

# Creating an employee handbook takes time, money and HR expertise. We've done the hard work for you!



An employee handbook is a valuable document which outlines the policies and procedures for all employees in your business.

## What options are available?

- ✓ Editable employee handbook
- ✓ Editable policies referenced in the employee handbook
- ✓ Educational policy videos for your employees
- ✓ Regular updates when legislation changes - what you need to update and when

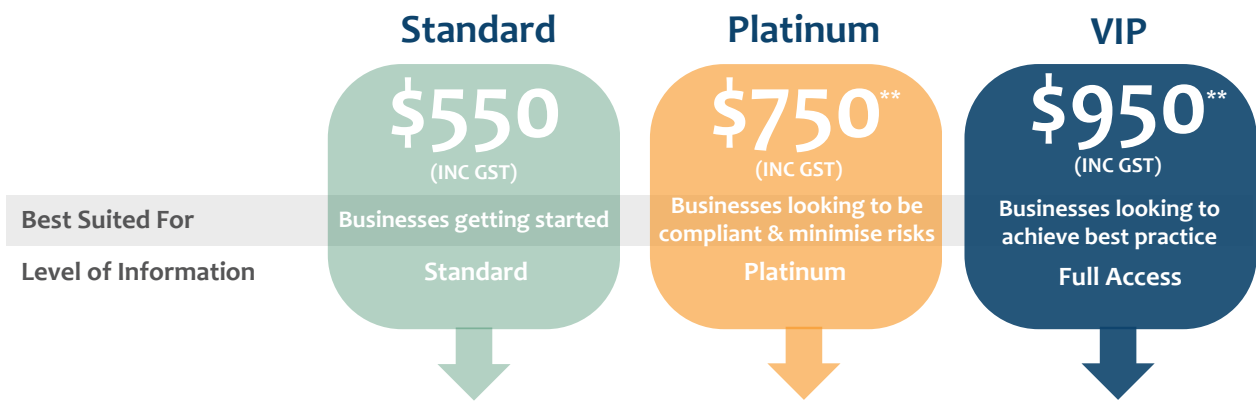


## Which package would suit my business?

Our Employee handbook packages cater for all industries and organisations of varying size and scale. These can be tailored to suit your specific needs. Below is an overview of our options.

### MEMBERSHIP PACKAGE

What's Included?



#### INCLUSIONS

Inclusion	Standard	Platinum	VIP
Customisable employee handbook (no policies)	✓	✓	✓
Customisable policy documentation referenced in employee handbook		✓	✓
Educational policy videos for employees			✓
Alerts, HR Updates & The Source with the latest HR news		✓	✓
The Source with the latest HR news	✓	✓	✓
12 months of policy & video updates		✓	✓

\*\* \$150 per annum after first 12 months      \*\* \$200 per annum after first 12 months