

bartlett
workplace



| LAWYERS | CONSULTANTS | TRAINING |

thinking differently

What 'thinking differently' means to us

Bartlett Workplace: Who are we?

Bartlett Workplace provides **specialist workplace relations solutions** for business and executives.

We are 'thinking differently' to traditional law firms about the services we offer, how we offer them, and how we structure our fees. Through our fully integrated offerings, our clients benefit from access to a broad range of leading workplace legal, consultancy/advisory and training services - all available in the **one place**.

Your business is our focus. We pride ourselves on building relationships with our clients through understanding your business and its needs, being accessible, and being ready, willing and able to assist with providing a broad range of workforce solutions. We act as **sounding board** and we **challenge your thinking**. Why do we take this approach? Because we want to provide our clients with the best knowledge, support and training to achieve sustainable cultural, operational and/or commercial objectives and change.

With offices in Melbourne and Perth, a network of HR/IR consultants Australia-wide, and comprehensive online services, we are ready to help you when, where and how you need it.

Your end-to-end partner for leading workplace services and advice

Bartlett Workplace is structured to enable us to provide clients with the following core specialist services:



Bartlett Workplace Lawyers and Consultants

- + IR, employment and WHS advisory and litigious legal services provided by our team of experienced, specialised workplace relations lawyers.
- + Workplace litigation and advocacy services.
- + IR and HR advisory services, providing clients access to experienced and highly regarded IR/HR consultants including through our alliance partner, **Strategic Human Resources**.



Bartlett Workplace Training

- + Workplace management capability and leadership development coaching and training led by expert workplace trainer Glen Bartlett.
- + E-learning.
- + Compliance training for broader workforce groups.
- + Public education workshops and seminars.
- + Bespoke training solutions for individual businesses.
- + Practical toolkits, guidelines and manuals to provide ongoing guidance and support.



Bartlett Workplace Investigations

- + Our team of experienced workplace investigators, who have strong backgrounds in IR/ER matters and a depth of workplace relations understanding, can undertake investigations and preliminary assessments for clients.
- + Advice and support on when and how to conduct robust, compliant and defensible workplace investigations.
- + Establishment or review of existing workplace investigations practices and procedures.
- + Investigator and decision-maker training.

Additional Services that support our core businesses

360° Workplace
Compliance Audit/
Review tool

Online workforce
compliance education
modules

Access to
communications and
adaptive technologies

ADR support including
by an accredited
mediator

Cultural change
programs

EB ancillary support
(voting and comms)
through our partners

Bartlett Workplace
online Education Hub

Training facilities and
private mediation
rooms

Bartlett Workplace: Legal and Consultancy

Industrial, Employment and WHS: Legal Services and Support

You have access to our team of highly experienced HR/IR consultants and lawyers, who have worked for and advised a number of Australia's largest and Australia's leading employers across a broad range of industries.

Our legal arm is resourced to provide the same depth of legal knowledge, experience and expertise found in the employment/IR practice groups of larger multi-practice area legal firms, but to do so on a more competitively and flexibly priced basis. Our workplace consultants are skilled, experienced and focussed on working with our clients to provide practical solutions. Our team of lawyers and consultants are responsive to the pressures and factors that we see working in the area, and on employers and their decision-making in the area.

We provide specialised legal advice and representation with respect to all areas of workplace relations, employment and WHS law including:

- + Industrial disputes and grievances
- + Enterprise agreement drafting and interpretation
- + Enterprise bargaining (end-to-end offering)
- + Workplace policies/procedures/guidelines
- + Transfer of business
- + Employment contracts including executive contracts
- + Redundancy/restructuring
- + Conduct management and responding to unacceptable conduct
- + Termination of employment
- + Workplace investigations
- + General protections/adverse action
- + Performance management
- + Right of entry
- + Industrial action
- + Workplace bullying
- + Sexual harassment, EEO and discrimination
- + WHS advice and incident response
- + Managing ill and injured workers
- + Litigation
- + Legal compliance

