

Top Policies and Procedures Every Business Needs

A practical guide for Australian small businesses

Which workplace policies and procedures to put in place, what each one is for, how they work together, and the Business Kitz templates that help you take the next step. Written for business owners, and for the managers who support them.

A Business Kitz guide for Australian small businesses · Financial year 2026/27

Important. This guide is general information to help Australian businesses understand common workplace policies and procedures. It is not exhaustive, and it is not legal, tax, accounting or financial advice. Laws, rates, thresholds and requirements change, and the obligations that apply to you depend on your circumstances, industry and state. You remain responsible for your own compliance. Check the Fair Work Ombudsman, the ATO, Safe Work Australia, your state or territory work health and safety regulator, the Office of the Australian Information Commissioner and any regulator for your industry directly, subscribe to their updates, and get advice from a lawyer, registered tax agent or accountant before acting. Business Kitz templates are a starting point: each one should be reviewed and tailored to your business, your workforce and any award or enterprise agreement that applies, and using a template does not by itself make a business compliant. To the extent permitted by law, Business Kitz and its related entities accept no liability for any loss arising from reliance on this guide. Prepared for the 2026/27 financial year (1 July 2026 to 30 June 2027).

How to use this guide. Start with the introduction to understand what policies and procedures do. Then work through the ten policy areas. Each one explains why it matters, separates what the law says from good practice, and shows the Business Kitz templates that can help you act on it. Finish with the policy checklist to see where your business stands today.

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Why clear policies make running a business easier

Every business already has rules, whether they are written down or not. Who approves leave. What happens when someone is hurt. What staff can post about the business online. When those rules live only in the owner's head, people guess, managers improvise, and the same situation gets handled three different ways.

Clear policies and procedures change that. They **establish expectations, create consistency, support employees and give managers a framework** for dealing with common workplace situations, from a leave request to a safety incident to a complaint about a colleague.

You do not need a complex manual on day one. Most small businesses start with a handful of core policies and add more as they grow. This guide helps you work out which ones matter for your business, and how to put them in place without starting from a blank page.

Policy or procedure: what is the difference?

The two words are often used together, but they do different jobs.

Policy

What we expect, and why

A statement of the business's position, standards and commitments on a topic. It tells people what is expected of them.

Example: "We are committed to a safe workplace, and everyone is expected to report hazards."

Procedure

How we do it, step by step

The practical steps, forms and responsibilities that put a policy into action. It tells people exactly what to do.

Example: "To report a hazard, complete the hazard and incident form and give it to your manager the same day."

A policy without a procedure leaves people unsure what to do. A procedure without a policy can feel like rules without reasons. They work best together, which is why this guide pairs each policy with the practical forms, checklists and letters that help you apply it.

Why policies and procedures matter

Communicate expectations

Employees know what is expected of them from day one, rather than finding out when something goes wrong.

Create consistent processes

The same situation is handled the same way, whoever the manager is and whoever the employee is.

Reduce uncertainty

Employees and managers have clear answers to everyday questions about leave, conduct, technology and more.

Support managers

Managers have a framework to follow, so difficult conversations are fairer and easier to start.

Provide reporting pathways

Employees know how to raise a hazard, a concern or a complaint, and who to raise it with.

Support workplace compliance

Written policies help you show how you manage your obligations under workplace, safety, discrimination and privacy laws.

Protect confidential information

Clear rules on information, systems and devices reduce the risk of sensitive information being misused or lost.

Create a safer workplace

Clear expectations about safety and behaviour help prevent harm, both physical and psychological.

Simplify onboarding

New employees learn how the business works quickly and consistently, instead of piece by piece.

Legal requirement or good practice? Australian law does not require every business to have every policy in this guide. Some obligations, such as providing a safe workplace, preventing discrimination and sexual harassment, and meeting the National Employment Standards, apply to every employer whether or not anything is written down. Written policies are one of the most practical ways to show how you meet them. Other policies are simply good practice that makes a business easier to run.

Throughout this guide, each policy area separates **what the law says** from **good practice**. Which policies your business needs depends on its size, industry, location, workforce and any award or enterprise agreement that applies.

Want more support? Book a demo with Business Kitz.

See how Business Kitz gives you ready to tailor workplace policies, practical forms and signing with an audit trail, all in one place.

