



*cullings* is the newsletter of  
**Cullen – the Employment  
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DISCLAIMER: This newsletter is intended to provide our clients with general information. While all statements are believed to be correct, no liability can be accepted for incorrect statements. Readers should not act or rely on this general information without seeking specific legal advice.

## Introducing The Cullen Peace of Mind Employment Audit

Peter and all the staff at **Cullen – The Employment Law Firm** are very excited to announce the introduction of a new tool designed to help employers deal with employment law issues and to create harmonious workplace relationships.

Employers have specific obligations to the employees that they employ. Failure to meet those obligations may expose employers to significant legal risk, can be expensive, wastes precious time and is often damaging to a company's reputation.

In our experience many employers have employment agreements, policies and practices that have either dated, are not legally compliant or simply do not exist. Employers who are managing a business commonly do not have the time or energy to stay up to date with law change and legal compliance. Large organisations are equally vulnerable as the legal landscape often changes rapidly and managers struggle to stay compliant. Generally errors are only noticed when something goes wrong in the employment relationship, when they may be too late to remedy.

The **Cullen Peace of Mind Employment Audit** questionnaire is designed to identify any gaps in systems of employee management and to

allow us to help employers comply with legal and best practice requirements in the area of employment and staff management.

The **Cullen Peace of Mind Employment Audit** will provide you with a written report that identifies all areas of compliance and risk and makes recommendations. When your business is fully compliant you will receive a **Certificate of Compliance** from **Cullen – The Employment Law Firm**.

The **Cullen Peace of Mind Employment Audit** is available now and all bookings made before the end of October 2008 will receive an "early bird" discount. A special breakfast launch of the **Cullen Peace of Mind Employment Audit** is being held at Te Papa's café on October 22 at 7.30am. To reserve your place call Sue Luckin, 499 5534, or email sue@cullenlaw.co.nz.

### Win a bottle of Wine!

**Cullen – The Employment Law Firm** is giving away a bottle of Te Kairanga wine with every 10th registration for the upcoming seminar about managing poor performance (see over). To register please contact Sue Luckin on (04) 499 5534 or email sue@cullenlaw.co.nz .

## Cullen Breakfast Club with Hon Bill English

The Deputy Leader of the National Party, Hon Bill English, spoke at the Cullen Breakfast Club recently. He provoked wide-ranging discussion that included school curricula and, of course, the state of the economy. The opportunity to engage with political and social leaders from all spectrums of New Zealand is a huge advantage of being based in Wellington, and **Cullen – The Employment Law Firm** plans to continue the Breakfast Club events through this election year. We will give advance notice through *Cullings*.



## Managing Poor Performance – get the best from employees (or get them out)

Employee performance, or lack of it, can be the bane of an employer's life.

Many employers are uncertain about how to proceed with a program of performance management. Importantly they are often unsure of what final outcomes can result from the process.

This Cullen seminar is designed to give practical and sound advice to employers who find performance management difficult or intimidating.

### Issues covered include:

#### A. Background checks/investigation

- Effects of poor performance
- The poor performer
- Measuring poor performance
- Identifying the cause of poor performance

#### B. Disciplinary process

- "Counseling" as a first step
- The formal process

- How to move to a disciplinary setting
- The first letter
- The meeting
- A warning
- Dismissal as an appropriate sanction

Come and learn some of the tricks of the trade. 12.15-2pm at the Wellington Chamber of Commerce, Level 28, The Majestic Centre, 100 Willis Street. Seminar fee \$97 +GST.

■ **Managing Poor Performance** – *Getting the best from employees or getting them out* **10 September**

■ **Employment agreements** – *Fixed Term, Casual, Permanent – One type can become another!* **8 October**

■ **Difficult Dismissals** – *Instances of sickness, stress, delay by the employer may complicate dismissal – How to keep things on track* **13 November**

■ **Restraints of Trade, Intellectual Property and Confidential Information** – *How to protect your valuable business assets* **10 December**



### Please enrol me for *Managing Poor performance on 10 September*

NAME:

POSITION:

ORGANISATION:

POSTAL ADDRESS:

BILLING ADDRESS:

(if different from above)

PHONE:

EMAIL:

Cheque enclosed for \$109.12 GST incl. (payable to **Cullen – The Employment Law Firm**)

Please post with your payment to Cullen – The Employment Law Firm, PO Box 11 218, Wellington, New Zealand