



## Your HR Toolbox

EastCoast Human Resource Group recognises the needs of small business. Not every business owner has the capacity or need to either employ a qualified, full-time Human Resource professional, or to engage external Consultants to support the HR function within their business. Enter "Your HR Toolbox".

Our team of professional Consultants have banded together to provide you with a toolkit of template forms and documents to help you manage your staff effectively and comply with employment legislation.

As a subscriber to the HR Toolbox, you will be continually updated in line with current legislative changes.

### The Toolbox includes:-

#### Fully Customisable

- Template Employment Forms
- Template Employment Contract
- Template Employee Policy Handbook
- Template Induction Checklist
- Template WHS Manual
- Bi Monthly Newsletters or newflashes
- Copy of the NES, relevant award, Fair Work Information Statement and super choice form.

Your  
Investment:  
**\$750**  
plus GST per  
annum

### Optional Extras

- |  |                    |
|--|--------------------|
| • Employment Contract Customisation Service (per contract) | \$ 320.00 plus GST |
| • HR Audit and Gap analysis                                | \$ 640.00 plus GST |
| • WHS Audit and Gap analysis                               | \$ 640.00 plus GST |

*Ask our team about bundling your Practical HR Solutions - you can add the "Your HR Advice Hotline" (priced on Standard Support option) for a combined low price of \$1,107.00 plus GST enjoying a 10% discount.*

Please be advised that EastCoast Human Resource Group makes every effort to ensure the accuracy of all documentation and information provided but cannot accept liability for any errors or omissions.

The initial toolkit price covers the copy of 1 (one) only Modern Award. Should additional awards be applicable to your business, additional charges may apply. Schedule of fee's available on request.