

ORDER FORM

# Policies & Contracts



Employee Relations & Leadership

## Order Form | Policies & Contracts

### Company Details

|                                            |  |                  |  |
|--------------------------------------------|--|------------------|--|
| Company Name                               |  | ABN              |  |
| Contact Name                               |  |                  |  |
| Street Address                             |  |                  |  |
| Billing Address<br>(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)

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LETTERS (5 OR 6 CHARACTERS)

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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 & Procedure Suite (ERPOL)

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>\$200</b> | <b>ERPOL 01 - Code of Conduct</b> <ul style="list-style-type: none"><li>• ERPOL 01.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                                       |  |
| <b>\$200</b> | <b>ERPOL 02 - Conflict of Interest Policy</b> <ul style="list-style-type: none"><li>• ERPOL 02.1 Procedure</li><li>• ERPOL 02.2 Understanding Assessment</li><li>• ERPOL 02.3 Form - Declaration Form</li><li>• ERPOL 02.4 Form - Conflict Register</li></ul>                                                                                                                                                                                                 |  |
| <b>\$100</b> | <b>ERPOL 03 - Induction, Training, and Probation Policy</b> <ul style="list-style-type: none"><li>• ERPOL 03.1 ER Training Needs Analysis - Employee</li><li>• ERPOL 03.2 ER Training Needs Analysis - Manager</li><li>• ERPOL 03.3 Induction Checklist</li><li>• ERPOL 03.4 Probationary Appraisal</li></ul>                                                                                                                                                 |  |
| <b>\$100</b> | <b>ERPOL 04 - Staff Development Policy</b> <ul style="list-style-type: none"><li>• ERPOL 04.1 Template - Development Plan</li><li>• ERPOL 04.2 Template - Monthly Discussion Form</li></ul>                                                                                                                                                                                                                                                                   |  |
| <b>\$100</b> | <b>ERPOL 05 - Abandonment of Employment Policy</b> <ul style="list-style-type: none"><li>• ERPOL 05.1 Procedure</li><li>• ERPOL 05.2 Flowchart</li><li>• ERPOL 05.3 Management Documents</li></ul>                                                                                                                                                                                                                                                            |  |
| <b>\$100</b> | <b>ERPOL 06 - Cameras &amp; Surveillance in the Workplace Policy</b>                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>\$100</b> | <b>ERPOL 07 - Mobile Phones Policy</b> <ul style="list-style-type: none"><li>• ERPOL 07.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                                  |  |
| <b>\$200</b> | <b>ERPOL 08 - Respect in the Workplace Policy</b> <ul style="list-style-type: none"><li>• ERPOL 08.1 Understanding Assessment</li><li>• ERPOL 08.2 Respect at Work Model Behaviours</li></ul>                                                                                                                                                                                                                                                                 |  |
| <b>\$200</b> | <b>ERPOL 09 - Right to Request Flexible Work Policy</b> <ul style="list-style-type: none"><li>• ERPOL 09.1 Procedure</li><li>• ERPOL 09.2 Understanding Assessment</li><li>• ERPOL 09.3 Flowchart</li><li>• ERPOL 09.4 Form - Employee Request Form</li><li>• ERPOL 09.5 Management Documents</li></ul>                                                                                                                                                       |  |
| <b>\$100</b> | <b>ERPOL 10 - Fitness for Work Policy</b> <ul style="list-style-type: none"><li>• ERPOL 10.1 Understanding Assessment</li><li>• ERPOL 10.2 Template - Pre-Employment Disclosure Form</li><li>• ERPOL 10.3 Management Documents</li></ul>                                                                                                                                                                                                                      |  |
| <b>\$500</b> | <b>ERPOL 11 - Drug and Alcohol Policy</b> <ul style="list-style-type: none"><li>• ERPOL 11.1 Understanding Assessment</li><li>• ERPOL 11.2 Management Guide Documents</li></ul>                                                                                                                                                                                                                                                                               |  |
| <b>\$100</b> | <b>ERPOL 12 - Smoke Free Workplace Policy</b> <ul style="list-style-type: none"><li>• ERPOL 12.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                           |  |
| <b>\$100</b> | <b>ERPOL 13 - Employee Assistance Program (EAP) Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>\$100</b> | <b>ERPOL 14 - Fatigue Management Policy</b> <ul style="list-style-type: none"><li>• ERPOL 14.1 Procedure</li><li>• ERPOL 14.2 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                              |  |
| <b>\$500</b> | <b>ERPOL 15 - Privacy Policy</b> <ul style="list-style-type: none"><li>• ERPOL 15.1 Privacy Policy - condensed version</li><li>• ERPOL 15.2 Management Documents</li></ul>                                                                                                                                                                                                                                                                                    |  |
| <b>\$100</b> | <b>ERPOL 16 - Confidential Information Policy</b> <ul style="list-style-type: none"><li>• ERPOL 16.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                       |  |
| <b>\$100</b> | <b>ERPOL 17 - IT Systems Use Policy</b> <ul style="list-style-type: none"><li>• ERPOL 17.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                                 |  |
| <b>\$200</b> | <b>ERPOL 18 - Social Media Policy</b> <ul style="list-style-type: none"><li>• ERPOL 18.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                                   |  |
| <b>\$600</b> | <b>ERPOL 19 - Investigations &amp; Disciplinary Management Policy</b> <ul style="list-style-type: none"><li>• ERPOL 19.1 IDM Procedure for Managers</li><li>• ERPOL 19.2 Flowchart</li><li>• ERPOL 19.3 Management Documents</li><li>• ERPOL 19.4 Process Guide - Mental Health</li></ul>                                                                                                                                                                     |  |
