

Solutions

Human Resources - Employees and Contractors

DOCUMENTATION SERVICES

Properly prepared human resources contracts and documented procedures and systems can proactively address most issues which arise in the legal relationships between employers and their employees and contractors.

We provide a structured human resources contracting and documentation service. We have expertise in various types of documents, processes and procedures and can help you with:

1. **Plans, policies, manuals and structure** - prepare an operations manual, management manual, code of conduct, intellectual property policy, business model definition, and a business process and functions map
2. **Advertising** - develop and adopt an advertising policy and procedure on what can and can't be said or done in job ads and interviews
3. **Recruiting** - develop a structured recruitment process incorporating templates for job design, selection criteria and recruitment interviews and a policy on equal employment opportunities and anti-discriminatory law
4. **Contracting and documentation** - establish or improve contracts with employees, executives, and contractors, integrated with non-competition clauses, offer letters, job specifications and other legal relationship documentation
5. **Induction** - introduce appropriate procedures for inducting your new employees and contractors and in this way proactively avoid potential difficulties
6. **Training and development** - roll out an in-house staff training program with skills development courses
7. **Performance management** - improve performance metrics and indicators and performance appraisals
8. **Resignation, dismissal, termination & redundancy** - introduce releases, departing employee procedures and other mechanisms to minimise unfair dismissal claims, intellectual property leaks or other problems arising from a resignation, dismissal, termination, demotion or redundancy decision
9. **Dispute Resolution** - benefit from early dispute resolution procedures before grievances diminish organisational morale or reach litigation.

OUR APPROACH FOR HR

As lawyers and consultants our people solutions apply a multi-disciplinary approach. This is reflected in our motto - innovative > integrated > solutions.

Our team includes specialists in law, taxation, accounting and human resources. You benefit from holistic frameworks for your people issues and needs.

Our process is to first map your vision, objectives, organisation and business. We then design systems and procedures and prepare documents for you. In this way our legal work is based on a deep level of understanding of your specific requirements.

You benefit with results which ensure you:

- Communicate requirements for the mutual benefit of the stakeholders
- Achieve organisational coherence between your policies, objectives, functions, processes and procedures
- Benefit from effective non-competition contractual clauses
- Identify, document and protect your intellectual property
- Incorporate intellectual property, protection, training and use policies into manuals and day to day activities

Our multi-disciplinary approach is supported by our membership of the *Ndarala* Group (www.ndarala.com). This helps us innovate for you with specialist know-how, the latest thinking in various fields and resources throughout Australia and in other countries.

FURTHER INFORMATION

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