



Master Builders Northern Territory

Human Resources Manual

The Building and Construction Industry is extremely complex. Not only do employers need to contend with the complicated process of building and its numerous laws and regulations, but they are responsible for the day to day management of their employees.

People management is a job in itself, and no employer can be fully prepared for every workplace relations issue that may arise. That's why the Master Builders Association of the Northern Territory has created this Human Resources Manual.

The Manual has been designed to arm members with the resources and required knowledge to deal with everyday situations that may arise in the workplace.

Covering:

- Federal Government's Industrial Relations Changes
- Recruitment
- Induction
- Records Keeping
- Discrimination and Bullying in the Workplace
- Dealing with Unions
- Performance Management
- Discipline and Termination of Employment
- Drug and Alcohol Policy

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