

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... your employees.

An employee handbook can create the foundation of employee performance and help protect your business against potential lawsuits, or it can be a document that confuses employees and makes it virtually impossible to maintain your legal defences. It all depends on how well it's written and used.

So, it's important you are proactive and not reactive when dealing with employee handbooks.

The Akyra HR Employee Handbook is a simple transparent method of generating a comprehensive Employee Handbook. All you need to do is complete the registration process, enter your payment details and the documents will be customised to your business.

Akyra's HR Employee Handbook includes:

- ⇒ vision, mission & values;
- ⇒ the employee information;
- ⇒ business environment;
- ⇒ policies covering code of conduct, workplace behaviours, privacy, grievance, dispute & resolution, workplace health & safety, fit for duty, leave, performance improvement, social media & communications; and
- ⇒ employee declaration.

FAQs

1. What makes Akyra's Employee Handbook different to other products in the marketplace?
 - Full set of documents available for download in Word/PDF on the day of purchase
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 the Employee Handbook?
 - 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 Employee Handbook template. You then download your documents by clicking on the link.
 - 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 don't reflect what we do at our business?
 - The complete HR Employee Handbook template 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.



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EMPLOYERS
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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 Employee Handbook support and Akyra will, without any further action from you, provide updated documents to reflect the legislated change.
6. Is it possible to buy just the policies?
 - 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 the HR Employee Handbook applicable anywhere in Australia?
 - HR Employee Handbook 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. What do I do if we need different wording for our business or the formatting isn't working properly?
 - HR Employee Handbook has been provided to you in both Microsoft Word and PDF formats. You can make any changes you like to the wording or the formatting in the Word document and then save it as a PDF in that file name. You won't be able to make changes in the PDF document.
10. 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.



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