

Workplace and Industrial Relations

Our Workplace and Industrial Relations service assists employers deal with the more technical and compliance related issues as they apply to the workplace, including:

- ▶ Management of workplace conflicts, including workplace investigations, mediation, dispute resolution;
- ▶ Discrimination, Workplace Harassment and Sexual Harassment complaint management;
- ▶ Employment Contracts /Appointment Letters;
- ▶ Modern Award identification and advice;
- ▶ Legislation interpretation and application;
- ▶ Enterprise Agreements and Individual Flexibility Arrangements;
- ▶ Representation and advocacy with Fair Work Australia;
- ▶ Union Relationships; and
- ▶ Unfair Dismissals and General Protections claims.

Workplace Investigations

MJSP Workplace Investigators are qualified investigators with broad experience in conducting workplace investigations across a spectrum of workplace issues. We base our service on the principles of independence; delivery of investigation reports outlining practical and sustainable recommendations; and a prompt and timely response.

Mediation

Organisations are increasingly using mediation as an approach to resolving conflict in the workplace. Mediation involves facilitation of a meeting between people in conflict. The role of the mediator is to guide such discussion in a structured manner, with the aim of reaching an agreement that suits the parties.

MJSP consultants are accredited by the Institute of Arbitrators and Mediators to conduct Alternative Dispute Resolution. We have extensive experience in the development and delivery of practical strategies to resolve workplace conflict.

Employment Contracts

Working closely with our clients, MJSP can develop:

- ▶ Executive Employment Contracts/Agreements;
- ▶ Middle Management Employment Contracts/Agreements; and
- ▶ Appointment Letters / Confirmation of Terms and Conditions.

Modern Award Identification

In order to prepare Contracts and Appointment Letters for staff that are designed to comply with relevant legislation and industrial instruments, the relevant industrial instruments/awards need to be identified for all staff within the organisation.

Enterprise Agreements and Individual Flexibility Arrangements

MJSP advocates a consultative approach to the development, drafting and negotiation of Enterprise Agreements and Individual Flexibility Arrangements. We support and advise our clients in drafting and implementing these agreements.

Disciplinary Procedures/Dismissals

MJSP supports our clients throughout the performance management, disciplinary and dismissal process, where required. Our advice and support ranges from:

- ▶ Advising on the appropriate and compliant approach to the management of issues of performance and conduct;
- ▶ Preparation of correspondences and documentation which ensure adherence to natural justice and procedural fairness;
- ▶ Support in disciplinary meetings;
- ▶ Undertaking workplace investigations; and
- ▶ Representation on behalf of clients in unfair dismissal and general protections applications.