

## Workplace Advice Line for FANZ members

Have you got a workplace issue and need advice? Fed up with long wait times? Sick of getting generic information you could've found yourself on Google? Try Citation HR's dedicated FANZ Workplace Advice Line today. This service gives FANZ members access to in-depth employment advice from experienced and qualified HR specialists.

Learn more about  
the FANZ Workplace  
Advice Line here:



Or visit: [citationgroup.co.nz/  
fanz-workplace-advice-line](https://citationgroup.co.nz/fanz-workplace-advice-line)

### How to access the FANZ Workplace Advice Line

FANZ members can call the  
FANZ Workplace Advice Line  
Monday to Friday between  
8am and 6pm NZST  
on **0800 236 226**.



# Complete, compliant, cost-effective HR solutions that help you get on with it

At Citation HR, we believe that business success comes down to people – they're your greatest asset but that doesn't mean people management always goes smoothly. So, we'll help you build a smarter business and give you the expert HR support you need, when you need it, for as long as you need it.

## Here's what we'll do for you:



### Immediate support is only a phone call away

From the second your contract is dated and signed, we'll give you access to unlimited support via our 24/7 HR Advice Line and start your onboarding process. You don't need to wait to talk to our experts about any workplace issues you may need help with. Just pick up the phone and a consultant will walk you through the process.



### Audit your HR practices and processes

We'll conduct a comprehensive audit of your HR practices and procedures to help us identify what you may need help with — and we'll help you fix any issues that arise. We'll work with you to implement best-practice compliance, support you, and celebrate when you get there.



### Set you up for success with Citation HR software

From the beginning we want you to get the most out of your new HR software — that's why we have a dedicated Client Services Team to support you. They will meet with you early on to guide you through everything you need to know about your new people management platform. From completing training sessions, setting up your documents, and answering any questions you might have to launching the software to your team — it's the best way to get lift-off.



### Keep you in the loop

We'll always inform you of legislation updates and make sure these changes are reflected in our software. And if there are changes in your business, just let us know and we'll reflect those in your documents too!

## And we don't stop there...



### Total legal protection for complete peace of mind

The trusted advice we deliver has been designed to prevent employment claims from occurring in the first place, but sometimes they're unavoidable. We'll assist in arranging insurance coverage for your business so if something does go wrong you've got complete peace of mind with our Insurance and Representation. And because LangtonHudsonButcher is an extension of the Citation HR team, you'll have a team of NZ's leading employment lawyers behind your business if you're ever faced with an employment-related claim.



### A library of HR resources and legal IP

With a library that houses over \$50,000 worth of documentation and legal IP, we'll arm you with hundreds of templates, contracts, workflows, and policies prepared by leading employment law firm, LangtonHudsonButcher. Whether you're a small business owner or a larger employer, our intellectual property is designed to make managing your people easy.

## Did you know that Citation HR clients...

- gain back an average of 600 hours each year on people management?
- are 300% less likely to face an employment-related claim?
- if faced with an employment-related claim, are safeguarded saving between \$40,000 - \$80,000?
- see a 10% increase in staff retention?