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| CHANGE MANAGEMENT | <p>Restructure Process Link - Employment NZ Workplace Change</p> |
| PERFORMANCE MANAGEMENT | <p>Informal Feedback and Coaching Framework Performance Appraisal Document Informal Performance Discussions Performance Improvement Plan</p> |
| RECRUITMENT | |
| <i>Contract</i> | <p>Employment Agreement – all types Good Faith Employment Relationships Variation to Employment Agreement Casual Employment Schedule Minimum Wage Guide Fixed Term Employment Schedule Offer of Employment Letter Fixed Term End Date Letter Leave Entitlement Summary Permanent Contract Employment Schedule</p> |
| <i>Recruit</i> | <p>Interview Guide Telephone Reference Check Interview – Candidate Assessment Form Candidate Application Form Job Advert Template</p> |
| <i>Induct</i> | <p>Induction Orientation Checklist Employee Handbook New Recruit Resources Checklist</p> |
| <i>Employment Conclusion</i> | <p>Outcome of Disciplinary Meeting – Serious Termination of Employment within 90 days Fixed Term Contract Conclusion letter Exit Interview Template</p> |
| DISCIPLINARY | |
| <i>Abandonment Process</i> | <p>Process – Abandonment of Employment Letter 1 – Possible Abandonment of Employment Letter 2 – Abandonment of Employment Termination Letter 3 – Termination within 90 day trial</p> |

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| <p><i>Disciplinary Process</i></p> | <p>Disciplinary Process Disciplinary Process Checklist Performance Management to Disciplinary Checklist Investigation Meeting Notice letter Disciplinary letter – Possible Serious Misconduct Disciplinary letter – Possible misconduct or possible unsatisfactory performance Disciplinary Outcome letter – Serious Misconduct Disciplinary Outcome letter – First Warning letter Final Warning letter Suspension on Pay letter Termination of Employment within 90 days letter</p> |
| <p>POLICY</p> | <p>Human Rights Bullying and Harrassment Policy Guide Good Faith Employment Relationships Privacy Act Summary</p> |
| <p><i>Health and Safety</i></p> | <p>Health and Safety Policy Guidelines Health and Safety at Work – reference guide (Work Safe New Zealand) Health and Safety Representatives (Work Safe New Zealand)</p> |
| <p>COVID-19 SUPPORT</p> | <p>Employer FAQ 1 and 2 New Regional Business Partner Funding Link to Official COVID-19 Government Site Link to Employment NZ COVID response information Link to Business Support and Wage Subsidy Preparation for Next Steps</p> |
| <p>LINKS AND EXTERNAL RESOURCES:</p> | <p>Employment New Zealand - Workplace Change IRD – Kiwisaver Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 Workplace Health and Safety – practical guide to policy and implementation</p> |