| <b>\$100</b> | <b>ERPOL 20 - Motor Vehicle Policy</b> <ul style="list-style-type: none"><li>• ERPOL 20.1 Understanding Assessment</li><li>• ERPOL 20.2 Form - Expense Reimbursement</li></ul>                                                                                                                                                                                                                                                                                |  |
| <b>\$100</b> | <b>ERPOL 21 - Annual Leave Policy</b> <ul style="list-style-type: none"><li>• ERPOL 21.1 Understanding Assessment (All Leave Types)</li><li>• ERPOL 21.2 Form - Application form (All Leave Types)</li></ul>                                                                                                                                                                                                                                                  |  |
| <b>\$600</b> | <b>ERPOL 22 - Personal/Carer's and Compassionate Leave Policy</b> <ul style="list-style-type: none"><li>• ERPOL 22.1 Procedure</li><li>• ERPOL 22.2 Flowchart - Sick Leave</li><li>• ERPOL 22.3 Flowchart - Carers' Leave</li><li>• ERPOL 22.4 Flowchart - Compassionate Leave</li><li>• ERPOL 22.5 Application form - Sick Leave</li><li>• ERPOL 22.6 Application form - Carers' Leave</li><li>• ERPOL 22.7 Application form - Compassionate Leave</li></ul> |  |
| <b>\$100</b> | <b>ERPOL 23 - Community Service Leave Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>\$200</b> | <b>ERPOL 24 - Parental Leave Policy</b> <ul style="list-style-type: none"><li>• ERPOL 24.1 Procedure</li><li>• ERPOL 24.2 Flowchart / Checklist</li><li>• ERPOL 24.3 Application form</li></ul>                                                                                                                                                                                                                                                               |  |
| <b>\$100</b> | <b>ERPOL 25 - Other Leave Policy (special paid/unpaid leave)</b> <ul style="list-style-type: none"><li>• ERPOL 25.1 Application form</li></ul>                                                                                                                                                                                                                                                                                                                |  |
| <b>\$100</b> | <b>ERPOL 26 - Ceremonial Leave Policy</b> <ul style="list-style-type: none"><li>• ERPOL 26.1 Application form</li></ul>                                                                                                                                                                                                                                                                                                                                       |  |
| <b>\$100</b> | <b>ERPOL 27 - Family Violence Leave Policy</b> <ul style="list-style-type: none"><li>• ERPOL 27.1 Application form</li></ul>                                                                                                                                                                                                                                                                                                                                  |  |
| <b>\$100</b> | <b>ERPOL 28 - Long Service Leave Policy</b> <ul style="list-style-type: none"><li>• ERPOL 28.1 Application form</li></ul>                                                                                                                                                                                                                                                                                                                                     |  |
| <b>\$300</b> | <b>ERPOL 29 - Complaints and Grievances Policy</b> <ul style="list-style-type: none"><li>• ERPOL 29.1 Procedure</li><li>• ERPOL 29.2 Understanding Assessment</li><li>• ERPOL 29.3 Form - Complaint Form</li><li>• ERPOL 29.4 Flowchart</li></ul>                                                                                                                                                                                                             |  |
| <b>\$100</b> | <b>ERPOL 30 - Study Support Policy</b> <ul style="list-style-type: none"><li>• ERPOL 30.1 Procedure</li><li>• ERPOL 30.2 Flowchart - Study Assistance</li><li>• ERPOL 30.3 Flowchart - Study Leave</li></ul>                                                                                                                                                                                                                                                  |  |
| <b>\$100</b> | <b>ERPOL 31 - Employee Discounts Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>\$100</b> | <b>ERPOL 32 - Uniform / Personal Presentation Policy</b> <ul style="list-style-type: none"><li>• ERPOL 32.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                |  |
| <b>\$300</b> | <b>ERPOL 33 - Working from Home Policy</b> <ul style="list-style-type: none"><li>• ERPOL 33.1 Procedure</li><li>• ERPOL 33.2 Flowchart</li><li>• ERPOL 33.3 Checklist</li><li>• ERPOL 33.4 Risk Assessment</li></ul>                                                                                                                                                                                                                                          |  |
| <b>\$100</b> | <b>ERPOL 34 - Relationships in the Workplace Policy</b> <ul style="list-style-type: none"><li>• ERPOL 34.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                                 |  |
| <b>\$300</b> | <b>ERPOL 35 - Whistleblower Policy (Corporations Act)</b> <ul style="list-style-type: none"><li>• ERPOL 35.1 Procedure</li><li>• ERPOL 35.2 Understanding Assessment</li><li>• ERPOL 35.3 List of Eligible Recipients</li></ul>                                                                                                                                                                                                                               |  |
| <b>\$500</b> | <b>ERPOL 35A - Whistleblower Policy (Aged Care Act &amp; Corporations Act)</b> <ul style="list-style-type: none"><li>• ERPOL 35A.1 Procedure</li><li>• ERPOL 35A.2 Understanding Assessment</li><li>• ERPOL 35A.3 List of Eligible Recipients</li></ul>                                                                                                                                                                                                       |  |
| <b>\$300</b> | <b>ERPOL 36 - Casual Conversion Policy</b> <ul style="list-style-type: none"><li>• ERPOL 36.1 Flowchart</li><li>• ERPOL 36.2 Management Documents (Template Letters)</li></ul>                                                                                                                                                                                                                                                                                |  |
| <b>\$500</b> | <b>ERPOL 37 - Artificial Intelligence (AI) Usage Policy</b> <ul style="list-style-type: none"><li>• ERPOL 37.1 Understanding Assessment</li></ul>                                                                                                                                                                                                                                                                                                             |  |

