

Human Outsource HR & Safety Framework

DOCUMENT TITLE	COST
Recruitment, Selection & Induction	
Recruitment, Selection & Induction Policy	\$100.00 (Ex GST)
Recruitment and Selection Procedure	\$120.00 (Ex GST)
Induction Procedure	\$120.00 (Ex GST)
Employee HR and Safety Induction Acknowledgement Form	\$35.00 (Ex GST)
HR & Safety Induction Handbook	\$400.00 (Ex GST)
Position Description Template – General	\$40.00 (Ex GST)
Position Description Template – Senior Management	\$40.00 (Ex GST)
Interview Guide – Template	\$40.00 (Ex GST)
Reference Check - Template	\$40.00 (Ex GST)
Induction Planner – Template	\$40.00 (Ex GST)
Induction Checklist - Template	\$40.00 (Ex GST)

Employment Contracts	
Casual Employment Contract (Award Covered) - Template	\$250.00 (Ex GST)
Casual Employment Contract (Award Free) - Template	\$250.00 (Ex GST)
Full Time Employment Contract (Award Covered) - Template	\$250.00 (Ex GST)
Full Time Employment Contract (Award Free) - Template	\$250.00 (Ex GST)
Full Time Executive Employment Agreement – Template	\$250.00 (Ex GST)
Part Time Employment Contract (Award Covered) - Template	\$250.00 (Ex GST)
Part Time Employment Contract (Award Free) - Template	\$250.00 (Ex GST)
Part Time Employment Executive Employment Agreement – Template	\$250.00 (Ex GST)
Maximum Term Contract Full Time (Award Covered) – Template	\$250.00 (Ex GST)
Maximum Term Contract Part Time (Award Free) Agreement – Template	\$250.00 (Ex GST)
Maximum Term Full Time Executive Agreement – Template	\$250.00 (Ex GST)
Maximum Term Part Time Executive Agreement – Template	\$250.00 (Ex GST)
Specified task Employment Contract (Award Covered) – Template	\$250.00 (Ex GST)
Specified Task Contract (Award Free) – Template	\$250.00 (Ex GST)
Specified Task Full Time executive Employment Agreement – Template	\$250.00 (Ex GST)
Senior Employment Agreement – Template	\$350.00 (Ex GST)
Senior Employment Agreement (Maximum Term) – Template	\$350.00 (Ex GST)
Senior Employment Agreement (Specified Task) - Template	\$350.00 (Ex GST)
Contractor Agreement – Template	\$350.00 (Ex GST)
Consulting Agreement - Template	\$350.00 (Ex GST)

Employee Management	
Terms and Conditions of Employment Policy	\$100.00 (Ex GST)
Employee Probation Procedure	\$120.00 (Ex GST)
Employee Exit and Termination Procedure	\$120.00 (Ex GST)
Employee Leave Procedure	\$120.00 (Ex GST)
Surveillance Procedure	\$120.00 (Ex GST)
Acceptable use of Information Technology and Systems Procedure	\$120.00 (Ex GST)
Poor Performance and Discipline Procedure	\$120.00 (Ex GST)
Employee Benefits Procedure	\$120.00 (Ex GST)
Travel Procedure	\$120.00 (Ex GST)
Flexible Working Arrangements Procedure	\$120.00 (Ex GST)
Social Media Procedure	\$120.00 (Ex GST)
Domestic Violence Procedure	\$120.00 (Ex GST)
Managing Psychosocial Hazards and Mental Health Procedure	\$120.00 (Ex GST)
Cyber-Attack Prevention Response & Data Protection Procedure	\$120.00 (Ex GST)
Probation Report Checklist – Template	\$40.00 (Ex GST)
Invitation to attend a Performance meeting letter - Template	\$40.00 (Ex GST)
Record of Written Counselling or Warning – Template	\$40.00 (Ex GST)
Employee Exit Checklist	\$40.00 (Ex GST)
Deed of Release and Separation – Template	\$500.00 (Ex GST)
Remote Working Checklist – Template	\$40.00 (Ex GST)
Termination Letter – Template	\$40.00 (Ex GST)
Termination in Probation Letter – Template	\$40.00 (Ex GST)
Consultation Letter for Redundancy – Template	\$50.00 (Ex GST)
Termination due to Redundancy Letter – Template	\$50.00 (Ex GST)

Workplace Culture	
Fair Treatment and Whistleblower Policy	\$100.00 (Ex GST)
Code of Conduct	\$150.00 (Ex GST)
Sustainability Policy	\$150.00 (Ex GST)
Managing Incidents and Complaints Procedure	\$120.00 (Ex GST)
Discrimination and Bullying Procedure	\$120.00 (Ex GST)
Equal Employment Opportunity Policy	\$100.00 (Ex GST)
Privacy Policy	\$150.00 (Ex GST)
Whistleblower Disclosure Procedure	\$120.00 (Ex GST)

Employee Development	
Learning and Development Policy	\$100.00 (Ex GST)
Employee Performance Procedure	\$120.00 (Ex GST)
Training, Development and Further Education Procedure	\$120.00 (Ex GST)
Professional Membership and Accreditation Procedure	\$120.00 (Ex GST)
Performance Appraisal – Template	\$120.00 (Ex GST)
Training and Further Education Nomination Form - Template	\$40.00 (Ex GST)
Workplace Health and Safety	
Safety Policy	\$150.00 (Ex GST)
Safety Policy Statement	\$100.00 (Ex GST)
Drug and Alcohol Procedure (screening and non-screening)	\$150.00 (Ex GST)
Emergency Preparedness and Response Procedure	\$120.00 (Ex GST)
First Aid Procedure	\$120.00 (Ex GST)
Hazard Identification and Risk Management Procedure	\$150.00 (Ex GST)
Hazardous Chemicals Procedure	\$120.00 (Ex GST)
Hazardous Manual Tasks Procedure	\$120.00 (Ex GST)
Incident and Investigation Procedure	\$150.00 (Ex GST)
First Aid Procedure	\$120.00 (Ex GST)
Managing Fatigue Procedure	\$120.00 (Ex GST)
Managing the Risk of Falls Procedure	\$120.00 (Ex GST)
Personal Protective Equipment Procedure	\$120.00 (Ex GST)
Communication and Consultation Procedure	\$120.00 (Ex GST)
Training and Skilling Procedure	\$120.00 (Ex GST)
Chain of Responsibility Procedure	\$120.00 (Ex GST)
Workers Compensation & Rehabilitation Procedure	\$200.00 (Ex GST)
Toolbox Discussion Record – Template	\$40.00 (Ex GST)
Risk Assessment - Template	\$120.00 (Ex GST)
Safe Work Method Statement - Template	\$120.00 (Ex GST)