

## HUMAN RESOURCES HEALTH CHECK

People in SmallBiz offers an onsite HR audit of an employer's HR systems and processes. A full risk assessment with recommendations is provided.

### KEY BENEFITS

- Provide the SME owner with a full report of breaches of employment law and associated risks
- Provides detailed recommendations to mitigate or remove the identified risk
- Highlights areas of compliance that could result in fines, penalties or imprisonment
- Suggests areas of improvement in recruiting, retaining and terminating staff
- Gives recommendations of necessary inclusions in a HR policy and procedure manual

### SPECIFIC DELIVERABLES

- One day on site HR Audit and Report
- Review of Employment Structure and Documentation
  - Awards
  - Agreements
  - Common Law Contracts
- Occupational Health & Safety Systems Review & Recommendations
- Review & Implement New Hire Processes and Systems
- Review existing HR Policies & Procedures
- Review of Performance Counselling process and template letters
- Review of Work Environment policies – discrimination, EEO, harassment
- Review of current Termination practice, process, and template letters
- Review of Workers' Compensation Premiums & Rehabilitation Program, with recommendations on potential cost saving areas

*"We come to you and look for problems to fix before they cost you!"*