Our clients below to a wide range of industry groups, including:

Advanced Manufacturing and Technologies	Construction and Infrastructure	Schools, Universities and Higher Education
Local, State and Commonwealth Government	Transport and Logistics	Health and Emergency Services
Sports and Entertainment	Banking and Finance	Aviation and Aeromedical
Postal	Utilities and Retail	Marine
Rail	Energy/Resources	Security
Life Sciences	Consumer/Retail	Agribusiness
Hospitality	Media and Broadcasting	Professional Services

Bartlett Workplace has a national reach and works with clients in metro and regional areas across Australia. Bartlett Workplace has a very strong footprint in both Melbourne and Perth. We also regularly provide legal advice to international clients with operational outposts in Australia.

Sample of the types of matters our lawyers and consultants assist our client with:

<h3>Workplace Litigation</h3> <p>Bartlett Workplace's litigation team is led by Bryan Mueller, who has practiced as a barrister at the Victorian Bar and who continues to regularly appear in litigious matters for clients across all Australian jurisdictions.</p> <p>We provide litigation strategy advice and representation for organisations and individual executives in respect of all court and tribunal matters related to workplace relations and employment law.</p>	<h3>Cultural Transformation and Embedding the Right Values</h3> <p>Our team has assisted a number of clients with cultural transformation programs, including embedding a 'one team' approach and developing and implementing a set of organisational-specific values.</p> <p>In doing so, we work directly with leadership teams as well as the broader workforce to ensure 'buy-in'.</p> <p>We can then review and update the organisation's framework (contracts, policies etc) to ensure alignment with organisational goals.</p>
<h3>Workplace Restructure and Change Management</h3> <p>When dealing with workplace restructuring, our team will be with you throughout the process; developing legal and people strategies and providing coaching and resources to implement the process from conception to implementation.</p> <p>Our team has been involved with numerous and substantial restructuring, outsourcing and change management processes.</p> <p>Our team's experience means we can help our clients avoid commercial and reputational risks and minimise workplace disruption.</p>	<h3>New Enterprise and Start Up Businesses in Australia</h3> <p>Our team can assist new enterprises and businesses setting up new operations and projects in Australia, (including global organisations) with respect to all aspects of workplace relations and employment law in Australia.</p> <p>In addition, we can provide experienced HR/IR consultants on the ground, to assist with a range of tasks including: recruitment, rolling out employment contracts and policies, employee/contractor issues and management training.</p>

Bartlett Workplace: Investigations

Dealing swiftly, proportionately and appropriately with workplace issues such as employee complaints and potential employee misconduct/serious misconduct, is crucial and can both save an organisation time, money and contribute to its reputation as a fair and reasonable employer.

Bartlett Workplace Investigations offers a full range of workplace investigation services and we are experts when it comes to:

- + Helping organisations set up or review their internal processes for legal compliance and best practice (including policies, procedures and guidelines) related to employee complaints, grievances, conduct management and workplace investigations;
- + Conducting workplace investigations;
- + Advising on workplace investigations and outcomes to ensure results are robust, accurate and legally defensible;
- + Upskilling investigators, managers and decision-makers in workplace investigations capability.

We regularly conduct workplace investigations for public, quasi-public and private sector clients, and are across the relevant regulatory environments impacting those sectors.

All our investigator's reports are reviewed one of our senior workplace lawyers before they are provided to our clients, to ensure the reports and findings are capable of withstanding legal scrutiny.

Bartlett Workplace: Training



Workplace Management and Leadership Training and Development

Managing people is often a challenge and knowing how to do it well is fundamental for all leaders, managers and HR partners who want to drive the right behaviours and increase productivity. However, employers in Australia tend to put their best technical people in supervisory positions and do not provide them with adequate practical training and a 'toolkit' to enable them to successfully manage people in a way to maximise performance and desired behaviours, let alone minimise risks of disputes and claims. We are passionate about upskilling and maximising the effectiveness of managers and leaders, to improve productivity and most importantly drive the right culture and values through an organisation.

