

Order Form

Human Resources Manual

Order Form - Human Resources Manual

The building and construction industry is extremely complex. Not only do you need to contend with the complicated process of building and its numerous laws and regulations, but you are responsible for the day to day management of your employees. The manual has been designed to assist you to develop policies and procedures on key aspects of human resources management.

Contents:

- Using this Human Resources Manual
- Employers and employees covered by the Federal Fair Work Act 2009
- The Federal Government's industrial relations changes
- Recruitment
- Induction
- Leave
- General protections and discrimination, harassment and bullying
- Record keeping
- Privacy
- Dealing with unions
- Performance management
- Confidentiality of information
- Discipline and termination of employment
- Further Victorian legislation
- Drug and alcohol policy
- General standards and practices

		Price (incl. GST)	Quantity	\$ Amount
Hardcopy (A5 binder)	Member	\$350 - inclusive of postage & handling	_____	_____
	Non-Member	\$500 - inclusive of postage & handling	_____	_____

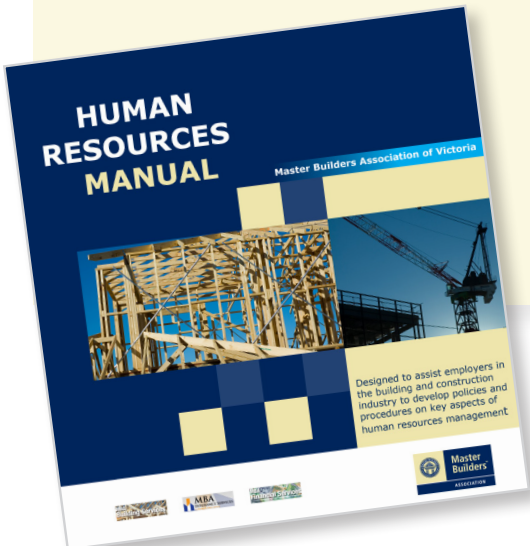
MBA Member Account Cheque Visa MasterCard

Name on Card: _____

Credit Card No _____ Expiry Date _____

Signature: _____

Date:	_____
Member No:	_____
Company name:	_____
Contact name:	_____
Delivery Address:	_____
Telephone No:	_____



FAX ORDER TO: (03) 9411 4592
EMAIL TO: nsmith@mbav.com.au

