

HR – Model Documents & Policies

We offer model policies and documents that can be customised (and branded!) to suit your organisation. You can make changes to the text, add your company logo and reformat the documents as you like. We can also support you with HR calculators and quick benchmarking tools, as well as checklists which guide you through HR procedures.

Recruitment & Selection

- ✓ Recruitment Advertising
- ✓ Job Descriptions, Valuations and Applications
- ✓ Interviewing & Selection
- ✓ Medical Checks
- ✓ Induction & Exit Reviews
- ✓ Probationary Periods
- ✓ Promotion
- ✓ Secondment

GDPR

- ✓ Confidentiality Agreement
- ✓ Consent Form for Employees Who Leave
- ✓ Consent Form for Existing Employees
- ✓ Consent Form for New Employees
- ✓ Data Breach Notification Policy
- ✓ Data Deletion Request Form
- ✓ Data Protection Act
- ✓ Data Rectification Request Form
- ✓ Data Transfer Security Policy
- ✓ Employee Privacy Policy
- ✓ GDPR FAQ's
- ✓ HR Data Audit Form
- ✓ Job Applicant Privacy Notice
- ✓ Monitoring Policy
- ✓ Privacy Notice – Website
- ✓ Privacy Notice for Contractors
- ✓ Subject Access Request Form
- ✓ Subject Access Request Policy

Employees & Workers

- ✓ Part-Time Workers
- ✓ Casual Workers
- ✓ Agency Workers
- ✓ Fixed-Term Workers
- ✓ Apprentices & Interns
- ✓ Zero Hour
- ✓ Foreign Nationals
- ✓ Ex-Offenders
- ✓ Volunteers
- ✓ Employees Working from Abroad

Terms & Conditions

- ✓ Types of Contracts
- ✓ Variations of Contracts
- ✓ Employee Handbook

Pay & Benefits

- ✓ National Minimum Wage/National Living Wage
- ✓ Holiday Entitlement & Pay
- ✓ Sick Pay
- ✓ Sabbaticals
- ✓ Pensions
- ✓ General Staff Benefits
- ✓ Pay

Managing Performance

- ✓ Performance Appraisals
- ✓ PIP's (Performance Improvement Plans)
- ✓ PDP (Personal Development Programme)
- ✓ 1 to 1's (Meeting Notes, Guidance)



Change Management

- ✓ Restructure
- ✓ Succession Planning
- ✓ Employee Satisfaction Surveys
- ✓ Customer Satisfaction Survey
- ✓ Implementation of New Processes
- ✓ Communicating the Change
- ✓ Follow Up Reviews
- ✓ Cost Reduction & Solutions

Learning & Development

- ✓ Learning & Development Strategies
- ✓ Identifying Learning Needs
- ✓ Designing Learning Solutions
- ✓ Training

Family Friendly & Flexible Working Rights

- ✓ Maternity Leave & Pay
- ✓ Paternity Leave Pay
- ✓ Adoption Leave & Pay
- ✓ Parental Leave
- ✓ Flexible Working
- ✓ Working from Home
- ✓ Time Off
- ✓ Condolences

Equality

- ✓ Preventing & Handling Discrimination
- ✓ Harrassment & Bullying

Business Principles

- ✓ Data Protection
- ✓ Workplace Health & Safety
- ✓ Working Time Directive
- ✓ Whistleblowing
- ✓ Anti-Bribery
- ✓ Corporate Social Responsibility
- ✓ Medical Suspension
- ✓ Alcohol & Drugs
- ✓ Smoking
- ✓ Social Media
- ✓ Safeguarding

Managing Absence & Capability

- ✓ Sickness Absence to include Long Term Absence
- ✓ Bereavement Leave
- ✓ Managing Workplace Stress
- ✓ Managing Welfare & Capability
- ✓ Managing Absence
- ✓ Occupational Health Referrals
- ✓ GP Record Referrals
- ✓ Mental Health

Discipline & Grievance

- ✓ Managing Discipline
- ✓ Managing Employee Grievance
- ✓ Suspension



Redundancy & Consultation Process

Dispute Resolution

- ✓ Mediation
- ✓ Settlement Agreements
- ✓ Employment Tribunals
- ✓ ACA Procedures

Tupe

- ✓ Managing Tupe

Employee Relations

- ✓ Information and Consultation
- ✓ European Works Councils
- ✓ Trade Union Recognition
- ✓ Industrial Action

Termination

- ✓ Dismissal
- ✓ Resignation
- ✓ Redundancy
- ✓ References
- ✓ Retirement
- ✓ Death in Service
- ✓ Post Termination

HR Calculators

- ✓ Holiday Pay
- ✓ Sick Pay
- ✓ Maternity Pay
- ✓ Adoption Pay
- ✓ Absence Management
- ✓ Staff Turnover
- ✓ Redundancy Pay

Benchmarking Tools

- ✓ Recruitment Costs
- ✓ Fixed and Variable Pay
- ✓ Pay and Benefits Spend
- ✓ Absence Rates
- ✓ Labour Turnover
- ✓ Training Spend
- ✓ Training and Development Hours
- ✓ Absence Types
- ✓ Absence Costs

Checklists

- ✓ Recruitment and Selection
- ✓ Relocation Assistance
- ✓ Holiday Entitlement and Pay
- ✓ Flexible Working
- ✓ Maternity Leave and Pay
- ✓ Paternity Leave and Pay
- ✓ Adoption Leave and Pay
- ✓ Time off for Dependents
- ✓ Harassment and Bullying
- ✓ Data Protection
- ✓ Workplace Health and Safety
- ✓ Workplace Behaviour
- ✓ Absence Management
- ✓ Investigations and Witness Statements



- ✓ Discipline
- ✓ Grievance
- ✓ Fire and Evacuation Register
- ✓ Employment Tribunals
- ✓ Trade Unions
- ✓ Tupe Information and Consultation

HR – Employment Law

Employment Law from recruitment through to retirement.

