# gl.

Employment services prospectus 2024

Employment law is constantly evolving, and it can be hard for employers to stay on top of all the latest changes. We assist employers by providing the latest advice on changes to legislation as well as practical end to end workplace solutions, leaving you with more time to run your organisation.

Griffin Legal is a leading firm in employment law for employers, specialising in advising government, notfor-profits and business.

We are experts at navigating and managing workplace disputes with the aim of limiting the risk they result in protracted or litigated claims by employees.

Griffin Legal is a nationally operating, award winning, legal and advisory firm with personnel located across Canberra, Victoria and New South Wales. Griffin Legal was recognised by the ACT Law Society as the Firm of the Year in 2022.

## **Employment services**

- Preparing employment contracts and supporting agreements
- Preparing internal policies including codes of conduct and leave policies
- Advising on the National Employment Standards and Modern Awards
- Negotiating, drafting and advising on Enterprise Agreements
- Advising on potential workplace issues including anti-discrimination, unfair dismissal and other potential conflicts
- Performance management

#### **Compliance and audits**

- Respect@work advice on compliance, action plans and best practice
- HR audits comprehensive review of current policies, procedures and employment contract to identify risks, staff handbook
- Work health and safety audit identify gaps in current workplace health and provide a corrective action plan

#### **Complaints, investigations and disputes**

- Complaints handling systems
- Handling of unfair dismissal and general protections claims
- Handling of bullying, discrimination or sexual harassment complaints
- Conducting workplace investigations
- Workplace mediation

# "The support was prompt and efficient and we got the answer that we needed to deal with the situation very happy with the service provided."

# **Testimonial from valued client**

## **Ending employment**

- Termination of employment
- Restructure and redundancy
- Final entitlements

## Workplace training

- Sexual harassment training
- Work health and safety training
- Fraud awareness training
- Security training
- Privacy training

The above list is non-exhaustive, and we can tailor a training session to meet the needs of the organisation.

For further information on how Griffin Legal can assist your organisation, contact Griffin Legal's team of experts at enquiries@griffinlegal.com.au



Employment services prospectus 2024

Our team of expert employment advisors are all legal practitioners experienced at advising government, business and not-for-profit organisations. Our lawyers have unique employment and investigative experience and qualifications.



Nicole Platt Partner

Nicole is a subject matter expert on running defensible investigations with a particular focus on procedural fairness. Nicole is an experienced lawyer and qualified investigator who has worked in Canberra in both the public sector and the private sector as an accountant and lawyer for over 20 years. Nicole has acted as an investigator in a number of investigations including member complaints, bullying and harassment and fraud. Nicole is also skilled in Public Sector, Policy Analysis, Government and Employment law with a focus on contract management. Nicole provides sound advice on corporate restructures and employee redundancies, post employment restraints and termination of employment, specialising in preparing employment agreements, individual flexibility agreements and workplace policies and procedures for both small and large corporate and not-for-profit entities.



Beth Cox Special Counsel

Beth Cox is Special Council at Griffin Legal with a strong background in public policy and regulation. Beth's diverse experience across industry, government and private practice allows her to bring a holistic perspective to her advice. Beth's experience in employment law practice and reform at a national level gives her critical insight into how to best manage systemic business issues in labour law. She is adept at providing advice in a range of complex legal issues arising from the employer-employee relationship, as well as other forms of work agreements. Beth is thorough and practical in any advice that she gives. She led Hireup's priority reform agenda and crafted a strategic policy approach on Industrial Relations within the disability support workforce, focusing on its interaction with National Disability Insurance Scheme (NDIS) regulation. She also established and nurtured strategic relationships with disability sector and industry bodies, academics, lawyers, unions, community representatives, and government decision-makers at all levels, engaging in promoting and influencing key policy objectives in workplace relations.



Jodie Bateup Senior Associate

Jodie is a Senior Associate within Griffin Legal's Employment Law team. Jodie has extensive experience working on enterprise agreements for organisations, including in complex bargaining matters. Jodie has gained trust from colleagues and clients for her knowledge and agility in the ever-changing landscape of employment law. Most recently, Jodie has been instrumental in developing a unique complaint handling system for a large organisation with members across the country designed to address Respect@Work recommendations including the new positive duty to prevent sexual harassment and advising on implementation of the Closing the Loopholes Act.