[Start free today](#)[Book a demo](#)businesskitz.com.au

POLICY AREA 1

1 Workplace health and safety

Every business has a duty to look after the health and safety of its workers and of anyone else affected by its work, including customers, visitors and contractors. Safety is not only about machinery and building sites. An office, a café and a clinic all have hazards: manual handling, slips and trips, fatigue, and risks to psychological health such as bullying, harassment, violence and unreasonable workloads.

WHAT THE LAW SAYS

Work health and safety laws in each state and territory (occupational health and safety laws in Victoria) require a business to ensure, so far as is reasonably practicable, the health and safety of workers and others. This includes managing risks to psychological health, consulting workers on safety matters, providing information, training and supervision, and notifying the regulator of certain serious incidents. These duties apply whether or not you have a written policy.

GOOD PRACTICE

A written policy and a simple way to report hazards and incidents turn those duties into something people can actually follow. Everyone knows what is expected, how to report a problem, and what happens next.

FIND IT IN BUSINESS KITZ

Workplace health and safety policy

Use it to set out your safety commitments, who is responsible for what, and what you expect of everyone at work.

Workplace health and safety hazard and incident

Use it to record hazards and incidents as they are reported, and the action taken.

How the two documents work together

1

The policy sets the expectation

Everyone takes reasonable care, follows safe work practices and reports hazards and incidents promptly.

2

Something is noticed or happens

An employee spots a frayed cable, a near miss occurs, or someone is injured.

3

The form records it

The hazard and incident form captures what happened, when, who was involved and what was done about it.

The policy establishes expectations. The form gives people a practical way to meet them, and gives you a record of what was reported and how you responded. Over time, those records help you spot patterns and fix problems before someone is hurt.

Know your notification rules before you need them. Some serious injuries, illnesses and dangerous incidents must be reported to your state or territory safety regulator immediately, and the site may need to be left undisturbed. Safe Work Australia (safeworkaustralia.gov.au) links to each regulator's requirements.

2

Bullying, discrimination and equal opportunity

Everyone deserves to work without being bullied, harassed or treated unfairly. Clear expectations about workplace behaviour, together with a safe way to raise concerns, help prevent problems. They also give you a fair, consistent process when something does go wrong.

WHAT THE LAW SAYS

Federal, state and territory laws prohibit discrimination and harassment at work on grounds such as sex, race, age, disability, pregnancy and family responsibilities. Under the Sex Discrimination Act, employers also have a **positive duty** to take reasonable and proportionate measures to eliminate sexual harassment and related unlawful conduct, rather than only responding to complaints. Many workers can apply to the Fair Work Commission for an order to stop bullying or sexual harassment, and bullying is a risk to psychological health that safety laws require you to manage.

GOOD PRACTICE

Written policies explain what bullying, discrimination and harassment look like, make clear they will not be tolerated, and show employees how to raise a concern safely. A grievance process gives those concerns a clear path. Training managers to recognise problems early and respond consistently makes the policies work in practice.

FIND IT IN BUSINESS KITZ



Anti-bullying policy

Use it to define workplace bullying, set expectations and explain how concerns are handled.



Grievance policy

Use it to give employees a clear pathway to raise concerns and know how they will be managed.



Equal opportunity and anti-discrimination policy

Use it to set out your commitment to fair treatment and the behaviour you expect.

Check your policies cover sexual harassment. Make sure your policies clearly address sexual harassment, and that managers understand their role under the positive duty. The Australian Human Rights Commission publishes free guidance for employers at humanrights.gov.au.

POLICY AREA 3

3 Code of conduct

A code of conduct sets out how people are expected to behave at work: professionally, honestly, and with respect for colleagues, customers and the business. It is often the first policy a new employee reads, and the one managers refer back to most often.

A code of conduct commonly covers professional behaviour, respect for others, honesty and integrity, use of business property, gifts and benefits, conflicts of interest, confidential information, and what happens if the code is not followed.

WHAT THE LAW SAYS

There is no general law requiring a business to have a code of conduct, although some industries and professions have codes set by a regulator or professional body that you must follow. Conduct expectations still matter legally: if you need to address misconduct, being able to show the standard was clear and known to the employee supports a fair process.

GOOD PRACTICE

A code of conduct gives everyone one clear, shared standard to point to. Two supporting policies deal with areas where clear expectations matter most: conflicts of interest and the protection of confidential information.

FIND IT IN BUSINESS KITZ

Code of conduct policy

Use it to set the standard of behaviour, professionalism and integrity expected of everyone.

Confidentiality policy

Use it to set expectations for how employees handle the business's confidential information.

