



AUSTRALIAN COMMUNITY SERVICES EMPLOYERS ASSOCIATION

ABN 68 150 310 815

## Staff Handbook Order Form

Over the past year ACSEA has developed a “Staff Handbook”, which can be issued to staff upon joining your organisation. This very useful booklet covers off much of the basic material an employee will need to know including;

- Customer Service and Quality Standards
- Employee/Employer Responsibilities
- Recruitment and Selection
- Conditions of Employment
- Probationary Period
- Attendance and Absenteeism
- Unacceptable Behaviour and Serious Misconduct
- Workplace Harassment and Discrimination
- Workplace Health and Safety
- Appearance and Grooming

The handy sized A5 booklet has many benefits and covers all bases. Priced to suit **at just \$15** (as opposed to \$700 at some other Queensland employer organisations).



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Please fax your order to (07) 3852 5188 or mail to ACSEA, 11/39 Jeays St, Bowen Hills Qld 4006

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please supply \_\_\_\_\_ Copy/s – Staff Handbook Plus \$5 Postage & Handling Total \$ \_\_\_\_\_

Payment:  Please Invoice us.

Please find cheque enclosed in the amount of \$ \_\_\_\_\_ (cheques payable to ACSEA)

Direct Debit: ACSEA – BSB: 014-249 Account Number: 4981-39156 Reference: Staff Handbook

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