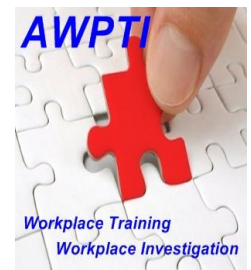


AUSTRALIAN WORKPLACE TRAINING & INVESTIGATION



How healthy is the HR & People Management in your business?

Is your business at risk?

Do you have policies, practices and procedures that minimise your exposure to claims and legal action?

Is your business compliant with Fair Work Regulations? Are you doing all you can to ensure you comply with your duty of care?

It's a fact; workplace litigation is on the rise and inadequate or out-of-date HR management can result in enormous unnecessary risk to your business regardless of how positive your employee relationships may seem right now.

By taking appropriately designed and implemented preventative action you can significantly reduce the risk to your business and save considerable time, money and resources.

AWPTI offers a 3 step "Health Check" designed to review your current positions and treat potential HR risks in your organisation.



Step 1: Review Your current position

Check the HR health of your organisation with the self-assessment. If you answer 'No' or 'Unsure' to any of the questions, contact AWPTI now to book your complimentary consultation, don't risk expensive and damaging employee claims, and penalties of up to \$54,000 for breaches of the *Fair Work Act*



Step 2: AWPTI customised HR Health check

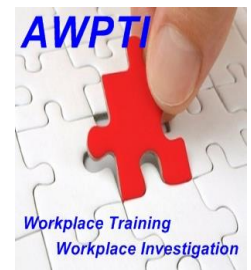
Take advantage of a complimentary and confidential HR consultation with AWPTI conducted at your business (valued at \$250).



Step 3: Take ACTION

Work together with AWPTI to implement an action plan ensuring the quality HR Health and Risk Management of your organisation, now and in the future!

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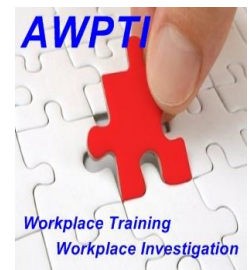


HR Health check - Review:	Yes	No	Unsure
Are you confident that your HR/People Management policies, practices and procedures meet legislative and regulatory requirements and do not expose the organisation to risk?			
Are your company's critical HR policies and procedures (Bullying; Harassment; Discrimination; Sexual Harassment; Dismissal; Discipline; Grievance Resolution; Flexible Working Arrangements; Parental Leave; OH&S and Recruiting) up to date and compliant with legislation including the Fair Work Act & the Anti-Discrimination Act?			
Are you confident that your Social Media policy is up to date and limits your exposure to litigation and unfair dismissal claims should action need to be taken in regard to the misuse of Social Media?			
Do you have effective and up to date Training Programs to ensure that all managers and employees are aware of their responsibilities with regard to critical HR policies, practices and procedures?			
Do your Investigation policies, procedures & practices facilitate professional and timely investigations that ensure procedural fairness and minimise the risk of successful unfair dismissal claims or litigation that can lead excessive costs to the business?			
Do your Dispute/Grievance Resolution policies and procedures promote dispute resolution and minimise the risk of Bullying, Harassment, Sexual Harassment and Discrimination claims and the possibility of litigation and extensive legal and other costs?			
Do your managers; Understand what reasonable management action is? Have a good grasp on complaint handling Have effective performance management strategies & practices			
Are your WHS practices up to date & legally compliant? Do they minimise the risks of claims against your company?			
Does your company have Code of Conduct , policies, practices and procedures and Employment Contracts in place that clearly outline management and employee responsibilities in the areas of email and internet usage, social media, usage of company property & resources, company representation, confidentiality and intellectual property, thereby minimising your exposure to unfair dismissal claims?			

Principal: Phil O'Brien

Mobile: 0409 078 322/ Email: enquiries@awpti.com.au Web: www.awpti.com.au

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Is there an effective Performance Management program in the company? Does it minimise the risks associated with poor performance, excessive turnover and high absenteeism ensuring procedural fairness in the case of dismissal and minimising the risk of successful unfair dismissal actions against your company?			
Does your company have effective Recruitment and Retention Strategies ? Do current practices increase the likelihood of hiring and keeping the best possible candidate for any vacant positions.			
Does your company have on-going, up to date and cost effective HR that supports the business and ensures practices & procedures are legally compliant minimising risk?			

If you answered 'No' or 'Unsure' to any of these questions, contact AWPTI now to book your complimentary consultation

enquiries@awpti.com.au or 0409 078322

www.awpti.com.au