

Policy & Procedures Fee Structure

Effective June 2023 (V2.3)



First Class
HR SOLUTIONS

Inclusions

<p>Standard Package Inclusions;</p> <ul style="list-style-type: none"> - Initial Virtual Meeting to discuss business needs and operational requirements for policy. - Tailored policy including client review. - Client Logo on policy. - PDF copy of the policy. - 14-day turn-around
<p>Premium Package Inclusions;</p> <ul style="list-style-type: none"> - All standard package inclusion plus; - Additional virtual meeting to review policy. - 12 months of updates to policy as required by client. - 5 Business Days Turn-around.*
<p>Additional Options;</p> <ul style="list-style-type: none"> - Editable Version of Policy - Full procedure document (includes editable copy)

Fee Structure

Policy / Procedure	Standard Package (exc GST)	Premium Package (exc GST)	Procedure Document Add-On (ex GST)
Employee Policy Handbook (Includes All Policies Listed Below as required)	\$1100	\$1500	\$800
Alcohol & Other Drugs	\$100	\$110	\$250
Code Of Conduct	\$200	\$220	\$250
Corporate Social Responsibility	\$100	\$110	\$250
Corrective & Disciplinary Action	\$100	\$110	\$250
Discrimination, Bullying & sexual Harassment	\$100	\$110	\$250
Diversity & Inclusion Policy	\$100	\$110	\$250
Flexible Working Arrangements	\$100	\$110	\$250
Grievance Handling	\$100	\$110	\$250

ICT Information Management & Security Policy	\$100	\$110	\$250
Internal Promotions, Recruitment & Selection	\$100	\$110	\$250
Interstate/Overseas Temporary Working	\$200	\$220	\$250
Learning & Development	\$100	\$110	\$250
Leave Policy	\$100	\$110	\$150
Living Away From Home Allowance	\$100	\$110	\$250
Managing Unsatisfactory Workplace Performance	\$100	\$110	\$250
Overtime & Time Off In Lieu	\$100	\$110	\$250
Parental Leave	\$100	\$110	\$250
Performance Appraisal	\$100	\$110	\$250
Remote & Hybrid work	\$100	\$110	\$250
Return To Work	\$80	\$90	\$250
Rewards & Recognition	\$80	\$90	\$250
Smoke Free Workplace	\$50	\$50	\$250
Social Media	\$80	\$90	\$250
Study Assistance	\$80	\$90	\$250
The Right to Disconnect	\$100	\$110	\$250
Travel Policy	\$100	\$110	\$250
ICT Services	\$100	\$110	\$250
Work, Health & Safety	\$200	\$230	\$1200 (inclusive of a standard HSM Manual)
Tailored Policy – Non-Standard	POA	POA	POA

*Terms and Conditions Apply. Please email admin@firstclasshrsolutions.com.au for full T&C's.