

Example of basic Employment Policy

It is in the best interests of the franchise that the franchisor and franchisees comply with their employment related legal obligations including employment, health and safety and immigration law.

Our franchise commits to the following:

1. Act in good faith with our employees.
2. Provide a safe and healthy workplace to all workers.
3. Provide all employees with at least their minimum employment rights and entitlements. These include the following:
 - Making sure each employee has a current, written employment agreement that complies with employment law.
 - Paying each employee their legal entitlements for the work they do, at a rate of at least the minimum wage for each hour worked, including training periods, travel and meetings.
 - Not making any illegal deductions from an employee's pay and not charging any employee a premium to get or keep their job.
 - Making sure each employee receives their entitlement to holidays and leave, including annual holidays, public holidays, alternative holidays, sick leave, bereavement leave, domestic violence leave, and parental leave
 - Making sure employees receive at least their legal minimum rest and meal breaks.
 - Keeping accurate employee records, including for wages and time and holidays and leave records.
4. Employees can find out more about employment and health and safety entitlements, by visiting Employment New Zealand at www.employment.govt.nz and WorkSafe at www.worksafe.govt.nz
5. As an employee, if you think that you are not getting any of your employment rights and entitlements, you can:
 - speak to your manager
 - speak confidentially to your workplace representative [add name], who will then talk to your manager or the franchisor on a confidential basis on your behalf, or
 - contact the franchisor directly by [add contact details].
6. You can also contact [Employment New Zealand](http://www.employment.govt.nz) at www.employment.govt.nz for information. To raise an issue in the first instance by sending an email via the [online form](#) or: phone 0800 20 90 20 toll free

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