



HR Toolbox Subscription

In running your own business, you need to ensure that you have all the right tools to meet compliance with WHS as well as Fair Work standards. EastCoast Human Resource Group recognises that small businesses do not have the resources to engage a qualified full time human resource professional to manage the administrative aspects of their business so we have created the **HR Toolbox** for your convenience!

When you select the **Standard Toolbox** you have the choice of including any of the additional **Optional Extras** without committing to the **Premium Toolbox**. Items from the **Optional Extras** can also be added to the **Advice Hotline Standard** or the **Advice Hotline Premium** as a value-add.

STANDARD TOOLBOX

Fully customisable:

- Template Employment Forms
- Template Employment Contract
- Template Employee Policy Handbook
- Template Induction Checklist
- Template WHS Manual
- Copy of the latest, relevant award, Fair Work Information Statement and super choice form
- Bi-monthly newsletter or news flashes.

This package is suitable for start ups or businesses with less than 10 employees looking to meet compliance standards.

Your Investment:
\$750 plus GST

PREMIUM TOOLBOX

- The **Standard Toolbox** offering
- Additional customisable Employment Contract
- HR Audit and Gap Analysis
- WHS Audit and Gap Analysis

This package is suitable for start ups or businesses with more than 10 employees looking to meet compliance standards.

Your Investment:
\$2,350 plus GST

OPTIONAL EXTRAS

- Employment Contract Customisation Service (per contract)
\$320 plus GST
- HR Audit and Gap Analysis
\$640 plus GST
- WHS Audit and Gap Analysis
\$640 plus GST

When any of these Extras are bundled with the Advice Hotline Standard or Advice Hotline Premium a 10% discount applies.

DISCLAIMER: Please be advised that EastCoast HR Group makes every effort to ensure the accuracy of all documentation and information provided but do not accept liability for any errors or omissions.