



Practical, Prompt, Professional HR Solutions

## EMPLOYEE HANDBOOK

An employee handbook is designed to capture a variety of information related to employees' employment. Your very own company employee handbook can cover a number of areas including:

- company history;
- organisation chart company products and services;
- company rules and regulations;
- policies and procedures;
- reference to further sources of information and;
- details specific to your line of business, 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.

### **DIY Employee Handbook** just £450.

Ideal if you are looking to implement a simple handbook for the first time or want to discard your existing handbook and start again from scratch. You receive a template with open typing fields for your completion. The content is otherwise set and cannot be amended.

*It includes the following sections:*

Welcome Letter	Lay-Offs & Guaranteed Payments
Adoption Leave	Maternity & Ante Natal Care
Bank Holidays	Medical Examinations
Bereavement Leave	Night Working
Breaks	Other Employment
Capability	Parental Leave
Change of Personal Circumstances	Paternity
Data Protection & Personnel Records	Pay & Pay Reviews
Dental, Optical & Medical Appointments	Pay Deductions
Disability	Pension Scheme
Disciplinary Procedure	Probationary Period
Suspension	Property (Company & Personal)
Counselling	Redundancy
First Written Warning	References & Reference Requests
Final Written Warning	Retirement
Dismissal	Security and Security Checks
Gross Misconduct	Sickness Absence
Serious Misconduct	Sickness Pay
Appeal Hearings	Smoking
Dress Standards	Special Leave
Email and Internet Use	Telephone Use
Emergency Time Off	Termination for Medical Reasons
Equal Opportunities Policy	Termination of Employment
Fire Precautions	Terms and Conditions of Employment
Flexible Working	Territorial Army
Grievance Procedure	Union Membership & Collective Agreement
Harassment, Bullying & Victimisation	Variations Terms & Conditions of Employment
Health & Safety	Whistle blowing
Holidays & Holiday Pay	Working Time Regulations
Induction Training	
Jury Service & Other Public Duties	Company Handbook Receipt



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**New Employee Handbook** from just £800.

Ideal if you are looking to implement a simple yet comprehensive handbook for the first time or want to discard your existing handbook and start again from scratch. We agree the content with you after asking a number of questions in order to create the first draft document. A maximum of two amendments is included in the price. Thereafter additional charges apply.

*It includes the following sections:*

Welcome Letter	Keys
Company History	Lay-Offs & Guaranteed Payments
Organisation Chart	Legacy
Access to the Building	Lost Property
Accidents & Injuries	Mail
Adoption Leave	Maternity & Ante Natal Care
Aids & HIV	Media Contact
Bank Holidays	Medical Examination
Bereavement Leave	Medical Insurance
Bonus	Mileage Allowance
Breaks	Name Badges
Capability	Night Working
Cash Handling	Notice boards
Change of Personal Circumstances	Other Employment
Children – employment of	Overtime
Clear Desks	Parental Leave
Code of conduct – Business Ethics and Behaviour	Part Time Employees
Company Car/ Company Vehicle/Use of Private Vehicle	Paternity
Computer Back-Up	Pay Reviews
Confidential Information	Pay Deductions
Conflict of Interest	Pension Scheme
Criminal Records	Performance Appraisals
Data Protection & Personnel Records	Personal Accident Insurance
Death Benefit	Political & Religious Activities
Dental, Optical & Medical Appointments	Probationary Period
Disability	Promotion
Disciplinary Procedure	Property (Company & Personal)
Suspension	Protective Equipment
Counselling	Public Duties
Verbal Warning	Recommendation for Employment
First Written Warning	Recruitment and Selection
Final Written Warning	Redundancy
Dismissal	References & Reference Requests
Gross Misconduct	Retirement
Serious Misconduct	Security & Security Checks
Appeal Hearings	Sickness Absence
Dress Standards	Sickness Pay
Drugs and Alcohol Policy	Smoking
Email and Internet Use	Software
Emergency Time Off	Special Leave
Energy Conservation	Suggestions
Equal Opportunities Policy	Sunday Shop Working
Equal Pay	Tax Code
Expenses	Telephone Use
Fire Arms, Other Weapons & Hazardous Material or Substances	Termination for Medical Reasons
Fire Precautions	Termination of Employment
Flexible Working	Terms and Conditions of Employment
Further Education	Territorial Army Training
Garden Leave	Timekeeping
Gifts, Tips, Cash, Stock & Equipment	Timesheets
Grievance Procedure	Training and Development
Harassment, Bullying & Victimisation	Union Membership & Collective Agreement
Health Insurance	Variations Terms & Conditions of Employment
Health & Safety	Visitors
Holidays & Holiday Pay	Whistle blowing
Incentive Scheme	Working Outside the United Kingdom
Induction Training	Working Time Regulations
Intellectual Property	Working with VDU's
Job Sharing	NOTES
Jury Service & Other Public Duties	Company Handbook Receipt



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## **Review and Update of existing Employee Handbook**

We recommend that you regularly review your employee handbook to ensure compliance with current employment legislation and to ensure it reflects the current business strategy, policies and procedures. We work with you to agree the content having reviewed your current employee handbook. You will be asked a number of questions up front to create the first draft document. We will also advise on legal changes.

## **Employee Handbook Consultations**

Making changes to the employee handbook may be necessary at any time for various reasons. We can provide you with the relevant advice to ensure a smooth implementation of either a new or revised employee handbook.

Telephone us on **0208 8168 726** to discuss your needs further or to place your order.

Here is what one client said about their employee handbook

***"I have seen many employee handbooks from businesses both large and small. Mostly they make the mistake of being over complicated. Your version is clear, easily understood and therefore excellent".***

### **How do I get it/them?**

All handbooks are sent electronically. You can arrange with your usual printer to bind and print the handbook or you can produce it in house or we can source a printing company on your behalf for an additional charge. The consultation process involves communication via telephone and email.

### **What about updates?**

Where a handbook has been purchased within 28 days of any update you will receive the revised copy free of charge thereafter amendments and the respective price is notified directly to you for consideration.

All prices exclusive of VAT.

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

Please note that two alterations of the first draft are included in the price, thereafter further amendments incur an hourly rate of £100 plus VAT (excluding the DIY employee handbook).

Where alterations are required in a DIY handbook an hourly rate of £100 plus VAT will be charged.