



Is your business at financial risk?

If you employ people, why not complete this
Free Mini HR Audit and see?

It will take **2-3 minutes** and could save your business **££££.££**

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Q1:	Do you have employment Contracts? Do they comply with Section 1 of the Employment Rights Act 1996? And do they help protect your business?	YES NO
Q2:	Do you have a problem with sickness absence? Would you like to reduce sickness absence and costs?	YES NO
Q3:	Do you check all workers have the Right to Work in the UK? Are you compliant with the National Minimum Wage and in compliance to the Working Time Regulations?	YES NO
Q4:	Do you have an employee who is underperforming, or whose conduct at work is unacceptable? And not sure how to manage this in our legalistic working environment?	YES NO
Q5:	Are you compliant with the recent legal changes calculating holiday pay? Or, the new legal, but complex, right to Shared Parental Leave?	YES NO
Q6:	Pension Auto Enrolment is now hitting small businesses. Can you comply with your legal obligations? Do you know the full cost to your business?	YES NO
Q7:	Are you sure you are fully compliant with your legal duties under the Health and Safety at Work Act 1974?	YES NO
Q8:	Do you need someone at the end of the phone to give you HR support and advice when needed? And, keep your business up-to-date with changing legislation? But without it costing you a fortune?	YES NO

Let's look at the financial risks to your business:

- A1:** **NO.** You risk a **£1,800 fine per employee.**
Plus a good contract of employment can also help protect your business should things go wrong.
- A2:** **YES.** Last year **sickness absence cost UK businesses £28 billion.** What is your cost? We have tried and tested HR tools to help you reduce & manage sickness absence and costs in your business.
- A3:** **NO.** You risk a fine of up to **£20,000 per employee.**
The law consistently changes. We help protect your business by ensuring this does not happen to you.
- A4:** **YES.** Underperforming, disruptive or deviant employees cost a business **£££££.** Clients tell me *"as all the legal protection is weighted to employees - we don't know where to start"*. Knowing employment law helps us to help you resolve these issues, or dismiss an employee when legally justified.
- A5:** **NO.** Recent legal decisions changed how holiday pay must be calculated – risking tribunal claims. From 5th April 2015 parents have the new right to Shared Parental Leave & Pay - a complex legislation to comply with. We keep you up to date with legal changes, and ensure you have HR tools & advice to manage issues like these.
- A6:** **NO.** Staging dates are here for small businesses. You must have a Qualifying Pension Scheme and meet specific administrative duties. It is vital you can comply and get the best scheme for you and your business.
Fines for non-compliance are from £50 -£10,000 per day.
- A7:** **NO.** We can help you meet your legal duties under this Act. Charges and fines have increased, and we are now seeing individuals receiving criminal charges and imprisonment for serious breaches of the Act.
- A8:** **YES.** We can help you ensure employment and health and safety compliance - reducing your business risks. And, help you manage any workforce issues, improve performance and reduce costs.

Keeping costs in mind, we offer a **free 30 minute consultation** to discuss how we may best help you.

Contact Carole on 01295 788579 / 07899 425 916 or carole@hrsfb.co.uk.

Or turn over to see some of the HR Services & resources designed to help small businesses - like yours.



How did you do? Did you score as well as you would like (PTO)?

NO? Then as HR and Health and Safety experts we can advise and support you with whatever you need. You just call for a **free 30 minute consultation** to discuss how we can best help you.

To provide our clients with a quality service, whilst keeping costs to a minimum, we have developed our new Compliance Boxes. Based on current clients' needs, each Box is designed to provide a comprehensive, but practical, source of legal compliance, good practice, guidance and support.

And, of course, as experts in our field, they help support you to get the best from your people.

We have done the research and work for you - Saving your time and money.

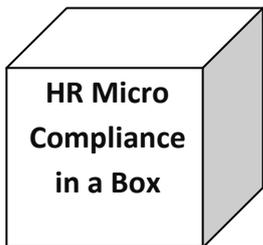


'One Stop Shop' for your HR Compliance 

Do you stress over constantly trying to stay legally compliant, whilst endeavouring to manage your workforce, their performance and your business?

Your Easy access to Employment Contracts, Employee Handbook and HR Toolkits. Designed to help you manage the full employee lifecycle – effectively and legally. Done for you by a Senior HR professional (*Fellow of the CIPD*) with over 16 years practical experience.

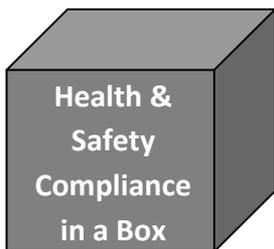
Providing a cost effective and professional HR Compliance solution for small businesses.
It's HR Compliance, but without the hassle. *If you would like to know more just call Carole.*



Avoid your risk of penalties for non-compliance to the ERA

Whilst all the above would be ideal, for smaller clients, budgets are very tight. They just initially want to ensure legal compliance with Section 1 of the Employment Rights Act (ERA) by issuing the contracts and the key information required.

We have formulated a special **HR Micro Box** to meet these initial needs. Designed so you can add more later on - when you are ready.
Contact Carole for more information.



Health and Safety support for small businesses 

Employers have specific legal duties under HASAWA 74 to manage & reduce risk, as low as practicable, in their business. In addition, the HSE's FFI Scheme is seeing increasing bills for employers, fines are increasing, and if found guilty of a serious breach, you can be personally be fined, charged, or even imprisoned.

Your Box includes a Health and Safety Handbook giving you the initial solid foundation needed. All designed by a Technician Member of IOSH with over 18 years' experience.
Contact Carole for more information.



Ensuring your peace of mind – and expert HR help when you most need

Once compliant, clients asked for a HR service to ensure they stay legally compliant with ever changing employment and health and safety law and best practice. Also, to have access to senior professional support to help resolve workforce issues as they happen – reducing their stress and saving their valuable time. So we have developed this service to meet these needs.

Keeping in mind the resources of small businesses we offer this at less than £20 per week. *If you would like to know more of how we can help you please just call.*



Contact us for a **free 30 minute consultation** to see how **HRSfB** can best help you

Call: 078994 25916 / 01295 788 579
e: carole@hrsupportforbusiness.co.uk


HR Support for Business
A simple and affordable solution to HR