Legislative Changes

- ✓ Statutory Rates
- ✓ Forthcoming Legislation

Recruitment & Selection

- ✓ Recruitment Advertising
- ✓ Job Applications
- ✓ Interviewing and Selection
- ✓ Vetting and Barring
- ✓ Making Job Offers
- ✓ Induction and Probationary Periods

Employees & Workers

- ✓ Part-time Workers
- ✓ Casual Workers
- ✓ Zero hours Workers
- ✓ Agency Workers
- ✓ Fixed-Term Employees
- ✓ Young People
- ✓ Foreign Nationals
- ✓ Ex-offenders
- ✓ Employment Status
- ✓ Employee Shareholders

Terms & Conditions

- ✓ Contract Types
- ✓ Forming an Employment Contract
- ✓ Statement of Written Particulars
- ✓ Express and Implied Terms
- ✓ Restrictive Covenants
- ✓ Variation of Contracts
- ✓ Continuity of Service

Pay & Benefits

- ✓ National Minimum Wage
- ✓ Unauthorised Deductions
- ✓ Holiday Entitlement and Pay
- ✓ Sick Leave and Pay
- ✓ Sabbaticals
- ✓ Pensions
- ✓ Share Plans

Family Friendly & Flexible Working Rights

- ✓ Maternity Leave and pay
- ✓ Paternity Leave and pay
- ✓ Adoption Leave and pay
- ✓ Parental Leave
- ✓ Right to Request Flexible Working
- ✓ Right to Time off for Those with Dependants



Equality

- ✓ Age Discrimination
- ✓ Disability Discrimination
- ✓ Religion and Belief Discrimination
- ✓ Pregnancy and Maternity
- ✓ General Reassignment
- ✓ Marriage and Civil Partnership
- ✓ Race Discrimination
- ✓ Sex Discrimination
- ✓ Equal Pay
- ✓ Sexual Orientation Discrimination
- ✓ Harassment and Bullying
- ✓ Human Rights

Business Principles

- ✓ Data protection
- ✓ Workplace health and safety
- ✓ Working time
- ✓ Whistleblowing
- ✓ Bribery
- ✓ Sunday Working

Discipline & Grievance

- ✓ Disciplinary procedures
- ✓ Grievance Procedures

Dispute Resolutions

- ✓ Conciliation and mediation
- ✓ Employment Tribunals

Tupe

- ✓ Tupe transfers
- ✓ Consulting Employees on Tupe

Employee Relations

- ✓ Information and consultation on collective redundancies
- ✓ Information and consultation on health and safety
- ✓ European Works Councils
- ✓ Trade union recognition
- ✓ Industrial Action

Termination

- ✓ Dismissal
- ✓ Resignation
- ✓ Redundancy
- ✓ References
- ✓ Retirement

Brexit

- ✓ EU Settlement Scheme



HR – Performance Management

Performance management is not simply providing an annual review for each employee. It is a strategic and integrated process which contributes to the effective management of individuals and teams in order to achieve high levels of organisational performance, taking into account culture, style and communications.

- ✓ Training and Development Projects
- ✓ Align Personal and Company Values
- ✓ Management Development
- ✓ HR Mentoring
- ✓ Coaching
- ✓ Blended Development
- ✓ Short and To-The-Point Delivery
- ✓ Soft Skills
- ✓ Topics

HR – Employee Benefits

We partner with industry professionals to offer tailor-made employee benefits packages, designed to meet the needs of you and your organisation.

- ✓ Advisors and Consultants
- ✓ Childcare and Carers
- ✓ Communication
- ✓ Company Cars and Fleets
- ✓ Financial Education
- ✓ Flexible Benefits
- ✓ Group Risk
- ✓ Healthcare and Wellbeing
- ✓ International
- ✓ Pay, Bonus and Rewards
- ✓ Pensions
- ✓ Share Schemes
- ✓ Staff Motivation
- ✓ Tax Efficient Benefits
- ✓ Technology and Administration
- ✓ Total Reward
- ✓ Voluntary Benefits
- ✓ Workplace Savings



HR – Health & Safety

It's important to know how workplace legislation applies to you. We believe everyone has the right to come home safe and well from their job.

- ✓ Accident Reporting
- ✓ Health & Safety Risk Assessments
- ✓ Workstation Assessments
- ✓ Maternity Assessments
- ✓ DSE (Display Screen Equipment)
- ✓ COSHH (Control of Substances Hazardous to Health)
- ✓ Disability
- ✓ Diversity
- ✓ Fire Safety
- ✓ First Aid
- ✓ Manual Handling
- ✓ Infections at Work
- ✓ PAT Testing
- ✓ Radiation
- ✓ REACH (Registration, Evaluation and Authorisation of Chemicals)
- ✓ RIDDOR (Reporting Incidents Diseases and Dangerous Occurrence Regulations)
- ✓ Risk Management
- ✓ Night Workers
- ✓ Slips and Trips
- ✓ Work Equipment and Machinery
- ✓ Working at Height

