

We all get that we need strong safety management systems in place; we get that our business needs to ensure its financial sustainability; however, few business owners/managers understand the very real implications from being under-informed when it comes to managing the most important asset we have... the right employees.

HR BizBitz is a human resource management system that offers a way to increase the understanding you need when it comes to employee management and compliance and to minimise the risks that surround the 'people stuff' of your business.

HR BizBitz makes it easy, so employees know:

- ⇒ what they need to do;
- ⇒ when they need to do it; and
- ⇒ the best way to do it!

HR BizBitz makes it easy for you to:

- ⇒ improve performance across the board
- ⇒ effectively manage the disciplinary process
- ⇒ effectively set expectations for your staff
- ⇒ launch great policies & procedures that work

Applying HR BizBitz to your business will ensure your employees know what to expect as outlined in the policies; procedures to show what needs to happen; and easy-to-use forms... what could be easier!

HR BizBitz is a simple transparent method of generating your policies, procedures and forms. All you need to do is complete the registration process, enter your payment details and the documents will be customised to your business.

HR BizBitz means you:

- ⇒ have a complete personalised HR library of policies, procedures and forms in Word and PDF
- ⇒ receive documents you can start using TODAY
- ⇒ have help desk support for your first 30 Days
- ⇒ receive updates for the first 180 days after your purchase
- ⇒ can take up an annual subscription after the initial 180 days.

FAQs

1. What makes HR BizBitz different to other products in the marketplace?
 - Full set of documents available for download in Word/PDF on the day of purchase
 - HR library of policies, procedures and forms personalised to your business
 - Help desk support for the first 30 days
 - Any updates to legislation in the first 180 days provided free
 - Annual subscription available after initial 180 days
 - Easy registration and payment process
2. Does our logo display on the documents?
 - During the registration process, you are asked to upload a .jpg of your logo which will then appear on page 1 of each separate document.
3. How do I receive HR BizBitz?
 - Once the registration process is complete and payment is confirmed, you will receive an email the same day with a link to your complete HR template library of policies, procures and forms. You then download your documents by clicking on the link.



CREATING
EMPLOYERS
OF CHOICE

Akyra Strategy & Development

T_ +61 7 3204 8830

E_ admin@akyra.com.au

W_ www.akyra.com.au

- You will also receive a tax invoice receipt.
 - If you do not receive your email with the link on the day of purchase, contact Akyra on admin@akyra.com.au so we can follow up on what the problem might be.
4. What if the policies or procedures don't reflect what we do at our business?
- The complete HR template library of policies, procedures and forms is provided in Microsoft Word, so you can edit wherever you like to reflect your business practices.
 - However, it might be worth checking with Akyra first to make sure your business practice is compliant with legislation.
5. What happens if legislation changes?
- If the legislated change occurs in the first 180 days after purchase, Akyra will provide a revised document that reflects the legislated change.
 - If the legislated change occurs after the first 180 days, there are two options for you to consider:
 - i) Update the Word format document yourself to reflect the legislated change;
 - ii) Subscribe to HR BizBitz support and Akyra will, without any further action from you, provide updated documents to reflect the legislated changed.
6. Is it possible to buy just the policies or procedures or forms?
- Not at this stage
7. Is payment via Akyra® secure?
- Yes. Our payment service provider is eWay, a leading payment service provider that takes payment on our behalf. The Akyra website (www.akyra.com.au) is protected by an SSL certificate which means the site and transactions are secured behind an encrypted certificate.
8. Is HR BizBitz applicable anywhere in Australia?
- HR BizBitz has been drafted to comply with Australian laws. However, we strongly recommend you obtain independent advice to ensure the document fits your particular legal requirements as there can be differences in State and Territory laws. After purchasing one of our documents, you can make many changes yourself to meet any such requirements.
9. Disclaimer
- Akyra is unable to advise you whether any of our documents are appropriate for your particular circumstance. We strongly recommend you get professional advice to ensure you have the correct documentation in place. Purchasing one of our documents can be a good starting point for any further discussion with a relevant professional.



CREATING
EMPLOYERS
OF CHOICE

Akyra Strategy & Development

T_ +61 7 3204 8830

E_ admin@akyra.com.au

W_ www.akyra.com.au