



The provision of Human Resources (Personnel) services including :

The creation and implementation of personnel policies and procedures for :

<i>Grievances</i>	<i>Telephone, email and internet usage</i>
<i>Disciplinary - including dismissals</i>	<i>Smoking Policy</i>
<i>Management of Sickness Absence</i>	<i>Whistle-blowing policy</i>
<i>Flexible working</i>	<i>Promoting Equality & Diversity</i>
<i>Paternity Leave</i>	<i>Race Equality</i>
<i>Adoption Leave</i>	<i>Early Retirement</i>
<i>Special Leave</i>	<i>Secondment</i>
<i>Job Sharing</i>	<i>Bullying and Harassment</i>
<i>Drug and Alcohol Abuse</i>	<i>Redeployment</i>
<i>Stress Management</i>	<i>General Terms & Conditions</i>

Advice and support on the latest employment legislation for :

Recruitment and Selection
Data Protection
Equal Opportunities - including sexual and racial discrimination etc.
Health and Safety

Advice on best practice procedures tailored to the individual company's requirements :

Training & Development
Performance Management
Workforce Planning
Recruitment & Retention

Managing and developing organisational culture

Benefits of using Human Resources services include :

- 1. Competitive prices*
- 2. HR service tailored to the company's needs*
- 3. HR services as required*
- 4. Professional standards*
- 5. Flexible approach*
- 6. Increased productivity*
- 7. Improved retention rate of staff*
- 8. Possible avoidance of high payouts in Employment Tribunal*

For further information contact :

HR House, 1691 Leek Road, Milton, Stoke on Trent. Staffs. ST2 7AA
Tel: 01782 537981 Mob: 07984 144812 E: shaneotooles@yahoo.co.uk