Conflict of interest policy

Use it to explain how employees should identify and declare a conflict between their personal interests and the business.

Disciplinary policy

Use it to explain how conduct concerns and breaches of workplace rules are managed fairly.

POLICY AREA 4

4 Leave

Leave is one of the most common workplace questions. Employees want to know what they are entitled to and how to ask for it. Managers need to plan rosters and workloads around it. A clear, consistent process avoids misunderstandings, keeps requests fair, and helps you keep accurate records.

WHAT THE LAW SAYS

The National Employment Standards set minimum leave entitlements for employees, including annual leave, personal and carer's leave, compassionate leave, paid family and domestic violence leave, community service leave, unpaid parental leave and public holidays. Long service leave is mostly set by state and territory laws. Awards and enterprise agreements can add rules, for example about notice before directing employees to take leave during a close down. Employers must keep accurate leave records.

GOOD PRACTICE

A leave policy explains how to request leave, how much notice to give, how requests are approved and what evidence may be needed. Practical forms and records make the process the same every time, for every employee.

From policy to practice

Business Kitz provides the policy and the practical documents to run the process from start to finish.

STEP	WHAT HAPPENS	BUSINESS KITZ TEMPLATE
Set the rules	Explain entitlements, notice, approvals and evidence in one place	Leave policy
Ask	The employee requests leave in writing, with dates and type of leave	Leave request form
Record	Keep track of leave requested, approved and taken	Leave record
Plan a close down	Give notice that annual leave is to be taken over a shutdown period, where the award, agreement or law allows	Notice to take annual leave for close down

FIND IT IN BUSINESS KITZ

 **Leave policy**

 **Leave request form**

 **Leave record**

 **Notice to take annual leave for close down**

Planning a close down over the holidays? The rules on directing employees to take annual leave, including the notice you must give, depend on whether an award or enterprise agreement applies and what it says. Check before you issue a notice. Your payroll software will usually track leave balances, so make sure the leave record and payroll agree.

5

Information technology and acceptable use

Almost every employee now uses email, the internet, business systems and devices, whether in the office, on site or at home. Clear expectations protect the business from security risks, misuse and lost information, and give employees certainty about what is and is not acceptable.

WHAT THE LAW SAYS

There is no single law requiring an acceptable use policy, but some related areas are regulated. Some states and territories, including New South Wales and the ACT, have specific workplace surveillance laws that require employees to be notified before computer, camera or tracking surveillance begins. Employees also have a **right to disconnect**: they can refuse to monitor, read or respond to contact outside their working hours unless the refusal is unreasonable. This has applied to small business employers since 26 August 2025.

GOOD PRACTICE

Policies on acceptable use, equipment and phones, and internet and email explain what business systems can be used for, how to keep information secure, who owns devices and data, what happens to equipment when someone leaves, and what monitoring may take place.

FIND IT IN BUSINESS KITZ



Acceptable use policy

Use it to set expectations for how business systems and technology may be used.



Use of internet and email policy

Use it to set expectations for internet use and business email.



Information technology equipment and telephone policy

Use it to cover the care, use and return of business devices and phones.



Employee confirmation of deletion of confidential information

Use it when employment ends to confirm business information has been removed from personal devices and accounts.

If you monitor computers, email, cameras or vehicles, also see the workplace surveillance policy in policy area 10.

Simple habits worth including

- Strong, unique passwords, and multi factor authentication switched on for email and key systems.
- Report lost or stolen devices and suspicious emails straight away.
- Keep business information in approved business systems, not personal accounts.
- Return all devices, logins and data when employment ends.

POLICY AREA 6

6

Privacy and confidentiality

Businesses hold personal information about employees and customers, and commercially sensitive information about pricing, suppliers, clients and plans. Losing or misusing it can harm people, damage trust and cost the business money.

WHAT THE LAW SAYS

The Privacy Act 1988 applies to businesses with annual turnover of more than \$3 million, and to some smaller businesses regardless of turnover, such as health service providers and businesses that trade in personal information. Covered businesses must follow the Australian Privacy Principles and the notifiable data breaches scheme. A separate exemption covers many employee records held by private sector employers, but it is narrow and does not cover everything. Privacy law is being reformed, so check the current position with the Office of the Australian Information Commissioner (oaic.gov.au).

