

HR POLICIES & PROCEDURES

EMPLOYMENT FORMS & LETTERS

We offer HR Policies & Procedures and Employment Forms & Letters which cover all areas of HR management. We provide you with up to date HR documentation so that you can put your hands on it as and when you need it. The documentation is designed and written:

- to save you time and money;
- with no legal jargon;
- to give you practical advice;
- to keep you up to date with legislative changes;
- for all managers of people, not just HR managers;
- in a user-friendly format so that you can find the answers to your questions quickly.

The documentation can be tailored to your company needs. To find out more telephone us on **07818 405828**.

We also offer the service of reviewing and updating your existing HR documentation. To find out more and to receive a quotation telephone us on **07818 405828**

We offer the following packages:

- **Complete HR Policies** are customised to your business with your logo, company name and name of the managing director or equivalent. They are intended for employees to have access to when necessary so that they understand their employment rights in the respective area. For example, not all employees may be interested in the company paternity policy until such time that it becomes relevant to them. The policies are supplied on disc and in hard copy format in a LYNC HR folder.
- **Complete HR Procedures** are written to provide guidance to managers on how to handle particular situations. For example, how to conduct an investigatory meeting that may lead to the disciplinary process being implemented. This talks you through the step by step procedure of conducting effective investigations including how to run an investigatory meeting and what action to put in place afterwards. There are 46 HR procedures (known as How to Manage guides) available as a complete set. The procedures are supplied on disc, in hard copy format in a LYNC HR folder.
- **Complete Employment Forms** provide assistance to the manager when implementing the HR procedures, for example, remembering what to say to an employee at a return to work interview. The forms "walk you through" the questions to ask, what to say, etc, rather than having to keep referring to the related HR procedure in

the "live" situation. There are over 80 forms which are designed to be printed with the company name logo and/or name. The employment forms are supplied on disc and in hard copy format in a LYNC HR folder.

- **Complete Employment Letters** are in a template format and have open typing fields so that they can be made bespoke to the situation being handled. There are over 100 letters that cover any array of employment situations and support the HR policies and procedures and employment forms. The employment letters are supplied on disc and in hard copy format in a LYNC HR folder.
- **Complete HR Policies & Procedures and Employment Forms & Letters.** Why not buy the whole HR Documentation system for a discounted price. Contact us for details.

When you purchase any complete set you will also receive **FREE** updates for one year after the date of purchase.

If you require certain documents within the complete packages but not the whole package then simply telephone us on **07818 450828** to let us know what you require and we will provide you with a separate quotation.

We can advise on the contents pages of the complete set of HR policies & procedures and employment forms & letters in order that you can see what is covered in the documentation.