

# Packer & Associates Product Guide

## Workplace Standards, Policies and Procedures

*“Compliance Made Simple:  
Protect and Grow Your Business.”*

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**P&A**  
Packer & Associates





# Protect Your Business Train Your People Provide a Safe Work Place

Packer & Associates

Workplace policies and procedures 'Protect Your Business'. They are crucial for establishing a clear and consistent framework that ensures a safe, efficient, and fair working environment.

For employers, these guidelines help manage employee expectations, mitigating risks and ensuring compliance with legal and regulatory standards.

For staff, training them in well-defined policies and procedures provide clarity on their roles and responsibilities, promote fairness and foster a sense of security and trust within the organisation.

Ultimately, these packages contribute to a harmonious, safe and productive workplace, benefiting both the organisation and its employees.

We will design each policy to match your brand style. Our product range provides you with a flexibility to suit your business' needs and budget. It's simple:

Choose your policy/s

then

Choose how you deliver it.

## Choose your policy/s

### Essentials Package

- » Code of Conduct
- » Equity, Diversity, Bullying, Harassment and Discrimination Standard
- » Grievance Policy and Procedure
- » Whistleblower Policy
- » Social Media Standard
- » ***Depending on your business' needs:***  
Work Health and Safety Policy **or**  
Workplace Health and Safety Policy and Procedure

### Additional Policies

Add to your Essentials Package with any of the following policies.

We will work with you to ensure they are tailored for your business' specific needs.

» Indigenous Support Policy

» Modern Slavery Policy

» Corporate Social Responsibility Policy

» Flexible Working Arrangements Policy

» Work From Home Checklist

# Choose how you deliver it

## PDF Format

- » Your selected policies are delivered **via PDF format.**
- » PDFs are customised with your business name and logo.
- » Policy Acknowledgement PDF page (includes the list of policies and a space for the employee to sign and date).

## 30-day eLearning subscription

- » Your selected policies are delivered **via eLearning.**
- » 30-day subscription to the eLearning on an LMS (with the ability to renew as required).
- » Enrolment set up and email reminders of due date.
- » One report on the employees' completion at the end of the 30 days for your records.
- » Learning pathway completion certificate for each learner.

### Add-ons available

- » PDF Format delivery of policies
- » Knowledge Checks

A set of questions to add that extra reassurance of understanding for your staff and business. These questions must be correctly answered at the end of each policy eLearning topic.

## 6 or 12-month LMS subscription

- » Your selected policies are delivered **via eLearning.**
- » Unlimited staff access to a LMS for 3, 6 or 12 months (with the ability to renew as required).
- » Your own branded LMS portal.
- » Initial enrolment set up and email reminders or due dates.
- » Access to generate reports and upload documents to a resource library.
- » Learning pathway completion certificate for each learner.

### Add-ons available

- » PDF Format delivery of policies
- » Knowledge Checks

A set of questions to add that extra reassurance of understanding for your staff and business. These questions must be correctly answered at the end of each policy eLearning topic.