

ACT NOW — IN FORCE 1 MAY 2026 **Privacy Amendment Act 2025 – New IPP3A**

- List every way you collect personal information — both directly from employees and indirectly from third parties
- Map what personal information flows to external providers, what needs to be notified and how it is protected
- Update your privacy policy — generic wording is not enough
- Update forms and templates where you need to provide clarity about who has access to information
- Tell employees what personal information is shared, with whom, and where to find more information
- Brief any staff who handle personal information on the new IPP3A obligations

ACT NOW — IN FORCE 21 FEBRUARY 2026 **Employment Relations Amendment Act 2026**

- Check your employment agreements and templates making sure serious misconduct is clearly defined
- Brief managers on what has changed and what a fair process looks like
- Identify anyone earning at or near \$200,000 total remuneration and decide whether to contract out of the \$200,000 threshold rule before 21 February 2027
- Review contractor agreements against the new gateway test & update as required
- Check trial period clauses in employment agreement masters are correctly worded and used only for new employees before they start

ACT SOON — SUBMISSIONS CLOSE 14 APRIL 2026 **Employment Leave Bill**

- Decide whether to make a submission by 14 April 2026
- Check that contracted hours reflect actual working patterns for all staff & amend agreements as needed
- Ask your payroll provider how they are preparing for hours-based leave accrual
- Work with employees on reducing any high holiday balances and assess any risks of past underpayments

WATCH & BE READY — BEFORE PARLIAMENT, EXPECTED 2026 **Modern Slavery Bill**

- Confirm all employees are paid correctly - minimum wages, holidays and leave and any overtime
- Review labour hire, migrant worker, and contractor arrangements for compliance and documentation
- Draft a short ethical employment or modern slavery policy - even one page is a solid start

If your agreements, contractors, privacy, pay or leave practices are even slightly outdated, now is the time to fix them. **Need help with any of these actions?** Contact your Grow HR consultant or email team@growhr.co.nz

Disclaimer: The content in this checklist is designed to provide general information. While we aim to share valuable resources and actionable tips, this content does not constitute professional, legal or other formal advice.