

Contracts & Policies

Even if you have only one employee, the following policies are necessary to meet employment legislation. All employers should have these in place, preferably in the format of a staff handbook:

- Employment contracts
- Recruitment & Selection policy
- Health & Safety procedures
- Disciplinary & Dismissal procedures
- Grievance procedures
- Sick pay & absence management
- Holiday entitlement policy
- Working Time Regulations
- Equal Opportunities (discrimination)
- Maternity, Paternity & Adoption entitlements
- Parental & Emergency Dependents Leave
- Termination of a contract
- Retirement procedures
- Redundancy procedures

SCR Solutions can provide you with all the above in a simple and understandable format.

The employee contract and the staff handbook together, may constitute the Terms and Conditions of Employment which have to be issued to each employee within eight weeks of beginning their employment to comply with the Employment Rights Act 1996, as amended by the Employment Act 2002.

Each policy meets statutory requirements and is bespoke to meet your company requirements where possible. They are guaranteed by three months support service. We will conduct consultations on each policy area to ensure you receive personalised policies of a high standard to suit the individual requirements of your company. We will fully explain the policies and give practical examples on how to implement and use them. We can also offer policy training for your line managers and supervisors to ensure consistent use of the handbook.

To discuss your requirements and for a formal quote, please contact us on 0845 8620 877 or email to admin@scrsolutions.co.uk.