



# HR partnerships & employment law

***HR Services & Employment law can be a logistical minefield. With legislation constantly evolving, sentient are on hand to be your HR partner. Working closely alongside you to understand your business and create bespoke solutions to take the stress out of HR.***

***As an employer, it's essential that you comply with the myriad legal requirements placed on businesses – we take the time to understand these, so you don't have to.***

***So read on to learn more about how we can support you and your team to give you the time back to focus on what you do best.***

## employment management system

Have you complied with your employee contract requirements? Are the terms legal and effective? Do your employees understand them? Our system answers all these questions and more. As your trusted HR partner, we can provide:

- An on-site audit of your existing terms and conditions of employment
- Tailor-made and legally compliant principal statements of terms and conditions of employment
- A bespoke employee handbook
- A supply of appropriate stationary ranging from recruitment documentation through to exit interview forms
- An employment guidance manual covering recruitment, employment, termination, general employee rights and key legal issues

## the “right to manage”

The above working systems and rules help you control issues in the workplace and give you the “right to manage”. Areas such as absenteeism, holiday arrangements, disciplinary rules and procedures, appeals and grievances are all covered.

What’s more they are all written to reflect your rules and procedures, together with relevant policies for such matters as equal opportunities, monitoring of communications etc. Having such control systems in place is your first step towards the avoidance of disruptive Employment Tribunal claims.

Let Sentient put this essential element into your managers’ toolkit.

## ongoing support

Managing your employees is made easier with our ongoing support service which provides;

- Access to specialist help – 24/7 – to ensure that you are never left on your own to deal with issues
- Regular information on developments in employment law, HR matters and case law
- Keeping your tailored employment documents compliant
- Regular information on legal and case law changes to ensure you are in the best position to manage your organisation within the law

- Access to a document library with template letters and forms for a variety of HR related matters
- Optional Legal Expenses Insurance which protects you from the cost of responding to and defending Employment Tribunal actions or having to pay compensatory awards

Having the “tool kit” is one thing – using it consistently and efficiently is another and these days, how you do things is as important as what you do.

## employment law, hr and management training

We have a range of training options from general employment law awareness to specific topics such as discipline and grievance handling. We can help you assess your training needs with courses run in-house or externally.

