



Practical, Prompt, Professional HR Solutions

HR FOUNDATION PACKS

Complete People Management Ltd HR Foundation Packs consist of the most sought after documentation by companies.

The documentation:

- is written for both managers of people and people (HR) managers;
- is practical providing step by step guidance;
- in a user-friendly format so that you can find the answers to your questions quickly;
- is easy to understand with no legal jargon;
- updated regularly to ensure legal compliance;
- is designed to be implemented immediately saving you time and money;
- comes with guidance notes to ensure simple and quick implementation;
- is sent electronically. If you require hard copies of the packs let us know and we will notify you of the additional costs.

There are four HR Foundation Packs as follows:

- HR Foundation Pack costs just £650*
- HR Foundation Pack with Employee Handbook costs just £999*
- HR Foundation Pack with HR Policies costs just £1150*
- HR Foundation Pack with Employee Handbook and HR Policies costs just £1500*

All the packs comprise of the following documentation:

- Contract of Employment and related Procedure
- Recruitment and Selection Procedure, Forms and Letters
- Sickness Absence Procedure and Forms
- Holiday Procedure and Form
- Absence without Permission Procedure, Forms and Letters
- Performance Appraisal Procedure, Forms and Letters
- Investigation Procedure, Forms and Letters
- Discipline and Disciplinary Appeals Procedure, Forms and Letters
- Grievance and Grievance Appeals Procedure, Forms and Letters
- Leavers Procedure, Forms and Letters

To find out more or to place your order telephone us on **0208 8168 726**.

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.

All prices are exclusive of VAT.