



StellarHR have produced a package of HR support targeted specifically at businesses that currently have little or no HR provision within their business.

We provide the necessary paperwork and procedures to ensure that you are fully compliant with HR employment legislation.

HR Essentials has been designed to ensure that your business is legally compliant and is the minimum standard that your business needs to have in place to protect yourself against potential claims.

Businesses which employ 5 or more people are required, by Law, to have the following written documents:

- A Disciplinary Policy
- A Grievance Policy
- A Health & Safety Policy

All employees should also receive a written statement of the particulars relating to their employment (ie an employment contract) within 8 weeks of their employment starting.

An Employee Handbook is a document which pulls together the above policies, and any others which a business introduces as it grows and develops, and clearly outlines the foundations on which the employment relationship is built. If this document is given to every employee when they start work then you will be off to a good start!

By having clear HR practices in place, HR matters can be handled efficiently and effectively and your time will be released to focus on your core activities.

Businesses which buy our HR Essentials will receive:

- An Employee Handbook containing the standard policies listed above
- An Offer Letter Template and Statement of Employment Particulars Template
- A pre-employment employee checklist

All of this for one single payment of £750*

If you wish, you can then access further HR support and related services through our Retained Service Packages. Please see our separate leaflet for further details.

Whatever support you choose, you pay for as much or as little support as you need.

For effective HR advice call us on 07920 137739
Or e-mail us at linda@stellarhr.co.uk
* All prices are exclusive of VAT