Bartlett Workplace offers practical training and education programs in a 'state of the art' facility or via e-learning. In relation to workplace management capability and leadership training, we offer a range of public and customised workplace management and leadership capability Masterclasses and workshops.

We also provide risk management capability training and we work with clients to develop online compliance education modules and compliance audit tools. We work with clients to structure a blended end-to-end education and workplace capability training solution to suit an organisation's needs.



Workplace Compliance Online Education products:

At Bartlett Workplace, we understand face-to-face training may not be an option for clients especially those who have a mobile and/or geographically diverse workforce.

We have developed a suite of online education modules covering key workplace compliance topics including Workplace Bullying, Sexual Harassment, Internet and Social Media, Equal Employment Opportunity, Privacy, Work Health and Safety and many others.

All our e-learning education modules and programs are interactive and easy to use. Employees can access the modules remotely at any time, allowing clients to roll out comprehensive compliance training to employees working outside of usual business hours or in regional locations. Participants will undertake case studies and learning activities to reinforce learnings.

Bartlett Workplace 360° Compliance Review Tool

At Bartlett Workplace, we have over 70 years' combined experience advising employers on their legal obligations and industry best practice.

That experience has shown us two key things:

1. Every element of a human resources workplace compliance system needs to work together to be truly efficient and effective.
2. A human resources and workplace compliance system is only ever as strong as the skills of the people implementing it.

Our Workplace 360 review ensures every element in your human resources and workplace compliance system works together and that your people have the knowledge and skills needed to effectively implement it.

As part of that process, our expert team will review your current suite of employment instruments including values, strategy and behaviour instruments; enterprise agreements; policy, procedure and guideline documents; and employment and contractor agreements. We will then work with you to identify the challenges facing your organisation. We build on that work to create a comprehensive human resources and workplace compliance system that perfectly meets your specific needs and addresses the specific challenges you face.

We then structure a comprehensive training programme to ensure your people have the knowledge and skills needed to effectively implement and use the system to drive productivity, ensure compliance and avoid costly and distracting disputes.

Bartlett Workplace: Meet our Team

Our team's experience

Bartlett Workplace's core legal team are all top tier trained and quality practitioners. The team is progressive, works collaboratively to support the development of innovation and best strategies for our clients, and are advocates for continuous learning and training for clients.

We can flex up or flex down depending on your needs. Our team are enthusiastic and committed to clients. We know our clients, their business and industries in depth. We provide real and available solutions.

Bartlett Workplace: What our clients say

- + *"Their commitment to us was more than just a 'to do' list. The team at Bartlett Workplace are passionate and provided a great sounding board for us, providing us with alternatives and solutions to our needs."*
- + *"Engaging Bartlett Workplace to guide us through our EBA process was fantastic. The level of knowledge and training they provided our team was fantastic. With their experience and through their alliances, Bartlett Workplace provided us access to specialist consultants in communications and technologies that gave us the edge and a new approach, which helped us in achieving our desired outcomes."*
- + *"My team found attending Bartlett Workplace Masterclasses excellent. They found the facilitator Glen Bartlett and his team engaging, brilliant and easy to follow. They found that they got a good mix of discussion and role playing. No answer was left unanswered and the information was current and the case studies plentiful. We were impressed by the level of experience and the amount of high quality and applicable take away reference materials that were provided to all participants."*
- + *"We engage Bartlett Workplace to conduct most of our more challenging investigations. We really like their approach in the way they investigate, for example; they put thought into selecting an investigator to work with us, they look at both the matters to be investigated and the context in which the matters arise to make sure that the investigator nominated is compatible for the required investigation. The fact that they are specialists in training workplace investigators and decision makers in managing these difficult workplace issues, gives us a lot of comfort."*

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