

STUC Fair Work for Freelancers Checklist

Security	
Does your contract have clearly defined provisions for the cancellation of calls?	
Does your contract have a clearly defined pay rate that is at least the Trade Union agreed rate?	
Does your contract have a clearly defined pay schedule and payment method?	
Does your contract clearly state the penalties for late payment?	
Does your contract clearly state any processes around expenses and additional costs?	
Does your contract have clearly defined conditions and agreed notice periods for contract termination?	
Effective Voice	
Have you been provided with details of how Fair Work conditionality has been met within the organisation?	
Does your contract provide you details of the appropriate trade unions for your role and allow access to trade unions?	
Does your contract have a clear commitment to encouraging open and respectful communication?	
Does your contract have clear channels for discussing feedback?	
Does your contract have a clear process for resolving areas of concern and disagreement?	
Does your contract ensure that the use of NDA's where applicable is not prohibitive to effective voice?	
Opportunity	
Does your contract clearly state who owns the IP and how it can be used?	
Does your contract clearly state the process for fair use and royalties?	
Fulfillment	
Does your contract have clear descriptions of key deliverables and deadlines?	
From reading your contract do you have a clear understanding of what is expected from all parties?	
Respect	
Does your contract have a clear agreement to conduct all communication and interactions in a professional and respectful manner, free from harassment, discrimination and abuse?	
Does your contract ensure access to the organisation's bullying/harassment/equality processes on parity with employed workers?	
Does your contract include explicit undertaking to consider equality and access riders?	