

The new Modern Award system, and the 10 new National Employment Standards (NES) are important parts of the Fair Work system and these commenced operation on 1 January 2010. Businesses which do not meet their legal obligations under the *Fair Work Act*, the NES and Modern Awards risk having to pay heavy fines.

To put you on the right track towards compliance, you should ensure your business takes the following steps:



**Check whether a Modern Award applies to your employees.** Employees may be covered by a new Modern Award. There are 122 new Modern Awards and you can access the list from Workforce Guardian ,if you are customer, or from the Fair Work Australia website: [www.fwa.gov.au](http://www.fwa.gov.au).



**Make sure that all your employee contracts comply with the National Employment Standards.** Pay special attention to the hours of work clauses and leave entitlements as these have changed considerably under the NES.



**Determine if you are a “small business”(under the *Fair Work Act*)** This is vital as it will determine your different obligations in relation to redundancy payments and any employee unfair dismissal claims.



**Train yourself and your managers on the new unfair dismissal process.** If you are a “small business” under the *Fair Work Act*, ensure you have and follow the Small Business Fair Dismissal Checklist.



**Provide all new employees with a copy of the Fair Work Information Statement.** If you are a Workforce Guardian subscriber you can download this directly or contact Fair Work Australia: [www.fwa.gov.au](http://www.fwa.gov.au) to obtain a copy.



**Familiarise yourself with Fair Work Australia and the Fair Work Ombudsman.** You are likely to have many exchanges with these new agencies over the coming months and years.



**Subscribe to receive expert employment relations information, advice and support.** Using Workforce Guardian you will ensure your contracts, processes and policies are fully compliant with the *Fair Work Act*. You will also have 24/7 secure access to employee files and information from anywhere.

**If you need further information on the Fair Work Act changes and how the Workforce Guardian service can help your business achieve full compliance, please contact us directly on 1300 659 563 or email: [sales@workforceguardian.com.au](mailto:sales@workforceguardian.com.au).**