

EMPLOYER BEST-PRACTICE GUIDE

Moving towards best practice work processes can be confusing, complex and time-consuming. To better empower retailers to get there faster, and achieve legislative compliance, we have put together a simple best-practice guide for employers to mitigate the risk of non-compliance given the complexity of the workplace relations landscape.

1. Stay informed

To ensure your business remains compliant with the latest legislative changes, access our [comprehensive range of legislative resources](#). Also visit the [Fair Work Ombudsman \(FWO\)](#) and the [Department of Employment and Workplace Relations \(DEWR\)](#) to understand the implications of these changes for your business.

You can subscribe to FWO updates [here](#) or explore their website for more detailed information on recent legislative changes.

2. Develop, Implement, and Communicate Workplace Policies

Formulate comprehensive workplace policies that comply with the [Fair Work Act 2009 \(Cth\)](#) and [Workplace Health and Safety Laws](#) relevant to your State/Territory. Ensure these policies are communicated effectively to both new and existing staff members.

3. Revise Established Codes of Practice, Policies, and Employment Contracts

Regularly audit workplace policies to ensure they align with evolving workplace laws. Similarly, examine employment contracts to verify their compliance and or/interaction with recent legislative changes. Lastly, ensure that employee codes of conduct are consistent with current and emerging workplace laws.

4. Facilitate a compliant workplace

Provide new employees with the [Fair Work Information Statement](#) when they begin employment. For [casuals](#) or employees engaged on [fixed term contracts](#), ensure they are provided with the relevant information statement. For already engaged staff, ensure that employees are educated about their rights, industrial instrument coverage and the laws governing their employment.

Regularly organise staff meetings with a focus on education of workplace laws to ensure employees understand their (current) obligations and entitlements in the workplace.

Appoint a compliance officer, such as a manager or a team member, to oversee adherence to workplace laws. This individual can facilitate effective communication of compliance concerns to management, ensuring you stay at the forefront of compliance-related conversations.

5. Manage non-compliance efficiently and effectively

If you have identified a breach or circumstance of non-compliance to workplace laws within your business, it is important the issue is remedied as soon as possible. Firstly, assess the severity, and impact of the issue, and identify the staff impacted. Next, identify a plan of corrective action, specifying the steps you can undertake to address the breach. It is important when undertaking corrective action to also keep all affected parties informed through out the process. For further information on managing non-compliance, contact FWO on 13 13 94.