

POLICY & PROCEDURE PACKAGES



THAT WORK AS HARD AS YOU DO

PROFESSIONAL READY-TO-USE DOCUMENTS THAT SAVE TIME, REDUCE RISK AND GIVE YOUR BUSINESS STRUCTURE.

BUSINESS STARTER PACK

Get the essentials in place to give your team clear direction and reduce confusion.

- ✓ Includes two core business policies and one custom operational procedure
- 📌 *Great for businesses starting to build internal structure.*

EMPLOYEE STARTER PACK

Avoid misunderstandings, reduce risk, and set new hires up for success from day one.

- ✓ Includes an employment contract and two essential policies (e.g., Vehicle Use, Systems, Drug & Alcohol).
- 📌 *Perfect for business owners bringing on their first employee.*

EMPLOYEE AND BUSINESS PRO PACK

Build the structure your business needs to stay compliant, run efficiently, and scale with confidence.

- ✓ Includes a tailored employment contract, two policies, and one custom step-by-step procedure.
- 📌 *Ideal for growing teams needing better systems and accountability.*

EMPLOYEE AND BUSINESS ADVANCED PACK

Confidently manage your team and operations with clear, compliant, and stress-free internal processes.

- ✓ Includes a tailored contract, three essential policies, plus a detailed procedure to safeguard your ops.
- 📌 *Best for teams needing strong internal processes and risk protection.*

BESPOKE

From employment agreements and safety policies to procedures that reflect how you actually work. We create clear, tailor made practical documents that protect your business and help things run smoothly.

- ✓ Bespoke contracts, policies, and procedures tailored to your specific business needs
- 📌 *Perfect for business' with unique setups, specialised services, or evolving needs.*



YOUR TOOLS
YOUR TRADE
OUR ADMIN



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