



EMPLOYMENT ESSENTIALS – COMPLIANCE CHECKLIST 2023

Employment Contracts:

- Are your Employment Contracts up to date?
- Do they comply with the Fair Work Act (Cth) 2009, the National Employment Standards (NES) and relevant Awards?
- Do they clearly cover the responsibilities, obligations and entitlements of the business and your employees?
- Are you affected by the changes to the law regarding fixed term contracts?

Independent Contractor Agreements:

- Have you properly classified your relationship with employees/contractors?
- Do you have effective Independent Contractor Agreements in place?
- Do your Agreements address the nature of the relationship, superannuation, taxation, insurance and other relevant factors?

Wages and Superannuation:

- Are your employees receiving all of their legal entitlements and remuneration pursuant to the NES and relevant Modern Awards?

Workplace Policies:

- Do you need to review your Policies relating to sexual harassment, leave, flexible work arrangements and other recent changes to workplace laws?

Onboarding Process:

- Does your onboarding process for new employees set them up for success in your business?
- Do new employees receive training regarding sexual harassment, bullying and discrimination?

Performance Management:

- Do you have effective performance management processes in place?
- Do you and your staff feel confident having necessary, difficult conversations?

Work Health and Safety:

- Do you have adequate WHS Policies and Procedures in place?
- Do they comply with the laws in each state that you operate?

EMPLOYMENT ESSENTIALS

- COMPLIANCE CHECKLIST 2023 (CONTINUED)

Training:

- Do your employees receive ongoing training regarding sexual harassment, bullying and discrimination?

Work from Home Arrangements:

- Do you have a Working from Home Policy?
- Have you put in place Working from Home Agreements with employees who work remotely?
- Have you addressed the WHS implications of working from home arrangements?

Employee Wellbeing:

- Are you doing enough to support your employees' mental health and wellbeing?

If you have questions about any of the above, contact us for a 15 minute obligation free chat.

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