

Employee Handbook

Tell your employees what you expect

Your Employee Handbook can really make managing your employees easier and less time consuming. Having a single point of reference where employees can see the rules that apply to them and that managers can use to ensure they deal with things consistently means that everyone is able to focus on the job they are employed to do.

It also helps new employees settle into their new roles quickly and makes sure that you have the legal policies in place that you need.

Review and Update

If you already have a staff handbook in place and are looking for it to be updated, we'll review what you have, let you know the gaps and then make the necessary changes to the guidance and policies.

What does it cost?

- Employee Handbook: £600
 - Review and Update
 - £105 per hour for offsite work
 - £135 per hour for onsite work
- All prices exclude VAT*

We'll speak with you to understand what option would be best for your business and the roll-out process that you would need to carry out.

Starting from Scratch

If you want to replace your existing handbook or don't yet have one, we provide a handbook tailored to your business needs and culture. The handbook has two sections:

- **The Guidance** section is the more accessible section which looks to pull out information that is specific to your business and answers the immediate questions employees will have such as "What should I do if I'm ill?"; "How do I book holidays?"
- **The Policies** section contains the policies you need to have in place to meet your legal obligations and those which cover key employee events. This is the section that most people will only refer to when they have a problem or face a very particular situation.

The Process

We'll work with you to find out more about your business and offer insight into areas you should be looking to cover.

If you want to review and update your existing handbook, we'll give you an estimate of the number of hours we expect the update to take.

If you are looking at getting a new handbook template from us, we will assemble the handbook, review it with you, and then send you the finished document.

One key element is the roll-out of the handbook to your staff. During our discussions, we will advise you on the necessary steps required and then agree the best implementation approach: you can implement it with us on the phone for support, we can implement it together or lead it on your behalf.

