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Haycroft Workplace Solutions

Australia's foremost workplace experts

WORKPLACE BUZZ

NOVEMBER, 2009

Profile: Meet the Team - Cathryn Seaver

Beginning her career in 1991 in software development and implementation in New Zealand, the launch of a real estate franchise into Australia in 1997 saw Cathryn appointed to establish technology and systems, including licensing and compliance throughout the franchise offices.



As Business Operations Manager, Cathryn developed the procedures and checklists for new businesses and worked closely with new offices in Queensland and later headed the team throughout Australia. After a six month break in the UK which included a three month contract implementing HR procedures into a London real estate franchise, Cathryn returned and spent 18 months implementing best practice operational and administration procedures with a three office business on the Gold Coast.

Cathryn has joined the Haycroft Workplace Solutions team in the role of Consultant. As a Consultant, Cathryn's role is to provide innovative strategies and effective HR compliance, solutions and results to small businesses. Contact her to discuss a solution to meet your needs and ensure your compliance with current and upcoming legislation.

Welcome on board!

The team at Haycroft Workplace Solutions would like to extend a very warm welcome to our new clients and we look forward to

- **Profile: Meet the Team - Cathryn Seaver**
- **Welcome on board!**
- **Important Information About Discrimination, Harassment and Bullying**

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a mutually beneficial future working with you. Our clients include:

- Handwash Cafe Norman Park
- Australian Prestigious Homes
- Brumby's Quinns Rock & Brighton
- Terrazza Cafe Galleria
- Terrazza Malaga
- Momad Trust

Please let us know if there is anything more we can do to assist you further in your business.

Important Information About Discrimination, Harassment and Bullying

This week we have sent an important letter to our clients along with a [Discrimination, Harassment and Bullying Fact Sheet](#) regarding our implementation of a simple strategy to deal with any complaints in this area from staff.

We are reinforcing, to both employees and our clients, the importance of reporting to us immediately if they become aware of anybody in their workplace potentially committing an offence by bullying, harassing or discriminating against any of our workers.

If you would like help making sure that your workplace meets the new IR legislation criteria, then [email us](#) or contact us now on 1300 766 380.



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