



How can we help your business?

Who?

The Fair Work Ombudsman is an independent organisation that provides free services to all workers and bosses in Australia. We give you information and advice about workplace rights and obligations.

What?

We understand that as small business owners you face challenges in meeting your workplace responsibilities. We're here to help you get it right and provide you with information and resources you can rely on. This includes help for:

- **hiring workers**
- getting the right **records** and **paperwork** in place
- **finding the right pay** for your workers
- **calculating leave** for your workers
- **managing employees**
- **ending employment.**



? How?

- Register online for 'My Account' at www.fairwork.gov.au/login to get priority support from us, save your pay rates, ask us questions and save our replies.
- Visit our online learning centre at www.fairwork.gov.au/learning for free, interactive courses on common workplace issues like hiring employees and managing performance.
- Sign up to our email update service at www.fairwork.gov.au to get alerts with information that's relevant to you.



Tip to remember

Call our Small Business Helpline for quick and easy access to workplace relations advice. Contact the Helpline by calling **13 13 94** and pressing option 3.

