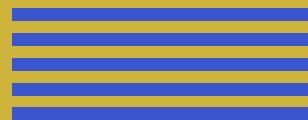


# Compliance and Legal Essentials Toolkit

~ An overview of what you should have in place



We specialise in supporting small businesses with practical and strategic HR solutions. Our toolkits are designed to keep you compliant, and build a people-first culture.



Protect your business and set clear expectations from day one with a solid contract of employment.



Safeguard your people and your reputation with a GDPR & Data Protection Policy, and training that keep you compliant and confident.



Keep your team safe and your business compliant with a clear and practical Health & Safety Policy.



Ensure you are handling issues fairly and legally with a clear Disciplinary and Grievance Policy that protect everyone.



Having a strong Equal Opportunities Policy promotes an inclusive and thriving team, whilst avoiding legal challenges.



Without effective mediation, workplace conflicts can escalate — costing you time, morale, and retention.



Without clear, compliant letter templates, you risk miscommunication and legal missteps in each stage of employment.



Staying on top of Employment Law Updates makes sure you stay compliant — avoiding exposing your business to fines and risk.

# HR Toolkits

*What should you have in place?*

HR COMPLIANCE & LEGAL ESSENTIALS	START UP	SCALE UPS	EVOLVING	EXTRAS
CONTRACTS OF EMPLOYMENT	✓	✓	✓	
GDPR & DATA PROTECTION POLICY	✓	✓	✓	
GDPR TRAINING PACK (BRANDED DECK OF SLIDES)	✓	✓	✓	
HEALTH & SAFETY POLICY	✓	✓	✓	
DISCIPLINARY & GRIEVANCE POLICY & PROCEDURES	✓	✓	✓	
EQUAL OPPORTUNITIES POLICY	✓	✓	✓	
MEDIATION				✓
LETTER TEMPLATES				✓
EMPLOYMENT LAW UPDATES				✓

# Speak with a member of the team

Book an appointment: <https://bit.ly/4f8ange>

