
Workplace 360° Compliance Review Tool

At Bartlett Workplace, we have over 30 years' combined experience advising employers on their legal obligations and industry best practice.

That experience has shown us two key things:

1. Every element of a human resources' workplace compliance system needs to work together to be truly efficient and compliant; and
2. A human resources and workplace compliance system is only ever as strong as the skills of the people implementing it.



People issues and achieving alignment across the business is critical to your success in achieving your aims and in successfully managing any risks/issues. It is important to understand that developing and embedding the right culture and the right structure and support for the People Managers is not an easy process and requires determination and resilience from the leaders for a number of years. Many of the elements Workplace 360 looks at, are fundamental to putting the right foundations in place and setting up a business to go from 'strength to strength' which will future proof the business for decades to come.

Our **Workplace 360° review** ensures every element in your human resources and workplace compliance system works together and that your people have the knowledge and skills needed to effectively implement it.

As part of this package we do a 360 degree overview of policies, contracts, guidelines, enterprise agreements, employee and contract agreements, workplace complaints and investigation processes along with an assessment of management capability and training needs and work collaboratively with you to develop a comprehensive system to ensure your business has 'best practice' foundation documents, systems and management capability to maximise productivity and minimise costs.

We will then structure a comprehensive training programme to ensure your people have the knowledge and skills needed to effectively implement and use the system to drive productivity, ensure compliance and avoid costly and distracting disputes. This can include face-to-face training, online education, or a blended solution as appropriate to your needs.

Teams are provided with and taught how to properly deploy implementation documents including guidebooks.



Workplace 360° Review will look at:

1. Human Resources Policies/Procedures/Compliance Systems including Management Guidelines and Templates Review

- **Conduct a Review** all existing policies/procedure frameworks/management guidelines and advise you on any issues/areas for improvement identified and recommend remedial action.
- **Development** of policies/procedures/management guidelines in the context of promoting a 'One Agency' approach and the drive to continuously improve revenue and productivity. The correct 'best practice' structure is also a critical risk management issue.
- **Complaints/Grievances** Review of all your standard documents used for lodging complaints/grievances along with any procedures/guidelines followed in resolving grievances/complaints. and advising you on any issues/areas for improvement and recommended action.
- **Conduct a Review** of your **Workplace Investigations** process and capability.
- **Review of your Compliance Systems Guidelines and Templates** including, managing employee performance and conduct (behaviour); and managing ill and injured employees.
- **Review and Development of Compliance Systems for employees** engaging in and education systems for employees on: Workplace Bullying; Sexual Harassment; Privacy; Workplace Health and Safety; EEO; and Internet and Social Media.
- **Conduct a review** of your organisations Culture, Values and Behaviour framework and the way these are managed within the organisation.
- **Conduct a review** of your organisation's **Productivity drivers** and barriers and advise you on any issues/areas for improvement identified and recommend remedial action.
- Develop and provide comprehensive **education/training** and tool kits to support your managers and leaders to successfully implement new frameworks and to provide your managers and people leaders the best skills, knowledge, and confidence to manage their teams effectively and equitably.

2. Legal Compliance –/Best Practice in Respect of Employees and Review of Employment Contracts and Legislation on Modern Awards Compliance

- Conduct a review of award application and award/legal compliance issues (if any), and advise you of any issues and recommended, if necessary, remedial action.
- Draft of new template employment contracts per classification of employee and discuss with you options for different style of agreements including for different level of employees.
- Provide general advice on practical implementation of variations to employment contracts, including identifying likely areas of contention such as variations to post-employment restraints.

3. Best Practice in respect of Engagement of Independent Contractors and Review of Independent Contractor Agreements

- Conduct a review of existing engagement and management practices including existing independent contractor agreements, and advise you of any issues and recommend, if necessary, remedial action.
- Prepare, recommended variations to independent contractor agreements and/or suggested new template independent contractor agreement(s) depending on the extent of any compliance issues identified through the Workplace 360° review.
- Provide general advice on practical implementation of variations to independent contractor agreements.