



CASE STUDY

This company, which shall remain anonymous, was formed in 2007 and has successfully expanded such that they now employ 14 members of staff.

THE CHALLENGE

Like many companies though the Managing Director and senior managers had been focussing their efforts on business development and whilst doing so, the business had reached that point in growth where clear, compliant policies and procedures which were non-existent had now become a necessity.

THE SOLUTION

- The company took advantage of aspire cambridge's free HR health check to establish firstly if they were currently complying with employment law and secondly what actions they might need to take.
- A comprehensive report was produced which identified several areas where the company were inadvertently not complying with employment law such as not ensuring all employees were issued with contracts of employment within the specified timeframe, and not being sure that the contracts complied with legal requirements.

THE OUTCOME

- Their employment contracts were updated, re-issued and their employees were provided with a handbook which included all the necessary policies and procedures.
- One of our specialist consultants also met with senior managers and provided HR advice on a number of existing employee relations issues.

**All companies, however small, are bound by employment law and ignorance is no defence.
Are you confident that your processes are compliant? Do not wait for a problem to arise
before you seek advice - then it may be too late!**