

EMPLOYMENT HANDBOOK

Employee handbooks are designed to complement employees contracts of employment, to create consistency across the business and to provide employees with one document where they can access a variety of information related to their employment. The handbook can cover a number of areas that contracts do not legally need to include such as general company information, company history, rules and organisation chart and can reference further sources of information. The employee handbook can cover:

- company history;
- organisation structure;
- company products and services;
- company rules and regulations;
- policies and procedures.

At **LYNC HR Ltd** we can create a professional and comprehensive employee handbook for your business with particular emphasis on highlighting your company's special needs, e.g. customer service if you are a retail business, hygiene if you are a catering business, health and safety if you are a construction business, etc.

We offer:

- Bespoke Employee Handbook
- Review and update of your existing employee handbook. The review includes you receiving an updated version of your existing handbook. The price charged is according to the number of pages to be reviewed.

Whatever your choice you can be assured to have an employee handbook that meets your needs, that you can access every time you have a new employee in the business and that can access when you need to source specific information.

We always recommend that you:

- issue every employee with an employee handbook and;
- regularly review your employee handbook to ensure compliance with current employment legislation and;
- discuss the contents of the employment contract and employee handbook with your employees particularly when you are introducing new rules and conditions or when you are introducing the documents for the first time. The employee involvement will encourage their acceptance of the employee handbook more readily.

Please note the documents are suitable for companies governed by UK employment legislation only. Please note that a maximum of two alterations are allowed after the first draft. Thereafter an hourly rate plus VAT will be applied.