

NECA SA/NT's Employee Management Products

The new suite of neca.HR products are here! Whether you have 1 employee or 100 employees, we have a solution for you.

- ✓ User friendly – no previous knowledge required!
- ✓ Helpful tips and tricks for you to further develop and personalise your system
- ✓ No hidden costs or extra payments
- ✓ All products personalised with your company details
- ✓ Clear, concise and direct instructions – so you can spend more time doing the important things

neca.HR Employee Management System - \$750.00 (inc. GST)

The Price includes over 100 user-friendly personalised documents, unlimited phone and email assistance.

- ✓ Covers your **legislative requirements** in relation to employees, including:
 - *Fair Work Act 2009*
 - *Superannuation Guarantee (Administration) Act 1992*
 - *Sex Discrimination Act 1984*
 - *Racial Discrimination Act 1975*
 - *Racial Vilification Act 1996 (SA)*
 - *Disability Discrimination Act 1992*
 - *Age Discrimination Act 2004*
 - *Equal Opportunity for Women in the Workplace Act 1999*
 - *Human Rights and Equal Opportunity Commission Act 1986*
 - *Equal Opportunity Act 1984 (SA)*
 - *Work Health and Safety Act 2012 (SA)* (if partnered with the HSEQ Management System)
- ✓ Created exclusively for the Electrical, Refrigeration and Air-Conditioning industries, and inclusive of Office/Admin staff and upper Management
- ✓ Includes all employment-related **Policies, Procedures and Action Plans** required by even the largest Head Contractors (including WH&S if partnered with the HSEQ Management System)
- ✓ Procedures, policy and practical forms to combat Workplace Bullying and **fulfil your legal obligations under Anti-Bullying legislation**
- ✓ Complete **recruitment package** including tips and tricks, interview questions, reference checks
- ✓ **New Employee Induction Package** including letter of offer, employment contracts and induction procedure and covering all your legal obligations
- ✓ **Over 30 Workplace Policies** relevant to the industry

*Only applicable whilst the management system remains current (i.e. there are no major changes to the law or system)

- ✓ Advice on how to effectively manage staff including **quarterly and annual performance reviews**
- ✓ **Disciplinary procedure** including how to effectively issue written warnings and counsel employees
- ✓ A complete **Termination Procedure** including termination letters and exit documents for all types of termination, ensuring you **avoid costly Unfair Dismissal claims**
- ✓ All documents monitored and **updates emailed free of charge***.

neca.HR Workplace Policy Package - \$360.00 (inc. GST)

For those with established recruitment and termination procedures who need assistance in creating legally drafted and binding workplace policies. Includes over 30 Workplace Policies relevant to the Electrical, Refrigeration and Air-Conditioning industries, all personalised and provided via email.

- ✓ Be proactive not reactive!
- ✓ **Avoid costly absenteeism, workplace disruption, performance issues and unfair dismissal claims**
- ✓ **Policy Making and Application advice** to further develop any company-specific policies
- ✓ Workplace Policies can **prevent or easily deal with most if not all workplace disputes** or employee conduct issues
- ✓ Includes issues like **Social Media, Motor Vehicle use, Anti-Discrimination and Leave**
- ✓ All documents monitored and **updates emailed free of charge***

neca.HR Workplace Bullying Prevention Package - \$360.00 (inc. GST)

Can't get your head around all the Workplace Bullying legislation? This package includes a detailed Anti-Discrimination & Harassment Prevention Policy, Internal Complaint Handling Procedure, Complaint Reporting Form and Bullying Awareness PowerPoint.

- ✓ Be proactive not reactive!
- ✓ **Fulfil your legal obligations and duty of care under Anti-Bullying legislation**
- ✓ Includes powerpoint to assist Managers/Supervisors understand their obligations under Anti-Bullying legislation
- ✓ All documents monitored and **updates emailed free of charge***

NECA.HR Small Biz HR Essentials - \$240.00 (inc. GST)

Are you a small business and need help setting up legally drafted employment contracts, managing employee discipline and terminating employees without consequence? This is the package for you. This is an exclusive package for our small businesses and can be upgraded to the complete Employee Management System by paying the difference.

- ✓ Exclusive product only available for NECA members with less than 5 employees
- ✓ Created exclusively for the Electrical, Refrigeration and Air-Conditioning industries, and **inclusive of Office/Admin staff**
- ✓ Complete **recruitment package** including tips and tricks, interview questions, reference checks
- ✓ **New Employee Induction Package** including letter of offer, employment contract and induction procedure and covering all your legal obligations
- ✓ **12 page Company Policy Statement** covering major issues for small businesses including
- ✓ Anti-Discrimination, Absences, Company Property, Customer Service, Drugs & Alcohol, Electrical Licencing and Certificates of Compliance, Work Health & Safety and Time Sheets.
- ✓ **Disciplinary procedure** including how to effectively issue written warnings and counsel employees
- ✓ A complete **Termination Procedure** including termination letters and exit documents for all types of termination, ensuring you **avoid costly Unfair Dismissal claims**.