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### **PERSONNEL POLICIES AND PROCEDURES**

One of the main planks in successful employee motivation is the provision of clearly understood policies and procedures. Benefit from bespoke policies and procedures tailored to your companies needs.



### **CONTRACTS / TERMS & CONDITIONS OF EMPLOYMENT**

Unambiguous contracts and / or terms and conditions of employment are essential protection both for you and your employees. All employees must have a written statement of their terms and conditions of employment within eight weeks of commencing employment.

What must you include?

What can you safely leave out?

*Outline your requirements and leave the rest to us.*



### **ABSENCE MANAGEMENT POLICIES**

One of the biggest drain on resources is employee sickness, be it long term or the irregular day off. What steps can you take to deal with it?

How can you be seen to be fair, and still be in control of your staff budget?

A properly documented Absence Management policy gives you the tools to do just that.



### **MATERNITY POLICIES AND PROCEDURES**

One of the necessary pieces of legislation for employers includes some very detailed and precise requirements for the management of employees who are pregnant.

There is not much scope for flexibility in these regulations, and the penalties can be harsh if they are breached.

This is one area where our specialised knowledge is vital. The consequences of getting this wrong are far reaching.

A properly documented Maternity policy will go a long way to preventing problems occurring in the first place.

This, backed by our telephone helpline, will enable you to keep on the right side of the law.



### **MANAGER / SUPERVISOR TRAINING**

Problems can occur when untrained or unsure managers and supervisors do (or do not) instigate disciplinary action due to lack of training or experience. This leads to complications in the future, with possible claims for harassment, unfair dismissal or possibly discrimination.

N.B. There is no ceiling on awards of compensation for racial / sexual discrimination.

Your managers and supervisors benefit from a detailed training programme which gives them the knowledge and confidence to deal with disciplinary issues as and when they happen.



### **ASSISTANCE WITH RECRUITMENT AND SELECTION**

The selection of the correct employee for the post may help prevent a lot of problems in the future. Do you know exactly what sort of person you are looking for?

What skills must he or she possess?

Does your application form provide you with the information that you need ? Does your application form discriminate against certain potential employees?

Are you and your managers confident of your interviewing skills?

You can benefit from our experience in these areas to help you select the right person to fill that vacancy - every time!



### **EMPLOYMENT TRIBUNAL REPRESENTATION**

There may be times that you find yourself facing the prospect of an Employment Tribunal. This can be a daunting and expensive experience, not only in terms of money, but in management time and effort. Let us carry out an assessment of the case on your behalf.

We shall advise you of the likelihood of the claim against you succeeding, and the possible financial consequences. (Please note that there is never a guaranteed outcome to Employment Tribunal hearings).

If you decide to oppose the claim against you, we can assist with the completion of submissions, witness statements, preparation of evidence, etc.

We can conduct negotiations with ACAS to reach a settlement without recourse to a full Tribunal hearing. Or, if it goes the distance, we can represent you at the Employment Tribunal hearing, present your case in the best light, and hopefully secure an agreeable outcome.

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### **'REIDPLAN' ADVICE HELPLINE**

Once all the procedures are in place, a subscription to our helpline gives you the peace of mind knowing that friendly, professional advice is available when you need it - at no extra charge!

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