

## INFORMATION SHEET

### FAIR WORK INFORMATION STATEMENT

#### What is the Fair Work Information Statement?

The Fair Work Information Statement contains information about the National Employment Standards, modern awards, agreement-making, freedom of association and workplace rights, termination of employment, individual flexibility arrangements, right of entry, transfer of business, and the respective roles of Fair Work Australia and the Fair Work Ombudsman. The document also provides contact numbers where additional information can be obtained.

The Fair Work Information Statement must be provided to each employee that commences employment with an employer. The requirement to provide the Fair Work Information Statement is made under the National Employment Standards.

#### What must an employer do with the Fair Work Information Statement?

An employer must give each employee (including casual and temporary employees), a copy of the Fair Work Information Statement when they commence employment or as soon as possible after they commence.

#### Frequently Asked Questions

- 1. Do all employees (including casuals) have to be provided with a copy of the Fair Work Information Statement?**

**Answer:** Yes. All employees (including casual and temporary employees) have to be provided with a copy. As a term of the National Employment Standards, employers cannot avoid this obligation.

- 2. When does the Fair Work Information Statement have to be given to the employee?**

**Answer:** As soon as practicable after they commence work.

- 3. How often does an employee have to be given the Fair Work Information Statement?**

**Answer:** Only on one occasion, as soon as is practicable after they commence employment.

- 4. Where can I get a copy of the Fair Work Information Statement?**

**Answer:** The latest copy of the Fair Work Information Statement can be downloaded from our Information Sheets section of the ESSA Members Area or alternatively, it is available from the Fair Work Ombudsman.