GOOD PRACTICE

Even if the Privacy Act does not apply to your business, customers and employees expect their information to be handled with care. A workplace privacy policy explains what information you collect, why, and how it is protected. A confidentiality policy sets expectations for protecting the business's own sensitive information.

FIND IT IN BUSINESS KITZ

Workplace privacy policy

Use it to explain how personal information is collected, used, stored and protected in your workplace.

Employee confirmation of deletion of confidential information

Use it when an employee leaves, to confirm confidential information has been deleted.

Confidentiality policy

Use it to set expectations for how employees protect the business's confidential information.

ALSO IN BUSINESS KITZ

Confidentiality agreement (mutual)

For when both parties will share confidential information with each other.

Confidentiality agreement (unilateral)

For when only one party is disclosing confidential information to the other.

Workplace policy or confidentiality agreement?

These documents protect information in different ways, and many businesses need both.

	INTERNAL WORKPLACE POLICY	CONFIDENTIALITY AGREEMENT
What it is	A workplace rule that tells employees how information must be handled	A contract between the business and another party, signed by both
Who it applies to	Your employees	The parties who sign it, such as a supplier, consultant, potential investor or business partner
When you use it	At onboarding, and whenever expectations change	Before you share confidential information with someone outside the business
Business Kitz templates	Workplace privacy policy Confidentiality policy	Confidentiality agreement (mutual) Confidentiality agreement (unilateral)

Choose a **mutual** agreement when both sides will share confidential information, for example when two businesses are exploring working together. Choose a **unilateral** agreement when only one side is disclosing, for example when you share business details with a consultant or a prospective buyer. Employees' confidentiality obligations can also come from their employment agreement, so check how your agreements and policies fit together.

Want more support? Book a demo with Business Kitz.

Prepare your workplace privacy and confidentiality policies, and confidentiality agreements, without starting from a blank page.

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POLICY AREA 7

7 Social media

Social media blurs the line between personal and working life. A post about a customer, a colleague or the business can spread quickly and be hard to take back. A clear policy helps employees understand where the line sits when their social media use relates to the workplace or the business.

WHAT THE LAW SAYS

No law requires a social media policy. However, online harassment or bullying of colleagues can still be a workplace issue, and posts can disclose confidential information or damage the business's reputation. Employers need to be careful about trying to control purely private conduct: any action you take should be fair and have a genuine connection to the employment.

GOOD PRACTICE

A social media policy explains who can speak on behalf of the business, what information must never be shared, how employees should refer to the business, colleagues and customers online, and expectations about personal social media use during working hours.

FIND IT IN BUSINESS KITZ

Use of social media policy

Use it to set expectations for social media use that relates to the workplace or the business.

8

Grievances and complaints

Problems are easier to fix when they are raised early. Employees should know how to raise a concern about their work, a colleague or a decision, who to raise it with, and how it will be handled. Managers need a fair process to follow, and a way to keep a record of what was discussed and decided.

WHAT THE LAW SAYS

No general law requires a grievance policy. However, awards and enterprise agreements include dispute resolution terms that must be followed for disputes about matters they cover. How you respond to complaints about bullying, harassment or discrimination also matters under safety and discrimination laws. Employees have a workplace right to make a complaint or inquiry about their employment, and must not be treated adversely for doing so.

GOOD PRACTICE

A grievance process explains how to raise a concern, offers an informal first step where appropriate, sets out a formal step when needed, and explains confidentiality, support people, timeframes and how outcomes are communicated.

A simple grievance process

- 1 Raise the concern.** The employee raises it with their manager, or with another nominated person if the concern is about their manager.
- 2 Acknowledge it.** Confirm the concern has been received and explain what happens next.
- 3 Look into it.** Gather the facts fairly, hearing from everyone involved.
- 4 Meet and discuss.** Talk with the employee, and record what was discussed and agreed.
- 5 Decide and respond.** Explain the outcome and any actions, and check whether the matter is resolved.
- 6 Keep a record.** File notes securely and confidentially.



Grievance policy

Use it to explain how concerns are raised, handled and resolved.



Meeting record with employee

Use it to record what was discussed, agreed and actioned at each meeting.

POLICY AREA 9

9

Performance management

Most performance problems are fixed with clear expectations, regular feedback and the right support. A fair, consistent framework makes those conversations easier to start. If things do not improve, it also means you have followed a fair process and kept a record of it.

