

Smart HR Pty Ltd

Staff Handbook

SAMPLE

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Staff Handbook

SECTION 1: Overview of this Handbook

1.1. Your Staff Handbook

What is this Handbook for?

This Handbook:

- has been prepared for your information; and
- outlines various practices, policies and procedures that affect all staff — we believe they are fair and are necessary for our organisation to run efficiently.

You can use this Handbook to find out about the practices, policies and procedures that apply to you when you work at Smart HR Pty Ltd.

Where is the definitive version kept?

The definitive version of this Handbook is kept in my office. This means that if you are not sure whether the copy of the Handbook you have is up-to-date, then you should check with Danni Kirwan, MD, who is our Handbook Manager.

What is in the Handbook?

The Handbook is divided in to 7 Sections:

- SECTION 1:** contains an overview of this Handbook
- SECTION 2:** contains background information about Smart HR Pty Ltd
- SECTION 3:** explains a number of our working practices and rules including our code of conduct.
- SECTION 4:** explains what staff receive in the way of leave and public holidays
- SECTION 5:** sets out our procedures and policies about equal opportunity and dealing with harassment and bullying.
- SECTION 6:** sets out procedures and policies about dealing with grievances, discipline, misconduct, absence and poor performance.
- SECTION 7:** contains a set of useful forms.

Comments, questions, improvements?

We welcome your comments and questions.

If you have any questions or comments about this Handbook or the policies or procedures in the Handbook, then please contact Danni Kirwan, MD.

1.2. Effect of this Handbook

All employees are employed under a contract of employment. In most cases, the contract will be a written contract of employment or a set of terms and conditions of employment. In some cases, the contract may just be verbal or implied by law. Whatever the case, your contract of employment is referred to in this Handbook as "**your Contract**".

To fully understand your rights and obligations, you need to read the Handbook carefully – and alongside your Contract if it is in writing. If your Contract is in writing, then you need to keep it for future reference – and access the Handbook when you need to.

You must comply with your Contract. You also have a duty to observe the working practices set out in this Handbook as lawful and reasonable directions of your employer. If you do not comply with the working practices set out in this Handbook, then you may be subject to disciplinary action under the **Disciplinary Procedure and Sanctions Policy**.

However, neither this Handbook, nor the policies and procedures within it, are incorporated as terms of your Contract. In other words, they do not form part of your Contract.

Your terms and conditions of employment may also be set by an industrial instrument, including:

- an individual employment agreement (which could be described in several different ways),
- an enterprise agreement, transitional instrument (or something similar), or
- a Modern Award.

We reserve the right not to follow any particular provision in this Handbook — unless it is a statutory entitlement, in which case we will comply.

1.3. Changing this Handbook

The Handbook will be kept under review, and will be changed and updated from time to time to reflect changes in the law and best practice. Sometimes we may need to change the Handbook at short notice to comply with changes to the law.

If we do change the Handbook, then we will let you know by giving general notice to members of staff.

It is your responsibility to ensure that you are aware of your obligations as they apply from time to time.