

HUMAN RESOURCES MANUAL

For employers in the building and construction industry

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MASTER BUILDERS ASSOCIATION OF THE ACT

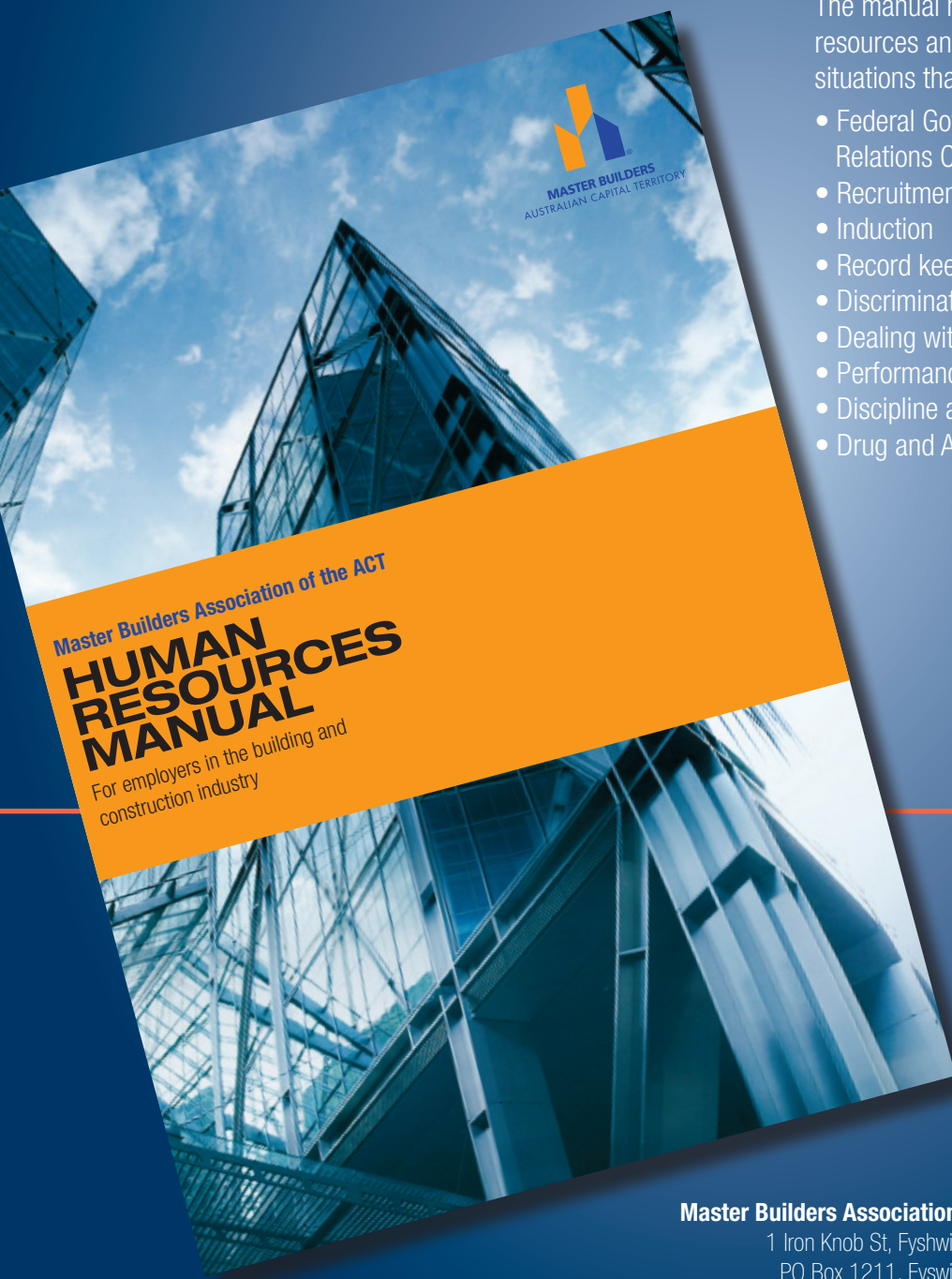
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The Building and Construction industry is extremely complex. Not only do employers need to contend with the complicated process of building and its numerous laws and regulations, but they are responsible for the day to day management of their employees.

People management is a job in itself, and no employer can be fully prepared for every workplace relations issue that may arise. That's why Master Builders Association of the ACT has created this Human Resources Manual.

The manual has been designed to arm members with the resources and required knowledge to deal with everyday situations that may arise in the workplace.

- Federal Government's Industrial Relations Changes
- Recruitment
- Induction
- Record keeping
- Discrimination and Bullying in the Workplace
- Dealing with Unions
- Performance Management
- Discipline and Termination of Employment
- Drug and Alcohol Policy



Master Builders Association of the ACT

1 Iron Knob St, Fyshwick ACT 2609

PO Box 1211, Fyshwick ACT 2609

Tel: (02) 6247 2099 **Fax:** (02) 6249 8374

Email: canberra@mba.org.au **Web:** www.mba.org.au



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