



HARMERS HR TEMPLATES

– STAGE 1

Harmers is delighted to offer our valued clients a suite of easily tailorable HR templates which provide employers with legally-compliant employment-related contracts, correspondence, policies and workflows.

The Harmers HR Templates are ideal for all businesses aiming to achieve compliance with Australia’s complex employment laws and best-practice in human resources management, and can be seamlessly integrated into your human resources practice management.

We anticipate publishing a Stage 2 package of template documents in early 2019 which will cater for a wider and more complex range of HR issues. There will be an opportunity for Stage 1 subscribers to upgrade to this comprehensive subscription package for an additional charge.

Product Package: The introductory suite of documents is available via an annual subscription service of \$1000 per annum (ex GST).

Stage	Template	Use
Hiring and on-boarding	• Contract of Employment (Full-time)	• A fully-tailorable contract template for new or existing permanent, full-time employees
	• Contract of Employment (Part-time)	• A fully-tailorable contract template for new or existing permanent, part-time employees
	• Contract of Employment (Casual)	• A fully-tailorable contract template for new or existing casual employees
During employment	• Induction Workflow	• A handy step-by-step guide to successfully inducting new employees into your business
	• Onboarding Workflow	• A handy step-by-step guide to successfully onboarding new employees into your business
	• Probationary Period Letter	• A fully-tailorable template letter for employees completing their probationary period
	• Remuneration Review Letter – Increase to remuneration	• Fully-tailorable template letters informing employees whether their wage/salary will rise following performance or remuneration reviews
	• No Increase to Remuneration Letter	
	• Expense Claim Form	• An easy-to-use form allowing your employees to claim reimbursement for work-related expenses
	• Leave Request Form	• An easy-to-use form allowing your employees to apply for paid and unpaid leave
	• Complaint Form	• A simple form allowing employees to file formal work-related complaints
• Reference Check Form	• A handy form for employers to complete when obtaining references from a candidate’s former employers	
Ending employment	• Exit Interview Form	• An easy-to-follow form allowing employers to obtain critical feedback from departing employees
	• General Termination Letter	• A fully-tailorable template letter confirming termination of employment
	• Probation Termination Letter	• A fully-tailorable template letter confirming termination of employment upon completion of probation
	• Resignation Acknowledgment Letter	• A handy template letter confirming an employer’s formal acceptance of an employee’s resignation
Workplace Policies	• Anti-Discrimination and Equal Employment Opportunity (EEO) Policy	• A comprehensive and legally-compliant policy confirming an employer’s commitment to non-discrimination in the workplace
	• Workplace Bullying and Harassment Policy	• A comprehensive and legally-compliant policy clearly defining bullying and harassment, describing the steps which will be taken to prevent such conduct, describing the complaint-handling process, and confirming possible consequences
	• Leave Policy (including leave without pay)	• A comprehensive and legally-compliant policy describing the various forms of paid and unpaid leave available to employees, and the processes for applying for leave
	• Performance and Misconduct Policy	• A comprehensive and legally-compliant policy setting out an employer’s performance and conduct-related expectations, and confirming possible consequences
	• Code of Conduct	• A comprehensive and legally-compliant code providing clear guidance for employees around workplace behaviour

ABOUT OUR FIRM

Harmers Workplace Lawyers (“Harmers”) was formed in 1996 and is one of Australia’s largest employment law practices providing services to employers anywhere in Australia from our offices in Sydney, Melbourne and Brisbane. The firm focuses on innovative, high quality problem solving and a preventive approach to law across all areas of employment and workplace relations.

A key strength and differentiator for Harmers is acting on all sides of the employment relationship. While having an emphasis on corporate Australia and its senior executives, the firm seeks to implement workplace fairness for all, and will represent employers, employees and their representative organisations as needed.

The firm acts for corporates of all sizes from ASX 100 listed companies to start-ups and SMEs; financial institutions; government and public sector companies; and non-profit organisations. We also act as trusted adviser to a large number of high net worth individuals and senior executives in relation to their employment related needs.

