

## **FAIR WORK COMPLIANCE SERVICES**

**Is your business compliant with the new Fair Work Act? Do you know if you are paying the correct wage entitlements, carrying out redundancies correctly, properly complying with employee requests for more flexible hours, together with a host of other changes brought in under the new Act?**

**Failing to follow correct procedures when dismissing an employee could cost you more than \$51,000 (January 2015) in fines. Incorrect dealings with employees regarding requests for Flexible Working Hours can incur fines of up to \$10,200 (January 2015).**

There have been many significant changes to awards and minimum conditions of employment. If your business has not taken the correct steps to identify employees correct rates of pay, penalties and other obligations you will be in breach (and subject to penalties) of your workplace obligations.

Fair Work is auditing tens of thousands of businesses each year as well as responding to employee complaints. The ease with which employees can make complaints makes the chances of businesses being prosecuted for workplace relations breaches greater now than ever before.

Under Fair Work when you tackle issues that affect your business such as absenteeism, dismissals, redundancies, flexible working arrangements, managing poor performance steps are required to be followed to meet legislation. Getting it wrong can leave you exposed to huge fines and penalties.

### **Increase to maximum penalties:**

- *Corporation from \$33,000 per breach to \$51,000 per breach.*
- *Individual from \$6,600 to \$10,200 per breach.*

**CONTACT US FOR AN OBLIGATION FREE DISCUSSION**

**The services can be tailored to meet your business needs**

To avoid claims and penalties undertake a fair work compliance check.

### **Compliance checklist**

- ✓ Checks reclassification of employees as some positions may now be covered by modern awards
- ✓ Checks modern award allowances as there may be increases in the number of allowances or amounts that should be paid
- ✓ Checks modern award span of hours and penalties clauses
- ✓ Checks the current industrial instrument for compliance against the new safety net provisions of the National Employment Standard (NES)
- ✓ Review of current employment arrangements
- ✓ Check pay rates against “transitional arrangements” operative from 1 July 2010

### **Additional services**

- ✓ Compliant Employee Policies & Procedures Manual allows you to manage legal risks such as
  - unfair dismissal; general protections; adverse action; workplace health and safety; bullying and harassment; discrimination and equal opportunity; privacy; internet and email usage; performance management and reasonable management action
- ✓ Fair Work Australia Information Statement and Letters of Employment for all new employees
- ✓ Conduct workplace investigations
- ✓ Employment contracts for non-award staff
- ✓ Independent Contractors contracts for contractors
- ✓ Individual Flexibility Agreements for award variances

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