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EMPLOYMENT ESSENTIALS – COMPLIANCE CHECKLIST 2025

☐ **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?
- Does your confidentiality clause comply with pay secrecy laws?

☐ **Independent Contractor Agreements:**

- Have you properly classified your relationship with employees/contractors?
- Do you have compliant 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, the right to disconnect and other 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, discrimination and WHS - including psychosocial hazards?

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☐ **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 - including for psychosocial hazards?
- Do they comply with the laws in each state that you operate?

☐ **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?

☐ **Parental Leave:**

- Do you have a Parental Leave Policy and do you understand your obligations regarding paid and unpaid parental leave?

☐ **Flexible Work Arrangements:**

- Do you have a Flexible Work Arrangements Policy and do you understand your obligations?

☐ **Employee Wellbeing:**

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

Any questions, please let me know.

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