SPECIALITIES

- Employment Law
- Industrial Relations
- Work Health & Safety
- Human Rights & Equal Opportunity
- Change Management
- Legal Risk Management
- Investigations
- Workplace Relations Training

INDUSTRY RECOGNITION

Harmers is recognised as one of the leading employment law firms in Australia. In 2017 alone, Harmers was awarded the HRD HR Service Provider Awards “Gold Medal for Employment Law”, Lawyers Weekly Australian Law Awards “Workplace Relations and Employment Team of the Year”, the Australasian Law Awards for “Employment Law Specialist Firm of the Year” and the Lawyers Weekly “Boutique Diversity Law Firm of the Year”. The firm also won a number of global awards for employment and industrial law.

CROSS-BORDER CAPABILITY

Harmers is the Australian member firm for L&E Global, an alliance providing counsel on cross-border labour and employment law issues with 23 international practices and 1500+ attorneys worldwide. L&E Global is ranked in the Chambers Global “Band 1 - Global - Wide Employment Law Network”.

Gold winner Harmers Workplace Lawyers has been a pioneer in this space and has won multiple accolades for exceptional services to clients since its establishment 21 years ago. The firm’s people and workplace (P&W) team has focused on providing advice that is both innovative and valuable in the face of the rapid transformation they are seeing in the way workplaces function.

One judge noted: “I’m impressed with the depth of knowledge shown by the Harmers team. It’s something I appreciate as an HR director: in-depth knowledge of my business and what we do.”

– Human Resources Director Magazine, Australia

HARMERS WORKPLACE LAWYERS:



L&E GLOBAL:



SYDNEY OFFICE
Level 27 St Martins Tower
31 Market Street
Sydney NSW 2000
Tel: (02) 9267 4322
Fax: (02) 9264 4295

BRISBANE OFFICE
Level 19
10 Eagles Street
Brisbane QLD 4000
Tel: (07) 3016 8000
Fax: (07) 3016 8001

MELBOURNE OFFICE
Level 40
140 William Street
Melbourne VIC 3000
Tel: (03) 9612 2300
Fax: (03) 9612 2301

Subscribe Now:

Please complete, scan and email to: hrtemplatesteam@harmers.com.au

Company Name: _____
ABN/ACN: _____
First Name: _____
Last Name: _____
Business Title: _____
Email: _____
Telephone: _____

About this Subscription

The subscription documents are easily-tailorable precedents. The content is based on the law as of **24 November 2018**; however, Harmers will pro-actively monitor changes to the law and update the templates as required. Subscribers will be pro-actively alerted when a template has been updated by our HR Template Review Team.

Provision of these documents is part of a subscription service and has been granted under the terms of the licence to use the documents which is set out below. It does not create any solicitor and client relationship and is not designed to provide legal or other advice. It does not have regard to any specific case or matter. Nothing stated in these documents should be treated as an authoritative statement of the law on any particular aspect or in any specific case. Action should not be taken on these documents alone. For specific advice and to have a document that is specifically drafted for a particular set of circumstances, please contact Harmers Workplace Lawyers via **email: hrtemplatesteam@harmers.com.au** or **phone +612 9267 4322**.

Terms and Conditions

Note that the documents are part of a Subscription Package. Subscribing to this package involves the provision of documents under this licence to use the documents and does not involve the provision of any form of legal services. It does not create any retainer between the subscriber or a user and Harmers Workplace Lawyers, and does not result in any solicitor client relationship. If you need legal advice, please contact Harmers Workplace Lawyers as set out above.

All documents in the Harmers HR Template Subscription Package are copyright, and the intellectual property in the documents remains with Harmers Workplace Lawyers. By purchasing a subscription, you are licensed to use the document for the internal use of your company only. Any use of the work other than as authorised under this licence or copyright law is prohibited and will result in immediate termination of your right to use the document. You are not entitled to use the documents for any commercial purpose, for example but without limiting the meaning of "commercial purpose", to on-sell the document, or to use them as a base for documents or services for which you receive payment or reward in any form. You are not granted the right to sub-license the work.

