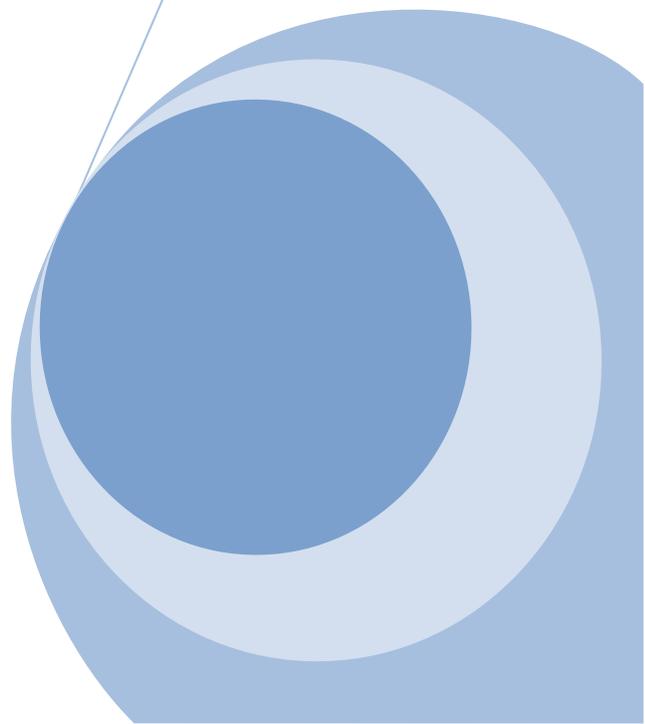


Delivering HR solutions
that drive better business results

HR For Small Business

We manage your risk

Best practice HR Solutions for organisations not big enough to have their own in-house HR specialists.



About electAssociates:

electAssociates was founded in 2004 with an exclusive focus on small to medium enterprise clients. The principle Bert Franzen has in excess of 30 years HR experience. We have broad industry expertise including information technology, travel, construction, steel manufacturing, heavy transport and retail.

Our scope of service addresses all **people** related requirement, including HR systems, employment contracts and enterprise agreements, work health and safety systems, Environmental Management Systems, employee share scheme, fair work commission representation and Outsource Managed Services.

electAssociates
Suit 1 Level 2
828 Pacific Highway
Gordon, NSW 2072
T: 1300 551 632 F: 80886725
www.electassociates.com.au
contact@electassociates.com.au



We Manage Risk

For small business, HR is always going to be one of those areas that you'll get to tomorrow. Unfortunately, as we know, "tomorrow never comes" resulting in you, your managers and business being put at risk.

It just takes one employee to challenge you on an unfair dismissal, harassment or bullying claim and your annual profit potentially goes out the window.

The idea behind our service therefore is to minimise your risk regarding a whole range of potential exposures.



What We Do

We become your HR Department. No contracts, no annual fees, only pay for the service when you use it.

electAssociates provide small business with best practice HR Solutions suited to those organisations not big enough to have their own in-house HR specialists but still in need of high quality best practice HR Systems.

Our service portfolio is specialized in supporting the employer with a comprehensive range of HR functions that address the entire HR lifecycle from workforce planning, position needs analysis, acquisition, retention, compensation management, governance, work health & safety, legislative compliance, succession planning, merger/acquisition staff integration, employee audits & performance management, through to exit management and outplacement.



Our typical client will not need all these services at once. Accordingly, we have structured our delivery model so you can pick and choose to meet your immediate needs. Whether you require assistance in developing HR Policies and Procedures, executing a HR Risk Audit, implementing a Work Health & Safety system, Performance Management or need help developing and maintaining an Employee Share Scheme, electAssociates is the best and most cost effective choice!

Visit www.electassociates.com.au or our [Workplace Relations Blog](#) which provides a range of employment related discussions.

How We Do It?

When you engage electAssociates', we immediately undertake the following:

- ➔ Compliance Audit by way of Initial Situation Analysis and Risk Assessment.
- ➔ Preparation and delivery of comprehensive Staff Handbook outlining the company's Policies and Procedures.
- ➔ Prepare Work Health & Safety Systems to suit the business.
- ➔ Prepare Environmental Management Systems to meet your requirements
- ➔ Review and amend all employment contracts and service agreements to ensure alignment with statutory requirements and protection of company assets.
- ➔ Work with executive to ensure succession planning.
- ➔ Manage all staff related employment matters.
- ➔ Work with executive to develop and implement Performance Management strategies ensuring all staff are engaged and meeting expectations.



In short, we **free up the business owners** to focus on **growth and profits** while we focus on the rest.

We're Unique:

What makes us different? Our methods and approach focus exclusively on working with small business. Our approach can be summarised as follows:

- ➔ No nonsense, Honest and Personal
- ➔ Efficient, Easy and Cost effective
- ➔ No lock-in contracts
- ➔ Strong Industry Knowledge
- ➔ Service Focused; backed by Legal Expertise
- ➔ Over 30 years HR Consulting experience
- ➔ Exceptional employee relations background
- ➔ On call legal and general advice as and when required.
- ➔ We strive to understand your business.



Service Scope

We provide the following services to our many clients:

Compliance Audit

Ignorance is not an excuse. It is important that your business comply with the mandatory employment conditions stipulated under the relevant Acts and modern award/s that govern your workplace. The purpose of the Compliance Audit is:

- To review the work environment in order to identifying which modern awards govern the workplace, and
- Identify areas of non-compliance including likely gaps that exist within employee's terms of employment and the organisation's policies and procedures.



A report is provided outlining the gap, risk and offers recommendations for resolution.