WHAT THE LAW SAYS

There is no single legal process for managing performance. However, if you later dismiss an employee, the fairness of the process can matter in an unfair dismissal claim, including whether the employee was told about the problem, given a chance to respond and given a reasonable opportunity to improve. If you have fewer than 15 employees, the Small Business Fair Dismissal Code sets out what the Fair Work Commission expects. Check your award, agreement and employment agreements for any process terms.

GOOD PRACTICE

A performance framework covers regular reviews, early and informal conversations when something is not right, formal steps if concerns continue, and clear records at each stage.

Documents for each stage, not just a policy

Business KitZ provides more than a policy template. It provides supporting documents you can use at different stages of managing an employee's performance, from a routine review to a formal warning.

STAGE	WHAT IT IS FOR	BUSINESS KITZ TEMPLATES
Review and develop	Set expectations, recognise good work and agree goals through regular reviews	Performance review policy Performance review discussion plan Performance review tool
Address concerns early	Raise a concern informally, listen to the employee and agree how to improve	Underperformance initial steps checklist Underperformance meeting plan Meeting record with employee
Formal process	If concerns continue, set clear goals, support and timeframes in writing	Underperformance formal steps checklist Performance improvement plan Underperformance meeting plan Meeting record with employee
Formal warnings	Where improvement has not been made and a warning is appropriate	First warning letter Final warning letter

FIND IT IN BUSINESS KITZ

- | | |
|---|--|
|  Performance review policy |  Disciplinary policy |
|  Performance review discussion plan |  Performance review tool |
|  Underperformance initial steps checklist |  Underperformance formal steps checklist |
|  Performance improvement plan |  Underperformance meeting plan |
|  Meeting record with employee |  First warning letter |
|  Final warning letter | |

You will not need every document in every situation. Many concerns are resolved with one honest conversation and a short note on file. Use the documents that suit the circumstances, and get advice before issuing a final warning or ending someone's employment.

Facing a serious performance or conduct issue, or thinking about ending someone's employment? Get legal advice early, before you act. Legal Kitz can help: [book a consultation](#).

Want more support? Book a demo with Business Kitz.

From performance reviews to warning letters, see the documents Business Kitz provides for every stage of managing performance.

[Start free today](#)

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10

Other policies your business may need

The right set of policies depends on your business. A café, a construction company and a tutoring service each face different risks. Think about your industry, the work your employees do, where they work, the size of your team, and what your customers, contracts, funders or industry bodies require.

POLICY	YOU MAY NEED IT IF
Probation policy	You use a probation period to assess new employees
Dress code policy	You have uniform, presentation or safety clothing expectations
Environmental policy	You want to set out commitments on waste, energy and sustainability, or customers and tenders ask for one
Use of company vehicle policy	Employees drive vehicles owned or leased by the business
Use of personal vehicle policy	Employees use their own vehicles for work
Working with children policy	Your work involves children. Check your state or territory working with children check requirements
Workplace surveillance policy	You monitor computers, email, cameras or vehicles. Some states and territories require notice before surveillance begins
Induction policy	You want every new employee welcomed and inducted in the same way
Recruitment and selection policy	You want a fair, consistent and non discriminatory hiring process

FIND IT IN BUSINESS KITZ

 **Probation policy**

 **Environmental policy**

 **Use of personal vehicle policy**

 **Workplace surveillance policy**

 **Recruitment and selection policy**

 **Dress code policy**

 **Use of company vehicle policy**

 **Working with children policy**

 **Induction policy**

SUPPORTING FORMS FOR VEHICLE POLICIES

 **Application to use personal vehicle**

Use it when an employee asks to use their own vehicle for work.

 **Company vehicle acknowledgement and request**

Use it when an employee is allocated or requests a company vehicle.

 **Company vehicle damage and accident report**

Use it to record damage to, or an accident involving, a company vehicle.

Working with contractors? Workplace policies are generally written for employees. If you engage independent contractors, set out the terms of the engagement in a written agreement, and check you have classified the relationship correctly: the Fair Work Ombudsman explains the difference at [fairwork.gov.au](https://www.fairwork.gov.au). Business Kitz provides an **Independent contractor agreement (organisation friendly)**.

Putting your policies to work

A policy only helps if people know about it, understand it and see it applied. These steps make the difference between a document in a drawer and a policy that works.

