreement*)

Employer Management Guides

\$1200

Right of Entry Management Guide