



Practical, Prompt, Professional HR Solutions

HR POLICIES & PROCEDURES AND EMPLOYMENT FORMS & LETTERS

At **Complete People Management Ltd** we offer a complete package of HR Policies & Procedures and Employment Forms & Letters which cover all aspects of HR management. The documentation:

- is written for both managers of people and people (HR) managers;
- is practical providing step by step guidance;
- is in a user-friendly format so that you can find the answers to your questions quickly;
- is easy to understand with no legal jargon;
- is updated regularly to ensure legal compliance;
- is designed to be implemented immediately saving you time and money;
- is provided electronically for easy access from your PC whenever you need it.

The complete package comprises of:

- Complete HR Policies
- Complete HR Procedures
- Complete Employment Forms
- Complete Employment Letters

Complete HR Policies are written in order for employees to understand fully their employment rights at work. There are 33 HR policies which are customised with your logo and company name.

The Complete HR Policies cost just £750. (A hard copy is also available for £790 plus packaging and postage).

Complete HR Procedures provide step by step guidance for managers on how to handle specific employment matters, for example, how to conduct an investigatory meeting. There are 45 HR procedures (known as How to manage guides).

The Complete HR procedures cost just £800. (A hard copy is also available for £880 plus packaging and postage).

Complete Employment Forms are in template format and "walk the user through" the questions to ask, what to say, etc in the "live" situation. There are over 85 forms which can be printed with your company name and logo.

The Complete employment forms cost just £600. (A hard copy is also available for £645 plus postage).



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Complete Employment Letters are in template format with open typing fields enabling the user to make them bespoke to the situation being handled. There are over 100 letters that cover any array of employment situations. The Complete employment letters cost just £600. (A hard copy is available at £635 plus postage)

Complete HR Policies & Procedures and Employment Forms & Letters. Why not purchase the Complete HR Documentation system for a discounted price of £1999. (A hard copy available for £2179 plus postage).

What's included in the complete sets?

When you purchase any complete set you will also receive **FREE:**

- updates for one year after the date of purchase and
- a free folder to store your documentation in
- access to the documentation via the Complete People Management website (where you purchase all four complete sets)

How do I get it/them?

HR Policies:

- are provided on disc
- hard copies are available at extra cost
- standard policies are via the Complete People Management website after logging on (if purchased with the complete set of HR procedures and employment forms & letters)

HR Procedures, Employment Forms* and Letters*:

- hard copies are available at extra cost
- *also sent on disc
- are available via the Complete People Management website after logging on (if purchased with the complete set of HR policies)

What about updates?

The purchase of the following includes free updates in the first year:

- Policies and/or Procedures
- Employment Forms and/or Employment Letters

After the first year an annual charge is payable to remain up to date with the documentation. For further details telephone us on **0208 8168 726**.

Also available:

- Subject sets
- Individual documentation within each complete set
- HR starter packs

To find out more telephone us on **0208 8168 726**.

All prices are exclusive of VAT and packaging and postage where relevant.

Please note the documents are suitable only for companies governed by UK employment legislation.

All documentation (except letters) is supplied in PDF format. Where alterations are required to the documentation an hourly rate of £100 plus VAT will be charged.