

To order please contact
hradvice@cecc.org.nz

CANTERBURY
EMPLOYERS'
CHAMBER OF
COMMERCE

HUMAN RESOURCES AND EMPLOYMENT RELATIONS RESOURCES FOR MEMBERS OF THE CHAMBER

POLICIES

Resource Name	Member Pricing	Non Member Pricing
1. Bullying Harassment and Discrimination Policy	\$300.00	\$450.00
2. Equal Opportunity and Diversity Policy	\$150.00	\$225.00
3. Family Violence Policy	\$150.00	\$225.00
4. Social Media Policy	\$150.00	\$225.00
5. Working Home Policy	FREE	\$150.00
6. Workplace Health and Safety Policy	\$150.00	\$225.00
7. Company Vehicle Policy	\$150.00	\$225.00
8. Discipline and Performance Management Policy	\$300.00	\$450.00
9. Whistleblowing Policy	\$150.00	\$225.00
10. Computer System and Equipment Policy	\$150.00	\$225.00
11. Vaping and Smoke-free Workplace Policy	\$150.00	\$225.00
12. Absenteeism & Leave Management Policy	\$300.00	\$450.00
13. Workplace Privacy 2020 Policy	\$150.00	\$225.00
14. Credit Card Policy	\$150.00	\$225.00
15. Drug & Alcohol Policy	\$500.00	\$750.00
16. Bonding Agreement for Training Costs	\$200.00	\$300.00

17. Bonding Agreement for Relocation from Costs	\$200.00	\$300.00
18. Non-Disclosure Agreement	\$150.00	\$225.00
19. Conflict of Interest Policy	\$150.00	\$225.00
20. Business Interruption – Disasters, Emergencies and Pandemics Policy	\$100.00	\$150.00
21. Remote Working Agreement Template 2020	\$150.00	\$225.00

HR TOOL KITS

Resource Name	Member Pricing	Non Member Pricing
1. Disciplinary Process Practice Notes and Templates	\$750.00	\$1000.00
2. Medical Incapacity Practice Notes and Templates	\$750.00	\$1000.00
3. Performance Management Practice Notes and Templates	\$750.00	\$1000.00
4. Restructure and Redundancy Practice Notes and Templates	\$500.00	\$750.00
5. Temporary Variation of Terms Practice Notes and Templates	\$100.00	\$150.00
6. Workplace Investigations	\$500.00	\$750.00

FREE TEMPLATES FOR MEMBERS

- Contract for Services Agreement
- Employment Agreements – Casual, Fixed Term, Permanent, Work Experience Agreement, Letter of Offer
- All A-Z Guides

A-Z OF EMPLOYING

OUR GUIDE FOR EMPLOYERS AND MANAGERS

CANTERBURY
EMPLOYERS'
CHAMBER OF
COMMERCE

1.	Abandonment	61.	Incompatibility
2.	Absenteeism	62.	Individual Employment Agreements
3.	ACC	63.	Information Communications Technology
4.	Allowances (Travel and Mileage)	64.	Informed Consent
5.	Annual Holidays	65.	Inland Revenue Department Audits
6.	ANZAC Day	66.	Job Descriptions
7.	Application for Employment	67.	Jury Service
8.	Attachment orders	68.	KiwiSaver
9.	Audio recordings	69.	Labour Inspectors
10.	Bargaining Arrangements	70.	Lawful and Reasonable Instructions
11.	Bargaining	71.	Leave Forms
12.	Bereavement Leave	72.	Long Service Leave
13.	Breaks	73.	MECAs
14.	Casual Employment	74.	Mediation
15.	Child Support Deductions	75.	Medical Certificates
16.	Children's Act 2014	76.	Medical Examinations
17.	Collective Agreements	77.	Minimum Employment Code
18.	Communications during bargaining	78.	Minimum Wage Act
19.	Confidentiality	79.	Official Information Act
20.	Construction Contracts Act 2002	80.	Parental Leave
21.	Contracts for Services	81.	PAYE
22.	Criminal Records (Clean Slate) Act	82.	Performance Management
23.	De Facto	83.	Personal Grievances
24.	Deductions (Wages Protection)	84.	Pre-employment Checks
25.	Disability	85.	Privacy
26.	Discipline	86.	Private Health and Safety Prosecutions
27.	Discrimination in Employment	87.	Protected Disclosures Act 2000
28.	Disputes	88.	Public Holidays
29.	Drug Testing	89.	Qualifications
30.	Easter Sunday	90.	Records
31.	Electronics Transaction Act	91.	Recruitment and Selection
32.	Employee Protection Provision	92.	References
33.	Employment Relations Act	93.	Restraint of Trade
34.	Employment Relations Authority	94.	Restructuring and Redundancy
35.	Employment Relations Education Leave	95.	Retirement
36.	Employment Relationship Problems	96.	Sample of Plain Language ERP Clauses
37.	Entertainment expenses	97.	Shop Trading Restrictions
38.	Equal Employment Opportunities	98.	Sick Leave
39.	Equal Pay Act	99.	Smoke Free Environments Act
40.	Essential Services	100.	Social Media
41.	Fair Trading Act	101.	Stress and Fatigue
42.	Family Violence	102.	Strikes and Lockouts
43.	Fidelity	103.	Student Loan Deductions
44.	First Aid	104.	Superannuation Fund Deductions
45.	Fixed Term Employment	105.	Surveillance
46.	Flexible Working Arrangements	106.	Suspension
47.	Frustration	107.	Termination of Employment
48.	Full and Final Settlements	108.	Trial and Probationary Periods
49.	Gifts	109.	Undue Influence Duress
50.	Good Faith	110.	Union Rights
51.	Harassment and Bullying	111.	Vicarious Liability
52.	Hazard Identification and Management	112.	Volunteers Employment Protection Act
53.	Health and Disability Commissioner Act	113.	Volunteers
54.	Health and Safety at Work	114.	Vulnerable Employees
55.	Holidays Act	115.	Waitangi Day
56.	House Rules and Employee Handbook	116.	Work and Life Balance
57.	Human Rights	117.	Worker Engagement and Participation
58.	Illegal File Sharing	118.	Workplace Assessment
59.	Immigration	119.	WorkSafe NZ Forms
60.	Incapacity	120.	Young Persons

