

# Human Resources

We do the paperwork.

*You work efficiently*

The legal responsibilities of an employer surrounding employment law and HR are not only complex, but essential to running a successful business.



**Our expert team will provide you with all the essential contracts, handbooks, systems, and policies needed to keep you legally compliant and running effectively.**

**With 24/7 access to support and legal advice, our HR service leaves you free to focus on your business, secure in the knowledge that the relevant policies and procedures are in place.**

## Our services:

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### **Contracts of Employment**

A contract of employment is a legal requirement which also demonstrates to your employees that you are interested in their rights. Contracts of employment are tailored to your business and can be supplied with your company logo or branding.

### **Company Handbooks**

Combining all the policies and procedures into a single reference document, a company handbook provides an essential tool in employee relations and represents the ethos of your business. Company handbooks are updated automatically to comply with any new legislation.\*

### **24/7 Support**

Our dedicated HR team are available 24 hours a day to provide support and advice on how to overcome any workforce issue, without falling foul of employment law.

### **Indemnity Insurance**

Indemnity insurance is available for an additional premium.\*\*

\* Applies to clients on an annual contract

\*\* If you follow all the advice provided, you will be able to claim on indemnity insurance if an employee makes a claim against your business.

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Our cost-effective services are available to suit your individual business requirements, either as a complete package or as individual components.

To find out more contact us on

**01981 590514**

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