

Employment Law Services Package For Employers

Do you find the ever-changing laws relating to employment a minefield?...

The legal regulation of the relationship between employer and employee can be complex and, at times, frightening - and when it all goes wrong, tribunal claims can be costly, time consuming and downright unpleasant.

If your business isn't big enough to support an in-house Human Resources Department, you may find yourself facing big problems and even bigger bills when the inevitable employee issues arise.

But there is a solution; leading Norwich-based law firm Cozens-Hardy LLP have developed a fixed fee Employment Law Services package, designed specifically for small and medium sized businesses. There are a whole host of situations where you might require employment law advice and getting that advice at the earliest possible stage is likely to prove cost effective in the long term. The aim of our package is to provide the tools you need for stress-free employee relations. The following services are included:

EMPLOYMENT 'HEALTH CHECK'

We visit your premises to review the following:

- Your contracts of employment
- Your disciplinary and grievance procedures
- Your formal policies
- Your employee records for the purposes of the Working Time Regulations and the National Minimum Wage

We will then tell you whether your documents meet the legal requirements or explain what changes are necessary to bring them up to standard.

YOUR CHOICE OF FURTHER POLICIES

We will provide formal policies to cover those areas most important to you, for instance:

- Employee use of telephone, email and internet
- Requests for flexible working
- Bullying and harassment at work
- Time off and compassionate leave

UP TO TEN HOURS OF TELEPHONE AND EMAIL ADVICE ON EMPLOYMENT LAW ISSUES*

No more worrying about the cost of 'lifting the phone' for some on-demand legal advice. If you have a problem that needs dealing with there and then, you can call or email us and together we will manage the situation appropriately.

Also Available Separately:

DISCIPLINARY AND GRIEVANCE PROCEDURES

EMPLOYMENT POLICIES

STANDARD CONTRACTS OF EMPLOYMENT

We know that dealing with employees and employment issues can cause you headaches and take you away from your core business. We know that you fear the potential cost of employment tribunal claims. We believe that our employment package will minimise your management downtime in dealing with employment problems and give you enough guidance to avoid tribunal claims.

www.employmentlawservices.com

For further details please contact: Andrew Spencer ajspencer@cozens-hardy.com or Jane Gilbert jmgilbert@cozens-hardy.com or call us on **01603 625231**