

Personnel

Advice &

Solutions Ltd

Summary of Terms and Conditions of Service for Retained Clients

- We will produce and / or update your employment contracts, staff handbooks and other employment related documents, including:
 - 1 Recruitment Procedures.
 - 2 Equal Opportunities and Anti Harassment Policies
 - 3 Maternity and Paternity Procedures.
 - 4 Sickness Management Procedures.
 - 5 Disciplinary matters.
 - 6 Grievances.
 - 7 Holidays.
 - 8 Pay.
 - 9 Working Hours.
- Provide a telephone / email advice line service to answer routine Personnel and Employment Law enquiries from the Company's management.
- Provide face to face advice and support at meetings with Employees and also Company meetings, to address more involved and potentially tricky Personnel matters. If required we can conduct meetings such as Grievances, Disciplinary meetings, Redundancies and sickness reviews.
- Produce all requisite Personnel related staff correspondence that fully complies with current legal requirements, such as Discipline and Grievance letters, Medical Information requests, Maternity / Paternity Leave arrangements, etc, to ensure it fully complies with legal requirements.
- Provide on-going employment law and legislation updates and information.
- Comply fully with the Standards of Professional Conduct as stipulated by the Chartered Institute of Personnel and Development.
- Provide services that are fully indemnified with Professional Indemnity cover.
- You or we may vary or terminate this agreement by providing a minimum notice period without penalty. Notice of variation or termination must be given in writing.

Full Terms and Conditions available by contacting our office