



EOFY HR Checklist

Review of HR Policies and Procedures

- ☐ Passed on the minimum wage and increased superannuation payments
- ☐ Review of topical policies (i.e. WFH, social media and workplace bullying and harassment)
- ☐ Offer any pay raises and promotions to top-performing employees
- ☐ Update employment contracts (i.e. new titles and/or responsibilities)
- ☐ Refresh/add clauses that cover confidentiality, intellectual property and restraints of trade
- ☐ Set new KPIs with employees
- ☐ Update/add bonus and incentive programs
- ☐ Set aside budget for essential training for leaders and employees, such as performance management, bullying, complaint handling and having difficult conversations
- ☐ Prepare for any upcoming changes from the government, such as potential changes to sexual harassment prevention in the workplace