Moral rights (being the personal rights granted by law to Harmers Workplace Lawyers as the Original Author of a copyright work, including rights of integrity of authorship, the right of attribution of authorship, and the right not to have authorship falsely attributed) unaffected and remain with Harmers Workplace Lawyers.

You may have rights and implied warranties under the *Competition and Consumer Act 2010* (Cth) or other legislation, but apart from such rights:

(i) these document are offered "as-is" and Harmers Workplace Lawyers make no representations, warranties or conditions of any kind concerning the documents, express, implied, statutory or otherwise. While we have taken as much care as we can, we have no knowledge of the way in which you intend to use the documents or the particular circumstances in which you operate;

(ii) to the full extent permitted by applicable law, and except for any liability arising from an express agreement between Harmers Workplace Lawyers and you, in no event will the Harmers Workplace Lawyers be liable to you on any legal basis (including without limitation), negligence for any loss or damage whatsoever, including (without limitation) loss of production or operation time, loss, damage or corruption of data or records; loss of anticipated savings, opportunity, revenue, profit or goodwill, or other economic loss; or any special, incidental, consequential, punitive or exemplary damages arising out of or in connection with the use of the document or these terms;

(iii) if applicable legislation implies warranties or conditions, or imposes obligations or liability on Harmers that cannot be wholly or partly excluded, restricted or modified, Harmers' liability is limited, to the full extent permitted by the applicable legislation, at its option, to the replacement of the documents or the supply of equivalent documents; the payment of the cost of replacing the documents or of acquiring equivalent documents or the payment of the cost of having the documents supplied by another provider.

Note that legislation may give you rights to the extent that this may be a contract for the supply of goods or services of a kind ordinarily acquired for personal, domestic, or household use and this clause cannot and is not intended to apply in circumstances where it is prohibited by law.

Notwithstanding the grant of this limited licence to you, Harmers Workplace Lawyers reserves the right to use and develop the documents in different form, to amend the documents at any time, and to release the documents under different licence terms or to stop distributing the document at any time.

Annual Subscription / Cancellation Policy

This Harmers HR Template subscription is provided on the basis of an annual subscription which commences on the day you make your first subscription payment and continues until you elect not to renew your subscription at its next renewal date. Your 12 months subscription will automatically renew for a further 12 month period on the same terms, unless you advise us prior to the renewal date that you do not wish to renew. Please note that the licence to use the template documents will cease on termination or non-renewal of subscription.

As part of this subscription, you will receive updates for these documents soon after the law changes to ensure these documents are always current and legally compliant.

I have read, understood and agree to the Harmers Workplace Lawyers' Terms and Conditions, Annual Subscription and Cancellation Policy

Please sign: _____

Preferred Payment Method: (please note: a **Tax Invoice** will be issued upon completion of payment)
Cost: **\$1100** (inclusive of GST)

EFT

Account Name: Harmers Workplace Lawyers
Bank: National Australia Bank
Account Number: 687889562
BSB: 082-001

Credit Card: A credit card fee of 2.5% (for Visa and Mastercard) and 2% (for American Express) of the billed amount will be charged when payment is made. (Diners Club cards are not accepted).

Nominated Card: Visa/Mastercard/AMEX (please circle)

Number: _____
Expiry Date: ___/___
Security Code: _____

Cheque:

By Mail – Make cheques payable to "Harmers Workplace Lawyers" and post to: Harmers Workplace Lawyers
Attention: Harmers HR Template Team, Level 27 St Martins Tower, 31 Market Street Sydney NSW 2000

Please direct all inquiries to: hrtemplatesteam@harmers.com.au or phone: **+61 2 9267 4322** and ask for:

Subscriptions: Jane Kewin, Client Service & Communications Director

Legal Advice: Emma Pritchard, Executive Counsel & Team Leader