

GENERATIVE AI ACCELERATOR



HR Compliance Advisor

Generative AI HR guidance grounded in Fair Work law and internal policy - exact wording, every answer cited, compliance-checked.



Copilot Studio
Build low-code agents



Microsoft 365
SharePoint · Teams

Microsoft 365 Copilot | Larkfield Advisory

9:47 pm

OC

HR Compliance Advisor

Agent · Copilot Studio · Larkfield Advisory People and Culture

HR Compliance Advisor

Hi Olivia. I answer HR questions from three approved sources only: the Fair Work Ombudsman, the Fair Work Commission and Larkfield Advisory's HR policy library.

It's audit season. Can I require my team to answer client emails after 8pm until the Hartwell audit is signed off?

HR Compliance Advisor

This is a legal question and a policy question, so I'll check the Australian law first, then our own policy.

Legal

Policy

Law first, then policy

1 Understand the query

2 Search Fair Work Ombudsman

3 Search Fair Work Commission

4 Establish legal position

5 Search Larkfield HR policy

6 Compliance assessment

7 Deliver response

Legal + policy

fairwork.gov.au

fwc.gov.au

SharePoint

Ask the HR Compliance Advisor

APPROVED SOURCES

Fair Work Ombudsman

fairwork.gov.au

Fair Work Commission

fwc.gov.au

HR POLICY

SharePoint · Larkfield Advisory

No general model knowledge. Nothing outside these three.

Every answer, the same seven steps

fixed order · no step skipped

1 Understand the query

2 Search Fair Work Ombudsman

3 Search Fair Work Commission

4 Establish legal position

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7 Deliver response

PURPOSE

Verified, legally grounded HR advice for HR Business Partners and managers. Every query runs a three-layer check - Fair Work Ombudsman, Fair Work Commission, then internal policy - and cites the exact source.

PROBLEM

The right HR answer lives in three places: legislation, tribunal rulings, and company policy. Checking all three is slow, skipping one produces non-compliant advice, and policies drift below legal minimums unnoticed.

IMPACT

One structured, fully cited answer: legal position, regulatory check, internal policy, compliance assessment, recommended action. Policy below the legal minimum is flagged before use. Validated by a 40-question evaluation suite.

PLATFORM

Microsoft Copilot Studio · SharePoint HR policy library · Fair Work Ombudsman & Fair Work Commission web knowledge · Microsoft Teams

CAPABILITIES

Three-Layer Source Check

Exact-Wording Citations

Compliance Risk Flags

Policy vs Law Check

Structured Advice

Escalation Guidance

INDUSTRIES

Professional Services

Financial Services

Government

Healthcare

Retail & Hospitality

Manufacturing

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Solution architecture

