

Employers and Manufacturers (EMA) Association Membership

You have purchased EMA membership as part of the Employment Protection and Support package.

Manawanui is committed to providing you with the best resources to support you in your role as an employer under Individualised Funding (IF). EMA membership is a key resource for employers.

EMA offers a wide range of business services, including:

- **Advisory services:** Whether you need to know what your obligations are to your employees if they have suffered a bereavement or guidance regarding an employment dispute, EMA can offer advice on all aspects of employment relations.
- **A toll-free advice phone-line:** Provides access to specialists in all aspects of employment relations. The Advice Line team will be able to answer your questions and guide you through issues to find effective solutions. It is available from 8am to 8pm on 0800 800 362. Just identify yourself as a Manawanui client when you call.
- **Guides and templates:** EMA provides guides and sample forms on employment relations and business issues. These can be found on the member restricted pages of EMA's website: www.ema.co.nz. Access to member restricted pages requires a username and password. This would have been sent to you when you subscribed. If you forget the password, just contact the Helpdesk on **0508 462 427**.
- **Education and training:** EMA offers training and workshops for both employers and employees.

If you require additional assistance due to communication difficulties please contact us and we will work with you to see that you get the help you need.

For further information regarding EMA membership, please contact your Coach or the Helpdesk team on helpdesk@incharge.org.nz or ring **(0508) 462 427**.