Policies and Procedures

From a HR perspective it is essential that the employer provide their employees with a set of up to date policies and related procedures that stipulate how various employee related issues are to be managed.



This Service:

- Delivers a comprehensive set of Policies and Procedures via our e-Learning system
- Policies and Procedures are aligned to your business strategy and culture
- Contributing to the smooth operation of the business, and
- Plays a critical role in limiting the company's exposure to legal challenges from employees and contractors.

Small business is exposed to a range of workplace scenarios including unfair dismissal, discrimination, bullying, mental health challenges, equal opportunity and WH&S.

It is imperative therefore that the executive, management and employees have access to a clear framework that defines mechanisms to be followed should these situations arise. The ability to demonstrate the existence of appropriate policies and procedures are typically looked upon favourably by the Commissioner or Courts.



As part of the implementation, this service also provides a workshop for all workplace managers and supervisors.

Employment Contract Development

The terms that govern the employer/employee relationship is determined by the employment contract or in some cases the Enterprise Agreement. As the employee's position changes over time or, as importantly, as the workplace legislation changes, the employment contract will need to be updated to reflect the change scenario.

Most employers are surprised to discover that they can be so out of touch with their own employment contract/s that they may in fact be in breach of their own provisions and in so doing have significantly increased their risk.

Our contract development service involves the complete review of all existing employment agreements. More importantly however, we aim to align the contract against the unique business needs to ensure optimum operation and may involve the negotiation of an Enterprise Agreement.



Recruitment Service (Internal)

Recruitment Agencies are just too expensive and unreliable for Small Business to depend on. Through our internal recruitment services we set up and manage the systems for our client as an internal recruiter. You may choose to self manage the system or continue allowing



electAssociates to act as your representative. It is our experience that the results are very much better and the cost is about one third of using a recruitment company

We are expert in enabling self-managed affordable internal recruitment processes and systems that enable our clients to manage their own recruitment as if you had a permanent "internal recruiter" working for you.

When our clients elect to engage electAssociates we guarantee service, focus and professionalism. The primary benefit to our clients of using electAssociates as your internal recruiter, is that we do all the work and delivery of a shortlist of consistently high calibre candidates, manage reference checks, inductions, contracts negotiations etc and post placement follow-ups. If you chose to self-manage the system, we will undertake formal training as part of the handover back to you.

Our extensive industry knowledge and experience ensures that we bring speed, accuracy and consistency to the hiring process.

Work Health & Safety Compliance



As part of our HR service portfolio, we have developed a specialist skill in creating WH&S systems that meet the unique requirements of small business. We are certified WH&S Auditors and work closely with our clients to ensure a safe work environment for everyone.

When clients elect to engage electAssociates we work closely with them to ensure safety systems are functional but relevant to the needs of the business. The primary

benefit to our clients is that the system is implemented via our e-Learning portal ensuring that it is available to everyone.

Our extensive WH&S knowledge and experience ensures that we bring common sense, applicability and consistency to the WH&S development process.

Environmental Management Systems

Today it is common for buyers to mandate that their suppliers demonstrate compliance with international and local environmental standards. Our environmental Management systems are designed to meet your businesses needs and comply with ISO14001 environmental management standards.



Compensation Review/Incentive programs

In order to attract and retain quality employees it is imperative that the business is able to provide employees with a remuneration plan that is competitive in the market. Our compensation review service entails us undertaking a detailed analysis of existing remuneration plans & structures providing a comparative market analysis. We offer competitive strategies including employee share schemes and incentive programs.



Pay too much and your reducing your profit; too little and you lose staff. By developing the ideal mix, of incentives and benefits; staff retention and profits are both optimised.

Workforce Planning

It is our experience that the business executive is so busy managing the day to day operations that over time they have lost touch with the structure and make-up of the workforce that drives their success. Our service aligns current and future business strategy to existing workforce identifying areas of strength, weakness and overexposure.



Risk points are identified and recommendations made.

Employee Relations

Our employee relations services address a number of employee/management related scenarios. These include:

- Develop Talent Management programs
- Facilitating investigations into employee related issues including health and safety, dishonesty, claims of harassment, discrimination or bullying, etc.
- Assisting in the design, development and implementation of skills assessments, gap analyses and development plans for individuals and /or departments



- Providing targeted performance "coaching/mentoring" for employees and managers.
- Employee morale satisfaction surveys and analysis.
- One on one employee counselling services.
- Meeting facilitation of group management meetings to ensure optimum output.
- Assisting in the development and implementation of employee communications programs.
- Conducting employee exit interviews as well as turnover and retention surveys and audits.

Performance Management

Today more than ever management needs to be able to monitor the performance of all their staff. Properly undertaken, performance management provides a constructive and exciting opportunity for staff to develop an appreciation of their strengths whilst at the same time offered opportunities to address their weaknesses.



Most executives are too busy to properly undertake performance reviews and tend to see the process as an inconvenience for which they have too little time.

So, let us take Performance Management off your hands. We provide formal Performance appraisals which are an essential component in staff satisfaction, productivity optimisation and provide the foundations to minimisation risk should it be necessary to terminate the services of underperforming employee.

Legal Expertise

Should one thing lead to another and you find yourself in need of legal expertise, than electAssociates can help you. We our associates are expert in all matters pertaining to Employment Law.



We have extensive experience in protecting our client's against unfair dismissal and general protection claims in the Fair Work Commission and the Federal Court of Australia..

Obligation Free Quote

Where ever possible we will provide you with a **fixed price quote** for the services we offer. So, why not give us a call. We'll buy the coffee and let's have a chat; you will never know unless you give it a go.