

## THE ESSENTIAL HR “HANDBOOKS”

A lot of time is ‘wasted’ in business trying to keep up to date with the range of HR Policies required to satisfy Employment Legislation. The Essential HR “Handbooks” have been designed specifically for our clients to provide you with a wide range of guidance, template policies and procedures which you can easily personalise for your business.

There are two Handbooks in the series and each Handbook contains a pack of template policies and procedures with easy to follow instructions for businesses to insert the variable information required to produce your own documents.

Each Handbook is available on disk, (or in paper format if requested).

The Handbooks cover the following areas: -

### 1. The Essential HR Handbook

- ⊙ Contract of Employment
- ⊙ Disciplinary Procedures
- ⊙ Sample Employee Handbook
- ⊙ Maternity Leave Policy
- ⊙ Short & Long Term Sickness Policy
- ⊙ Stress Policy
- ⊙ Equal Opportunities Policy
- ⊙ Dignity at Work Policy
- ⊙ Bullying & Harassment Policy
- ⊙ Data Protection Policy
- ⊙ Overview of Recruitment Procedures
- ⊙ Grievance Procedures
- ⊙ Time Off to Care for Dependents Policy
- ⊙ Redundancy Policy
- ⊙ Alcohol & Drug Policy
- ⊙ Return to Work Procedure
- ⊙ Confidentiality Policy
- ⊙ Plus a wide range of supporting guidance, letters and information

### 2. Recruitment & Induction Handbook

- ⊙ General Interview Tips
- ⊙ Reference Request Form
- ⊙ Induction Sign Off Sheets
- ⊙ Training Plan & Skills Matrix
- ⊙ Sample Employment Handbook
- ⊙ Short List sifting template
- ⊙ Interview Scoring Matrix
- ⊙ Interview Questions & Planner
- ⊙ Generic Job Descriptions
- ⊙ First Week Induction Planner
- ⊙ Development Reviews
- ⊙ An overview of other recruitment tools

**Each Handbook costs only £299 + VAT.**

**This includes 12 month’s free updates to reflect changing legislation and a license to use the templates within your Business.**

**## Special offer. Order both Handbooks together and save £50. Pay only £548 ##**

## THE ESSENTIAL HR “HANDBOOKS”

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I would like to order a copy of the following Handbooks at the price of £299 each + VAT. (\*Delete as appropriate) **[£548 if ordering both together]**

<b>The Essential HR Handbook</b>	Yes*	No*
<b>Recruitment &amp; Induction Handbook</b>	Yes*	No*

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