

HR & Employment Law

From contracts of employment and holiday entitlements, to dismissals and discrimination, HR & Employment legislation can be tough to get your head around – and that’s where we come in.



Here’s what we’ll do for you:



Welcome to the team

As soon as you sign your agreement, we’ll give you access to our 24/7 advice line, set you up on our online management platform – Atlas, and arrange your first consultant visit.



Your first visit

During your first visit, your experienced consultant will review and advise on:

- Existing contracts
- Terms and conditions
- Employee handbooks
- Recruitment and selection
- Managing sickness and absence
- Pay, overtime and salary deductions
- Social media policies
- Internet use.



Provision of documents

We’ll send you a draft of your contracts of employment and employee handbook for you to approve. These will include, but are not limited to, things like:

- Holidays
- Sickness absences
- Disciplinary procedures
- Grievance procedures
- General working rules.



Putting them into practice

Once you’re happy with the documents we’ve provided, your consultant will pay you another visit to talk you through how to effectively implement them. We’ll also store copies in Atlas for you to distribute to employees.



Always up-to-date

We’ll always inform you of legislation changes and, on request, update any documentation accordingly. And if there are any changes to your business, just let us know and we’ll reflect those in your documents too.



Here for you - 24/7

You and your nominated employees will have access to industry-leading HR specialists & Employment Law experts 24 hours a day, 365 days a year. We always provide advice bespoke to your business, and work alongside you to find the best solutions for your challenges.

Tribunal support

From early conciliation with Acas to representation at tribunal, we’ll be by your side every step of the way.

Guaranteed advice

Providing you’ve informed us of all the relevant facts of the case and promptly follow all our advice, we’ll defend you against employment tribunal claims and pay any awards or agreed settlements. There’s a limit of £150,000 per matter or series of related matters, and an annual limit of £1.5 million. More details can be found online.

Commercial advice

We understand that sometimes you’ll want to cut corners to get the right outcome for your business. If you take our advice and decide to go down one of the commercial routes we’ve discussed with you, we’ll cover the costs of preparing your defence to any ensuing tribunal claim, including the first day of representation.

Unlimited access

We’ll make sure you’re always clued up by giving you unlimited access to 100s of online tools and fact sheets.