



## CONTENTS OVERVIEW

### Policies and procedures – over 15 including:

- Disciplinary and grievance
- Redundancy
- Absence
- Equal opportunities

### Guidelines on more than 45 topics including:

- Discrimination
- Disciplinary
- Disability
- Health and safety
- The tribunal process
- Maternity

### Broad templates:

We include more than 100 letter templates suitable for most disciplinary, grievance or dismissal situations, including:

- Verbal and written warnings
- Termination of employment
- Redundancy
- Resignation
- Leaving letters
- Outcome of grievance hearing
- Probation
- Ongoing sickness
- Employee reference

### Specific templates for over 600 different situations:

Our specific templates cover a wealth of situations and offences. Letter wordings are contained for:

- Verbal, written and final written warnings
- Gross misconduct
- Grievance
- Termination
- Changes in terms and conditions
- Disability
- Absence due to sickness
- Training
- Probation

### Forms, checklists and scripts:

More than 30 different documents to help you and your staff with difficult areas such as:

- Equal Opportunities
- Redundancy
- Sickness
- Maternity and paternity

### Staff training:

- Presentations on disciplinary and grievance matters

### Employment legislation:

- Recent changes in employment legislation
- Implications of legal cases to employers

### Updates

Issued quarterly to reflect modifications to legal aspects or content, as well as for functional improvements

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