



## INFORMATION REQUIRED FOR COMPLETION OF COMPLIANCE PACK INCLUDING EMPLOYMENT CONTRACTS

To enable our consultants to draft a first draft contract and policy/procedures specific to the needs of your organisation, please complete the below form, scan and email to [irdocs@irassist.com.au](mailto:irdocs@irassist.com.au) or fax to 07 3268 6683. Thereafter we will contact you to discuss and finalise.

Information Required	Your Responses
<b>General Information:</b>	
1. Company/Employer Name <i>(Please indicate if Pty. Ltd. or not)</i>	
2. ACN/ABN	
3. Address of workplace – including State and postcode	
<b>Employment Contract Information:</b>	
4. (a)Types of work to be covered by agreement (provide position titles and descriptions if you have them). If you don't have a position description we suggest you draft one – the contract provides for a position description to be appended to the contract as a Schedule.  (b)Please include the Award classifications of each position to be covered – for Award covered employees (if Award free – indicate this). If you don't know the answer to these issues please indicate that and we will contact you to discuss.	
5. Are employees full-time, part-	

<p>time, casual. Please specify which positions are employed as which type of employee.</p>	
<p>6. What are the Ordinary Hours of work (ie. 9am-5pm M-F). If different for different positions - specify</p>	
<p>7. Do you currently pay an hourly rate (ie. \$15 per hour) or an annualised salary (ie. \$35,000 per year)?</p> <p>Please provide full details of the remuneration paid, including any bonuses, commissions or other matters contributing to remuneration</p>	
<p>8. If you pay an hourly rate - do you pay an ordinary time rate and a separate rate for overtime, weekend work (ie. an ordinary rate plus Award overtime rates based on the ordinary hourly rate you pay) or just a one-off rate for all hours worked whenever they are worked?</p> <p>If so please describe.</p>	
<p>9. If you pay an annualised salary does it compensate for working overtime/weekends – or just for ordinary hours?</p>	
<p>10. Allowances – Do you pay any specified allowances (ie. meal allowance, first aid allowance etc) – or are all allowances compensated for by the hourly rate or annualised salary paid?</p>	
<p>11. Annual Leave Loading – do you pay annual leave loading when</p>	

<p>an employee takes annual leave or is it compensated by payment of the hourly rate or annualised salary?</p>	
<p><b>12. Meal and Rest Breaks</b></p> <p>Lunch breaks - Normally between 30 and 60 mins as directed by the employer. What do you do?</p> <p>Rest breaks – what rest breaks do you provide?</p>	
<p><b>13. Where will the work be performed – ie. your premises or various locations?</b></p>	
<p><b>14. How often are the employees paid?</b> <i>i.e. Weekly, Fortnightly, monthly</i></p>	
<p><b>15. How is the employee paid?</b> <i>i.e. Bank transfer/Cheque/Other method.</i></p>	
<p><b>16. Who does the employee report to?</b></p>	
<p><b>17. Anything else you think we should know about regarding the terms and conditions of employment for inclusion in the Employment Contracts?</b> <i>Please tell us here.</i></p>	
<p><b>Policy and Procedure Information:</b></p> <p><b>18. What is the reporting structure an employee should follow in the event of a complaint about discrimination or harassment for instance?</b></p> <p>Is it to a Manager first, then more senior person if not resolved?</p> <p>Please describe</p>	
<p><b>19. Some policies will require a second person to report complaints/issues to – or to investigate such complaints/issues to – as the complaint is about the</b></p>	

<p>person who is listed as the first report.</p> <p>Please provide a second report (if not done so in the previous question, for this purpose.</p>	
<p>20. The compliance pack includes the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• EEO, Discrimination, Harassment, Bullying</li> <li>• OHS Policy Statement</li> <li>• Email, Internet, Mobiles</li> <li>• Alcohol and Drugs</li> <li>• Induction procedure</li> </ul> <p>Our policies and procedures address most issues however the following issue is addressed variously in different workplaces:</p> <p>Regarding use of email, internet and mobiles at work – is the company practice:</p> <ul style="list-style-type: none"> <li>(a) No private use during work hours</li> <li>(b) Limited private use during work hours – if so what boundaries if any do you wish to include</li> </ul>	
<p>21. Are there any other specific issues regarding the policy and procedures referred to above which you think we need to know about?</p> <p>Please describe.</p>	