

## Contracts, Handbooks & Policies



Consultants in HR Insight work with you to ensure that you have a strong HR and employment foundation that reflects your business and your working practices. We will ensure that your employment documentation, your practices and your procedures, are in line with current legislation and will work with you to ensure they remain updated and that you are aware, in advance, of any legislative changes that affect your business.

Services to ensure that you have a good strong foundation include:

- HR Audit (Health Check) of Existing HR Practices and Documents - This project reviews all your current practices from recruitment and offer, to employment, performance and termination. The report produced from the Audit provides a detailed insight into your current working practices and will make recommendations where necessary, in order of priority, where improvements are required.
- Employment Contracts and Employee Handbook – Robust, clearly worded, employment contracts are a key foundation stone of any business system. We will either update or re-draft your current contracts and employee handbooks to ensure that they provide you with the flexibility and protection to deal with the inevitable issues that arise with employees.
- Employment Documentation - We provide the documentation and processes to support the employment contract. This includes standard employee correspondence, forms and basic policies and procedures. These are provided electronically for you to use. This ensures the employment administration becomes streamlined and simple to internally administer.
- e-HR Software and Payroll – We have developed software that allows you to completely integrate your HR processes and payroll, removing the need for double entry and worries about time-related activities. As your HR Advisers, we will review the information held in your database and forward emails so that you know when and how to act in every situation.

## Key contact

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