

# Employment and Workplace ++ Relations Services Guide



## *Practical and tailored solutions*

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Murfett Legal has a specialist employment and workplace relations team focused on delivering timely, practical and cost-effective solutions tailored to suit your business.

We advise on all aspects of employment and workplace relations law including:

- Industrial relations
- Employment
- Human Resource (HR) matters
- Safety and workplace training

Our expertise covers all facets of employment and workplace relations, ranging from drafting employment contracts, to providing termination of employment advice, advising on redundancies and restructures, solicitation of clients, workplace investigations, bullying and harassment claims and performance management.

We provide advice in relation to, and representation at, conciliations, mediations, conferences and hearings across all State and Federal industrial tribunals including the Fair Work Commission, the Western Australian Industrial Relations Commission, the Federal Circuit Court and Federal Court.

We predominantly work with SME's, private companies, family businesses, partnerships, councils, boards, business owners, senior executives and company directors.

Specific employment and workplace services we offer include:

- Employment contracts
- Workplace policies & procedures
- Termination of employment advice



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- Performance management
- Restructures & redundancies
- Workplace training & compliance
- Unfair dismissals
- Workplace investigations
- Union related issues (such as right of entry)
- Industrial/employment dispute resolution
- Discrimination & bullying
- Adverse action & general protections
- Restraints of trade
- Workplace culture & transition

## HUMAN RESOURCE MANAGEMENT AND WORKPLACE POLICIES

We provide advice on all aspects of employment law and human resource management including the development of practical and up to date policies and procedures for employers. We can conduct, or advice on, workplace investigation (whether conduct related or safety).

## WORKPLACE CONTRACTS AND POLICIES

We review, negotiate and draft employment contracts, restrictive covenants, confidentiality agreements, remuneration packages, settlements, return to work arrangements and termination of employment letters and documentation.

## PERFORMANCE AND DISMISSAL

We advise on performance management, performance reviews and bonuses.

## DISCRIMINATION AND EQUAL OPPORTUNITY

We draft effective equal employment opportunity and anti-discrimination policies and prepare responses to complaints and claims, mediating and providing representation in relevant jurisdictions when necessary.



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## INDUSTRIAL RELATIONS

We develop and update employment contracts, enterprise agreements, employment policies, legislative compliance and procedures manuals.

## OCCUPATIONAL SAFETY AND HEALTH

We provide practical advice on compliance in all occupational health and safety matters, including investigations and prosecutions.

## DISPUTE RESOLUTION

We provide mediation services and representation in all Federal and State jurisdictions.

Contact us on +61 8 9388 3100, visit our website [www.murfett.com.au](http://www.murfett.com.au) or email our Employment Law & Workplace Relations Partner:

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