



# HR SUPPORT FOR YOUR BUSINESS

## IRiQ Law's HR Retainer

Running a business can be tough, and being across every single HR and employment law matter can be a challenge.

Help is available.



Previously known as the Employer Advice Line, we've **re-branded** and **developed** our personalised HR Retainer suite.

Why? Because one size does not fit all. Our HR Retainer options have been developed with you, the business owner, in mind. Your needs may vary, depending on the size of your workforce, and the type of industry you work in. Your location (and workforce make-up) may also impact on how you need to run your business.



## Choose from four flexible options



### My HR Support

Perfect for small businesses needing essential IR/HR support



### My HR Advisor

For growing teams' legal support and workforce strategy



### My HR Business Partner

Comprehensive coverage with deeper coaching and strategic implementation



### My Bespoke HR Associate

Fully customised retainer arrangement for your business needs

# YOUR HR SUPPORT INCLUDES



## My HR Support

Perfect for small businesses

**\$1,500 retainer per month**

(Retail value = \$2,231 per month)

- Two hours per month of Industrial Relations (IR) / HR and Legal Support;
- One Manager Training Program (Online or Face to Face) delivered to your management team on employment law, HR Obligations, and organisational policy application – to be delivered at a convenient time during the 12 month retainer period;
- Choose 4 Core Policy Templates from our Employment Handbook suite of policies;
- Employment Contract Templates for Award covered full time, part time, casual and fixed term employment;
- Access to an 4% discount off:
  - Hourly legal fees for work performed outside of the Retainer scope;
  - IRiQ Products;
- Access to our legislative Fact Sheets and Quick Reference Guides;
- Exclusive invitations to our invite only employment webinars.
- Access to a dedicated whistleblower complaints phone hotline for your employees.



## My HR Advisor

Perfect for growing teams

**\$2,500 retainer per month**

(Retail value = \$4,005 per month)

- Three hours per month of Industrial Relations (IR) / HR and Legal Support;
- One hour of HR Coaching and Support for Workforce Planning and Strategy;
- Two Manager Training Programs (Online or Face to Face) delivered to your management team on employment law, HR Obligations, and organisational policy application – to be delivered at a convenient time during the 12-month retainer period;
- Choose 8 core Policy Templates from our Employment Handbook suite of policies;
- Employment Contract Templates for Award covered full time, part time, casual and fixed term employment;
- Access to a 6% discount off:
  - Hourly legal fees for work performed outside of the Retainer scope;
  - IRiQ Products;
- Access to our legislative Fact Sheets and Quick Reference Guides;
- Exclusive invitations to our invite only employment webinars.
- Access to a dedicated whistleblower complaints phone hotline for your employees.

# YOUR HR SUPPORT INCLUDES



## My HR Business Partner

**\$3,500 retainer per month**

(Retail value = \$6,278 per month)

- Four hours per month of Industrial Relations (IR) / HR and Legal Support;
- Two hours of HR Coaching and Support for Workforce Planning and Strategy;
- Choose 12 Core Policy Templates from our Employment Handbook Suite of Policies;
- Employment Contract Templates as developed by IRiQ Law for:
  - Award covered full time, part time, casual and fixed term employment, and
  - Award/Agreement free full time, part time, casual and fixed term employment;
- Quarterly Manager Training Programs (Online or Face to Face) delivered to your management team on employment law, HR Obligations, and organisational policy application;
- Access to a 8% discount off:
  - Hourly legal fees for work performed outside of the Retainer scope;
  - IRiQ Products;
- Access to our legislative Fact Sheets and Quick Reference Guides;
- Exclusive invitations to our invite only employment webinars.
- Access to a dedicated whistleblower complaints phone hotline for your employees.



## My Bespoke HR Associate

Fully customisable for your specific business needs

We will create a Retainer arrangement that specifically addresses what you need: a bespoke offering for what your business needs. Contact us today!

## Policies available in IRiQ Law's Employment Handbook Suite of Policies include:

- ✓ Code of Conduct
- ✓ Anti-Discrimination, Harassment and Bullying Policy
- ✓ Confidentiality Policy
- ✓ Workplace Health and Safety Policy including Surveillance
- ✓ IT and Social Media Acceptable Use Policy
- ✓ Fitness For Work Policy
- ✓ Discipline and Termination
- ✓ Performance Management
- ✓ Family and Domestic Violence Policy
- ✓ Leave Policy
- ✓ Privacy Policy
- ✓ Grievance / Dispute Management Policy and Procedure



## Our commitment to you

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Priority response to your contact. We will respond to you within 4 business hours.

## Your commitment to us

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Minimum engagement of twelve months applies from the date of sign up.

## Terms and Conditions

- HR Retainer cost excludes mediation services
- Unused hours in a month will be banked and may applied to any ad hoc or project work over the term of the retainer while it is current
- Manager Training Programs are up to two hours in duration. Where delivered onsite (face to face) will incur a travel, and if necessary, an accommodation cost to cover expenses incurred.
- Business circumstances change:
  - Suspension of up the three months is available, subject to agreement; and
  - Early termination fees apply for the recovery of products provided during the active HR Retainer period.

# HR SUPPORT FOR YOUR BUSINESS

Confidential & Protected

IRIQ Law's HR Retainers are covered by Legal Professional Privilege for your peace of mind.



Get Started Today

Send us an email or call us to arrange an obligation free discussion