## Employee Relations Contracts Suite (ERCON)

**\$300  
EACH**

### Contracts of Employment

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

**ALL FOR  
\$1000**

**\$200  
EACH**

### 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

**ALL FOR  
\$600**

**\$200  
EACH**

### 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**

**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

## FOR LOCAL GOVERNMENT ONLY

**\$100**

### ERPOL 21A - Annual Leave Policy

- ERPOL 21.1A Leave Understanding Assessment
- ERPOL 21.2A Annual Leave Application form

**\$600**

### ERPOL 22A - Sick, Carer's, and Bereavement Leave Policy

- ERPOL 22.1A- Sick, Carer's & Bereavement Leave Procedure
- ERPOL 22.6A - Carer's Leave Application Form
- ERPOL 22.7A - Bereavement Leave Application Form

**\$100**

### ERPOL 23A - Community Service Leave Policy

**\$200**

### ERPOL 24A - Parental Leave Policy

- ERPOL 24.1A Parental Leave Procedure
- ERPOL 24.3A Parental Leave Application Form

**\$100**

### ERPOL 25A - Leave Without Pay Policy

- ERPOL 25.1A Leave Without Pay Application Form

**\$100**

### ERPOL 27A - Family Violence Leave Policy

- ERPOL 27.1A Family Violence Leave Application Form

**\$100**

### ERPOL 28A - Long Service Leave Policy

- ERPOL 28.1A Long Service Leave Application