- 1 **Choose the policies you need.** Use the checklist on the next page to identify what applies to your business.
- 2 **Tailor each one.** Make sure it reflects how your business actually operates, and check it against any award, enterprise agreement and your employment agreements. Many businesses state that policies do not form part of the employment contract so they can be updated; get advice on how your documents fit together.
- 3 **Tell your team.** Explain new and updated policies, make them easy to find, and ask employees to confirm they have read them.
- 4 **Include them in onboarding.** Introduce key policies to every new employee in their first week.
- 5 **Support your managers.** Make sure the people applying the policies understand them and apply them consistently.
- 6 **Review them regularly.** Set a review date, and check policies at least once a year and whenever the law or your business changes.

Where does your business stand?

Tick each area where your business has a current policy in place, then work on the gaps.

Not every policy will apply to every business: the goal is to make a conscious decision about each one.

Workplace policy checklist

BUSINESS KITZ

POLICIES IN PLACE

- | | |
|--|---|
| ☐ Workplace health and safety | ☐ Bullying, discrimination and equal opportunity |
| ☐ Code of conduct | ☐ Leave |
| ☐ Information technology and acceptable use | ☐ Privacy and confidentiality |
| ☐ Social media | ☐ Grievances and complaints |
| ☐ Performance management | ☐ Other policies your business may need |

PUTTING THEM TO WORK

- | | |
|--|---|
| ☐ Employees know where policies are located | ☐ Relevant policies are included in onboarding |
| ☐ Policies are reviewed regularly | |

Completed by

Date

Next review

From knowing what you need to having it in place

Knowing which documents your business needs is only the first step. The harder part is finding time to prepare them properly, and having the right document ready when the moment arrives: a new starter on Monday, a leave request for the school holidays, or a performance conversation you have been putting off.

Business KitZ helps you put this guidance into practice, with templates across the whole employee lifecycle. You do not need to start from a blank page every time you need an important business or employment document.

Recruitment

Hire fairly and consistently.

Recruitment and selection policy

Induction

Welcome every new starter the same way.

Induction policy

Onboarding

Set expectations from day one.

Code of conduct policy
Workplace health and safety policy

Everyday management

Handle routine requests and records.

Leave request form
Meeting record with employee

Performance

Review, support and address concerns.

Performance review tool
Performance improvement plan

When employment ends

Close out employment properly.

Termination of employment letter
Fair Work ending employment fact sheet

More than a template library

Agreements and policies, ready to go

A library of 115+ templates covering employment, workplace policies, customers, suppliers and more, with AI to help you tailor them to your business.

Signing with an audit trail

Send policies for signature or view only through Business KitZ Document Sign. Every signature is dated and recorded, so you can show who received what and when.

Everything in the right Profile

Signed policies and employment documents are stored against each Employee Profile, searchable in seconds.

Key Dates and reminders

Track review dates and other deadlines, with reminders before they fall due, so policies do not quietly go out of date.

BUSINESS KITZ

**Spend less time on paperwork.
More time building your business.**

Access practical business and employment templates with Business Kitz.

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FREE HELP

Free help you can call

SERVICE	WHAT THEY HELP WITH	HOW TO REACH THEM
Fair Work Ombudsman	Pay, leave, the National Employment Standards, awards, performance and ending employment	13 13 94, fairwork.gov.au
Safe Work Australia and your state or territory regulator	Work health and safety duties, psychosocial hazards, incident notification	safeworkaustralia.gov.au
Australian Human Rights Commission	Discrimination, sexual harassment and the positive duty	1300 656 419, humanrights.gov.au
Office of the Australian Information Commissioner	Privacy obligations and data breaches	1300 363 992, oaic.gov.au
business.gov.au	Starting, running and growing a business, and where to go for help	13 28 46, business.gov.au

Sources

- Fair Work Ombudsman: National Employment Standards, leave, right to disconnect, workplace rights, unfair dismissal and the Small Business Fair Dismissal Code ([fairwork.gov.au](https://www.fairwork.gov.au))
- Safe Work Australia: model work health and safety laws, psychosocial hazards and incident notification ([safeworkaustralia.gov.au](https://www.safeworkaustralia.gov.au))
- Australian Human Rights Commission: the positive duty under the Sex Discrimination Act ([humanrights.gov.au](https://www.humanrights.gov.au))
- Office of the Australian Information Commissioner: the Privacy Act, small business and employee records ([oaic.gov.au](https://www.oaic.gov.au))

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ALSO FROM BUSINESS KITZ

New Employee Onboarding Guide and Checklist

Part of the same Business Kitz resource series for Australian small businesses.

Need legal advice? Legal Kitz can help: [book a consultation](#).