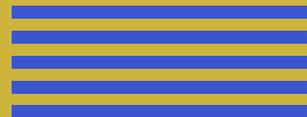


# Policy and Documents Toolkit

~ 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.



Contracts and offer letters clarify expectations and legal rights for both parties.



Employee handbooks promote consistent, compliant, and positive workplaces.



Policy templates ensure consistent, clear, and compliant workplace rules.



Essential policies set clear standards for behavior, safety, and compliance.



Induction slides introduce new hires to the company, culture, and key processes.



Organisational charts clarify roles, structure, and reporting lines within the business.



Equipment agreements outline responsibility for company equipment use and care.



Process flows provide clear, step-by-step guidance for key processes.

# HR Toolkits

*What should you have in place?*

POLICY & DOCUMENT ESSENTIALS	START UP	SCALE UPS	EVOLVING	EXTRAS
CONTRACTS OF EMPLOYMENT	✓	✓	✓	
OFFER LETTERS	✓	✓	✓	
EMPLOYEE HANDBOOK	✓	✓	✓	
TEMPLATES FOR FUTURE POLICIES	✓	✓	✓	
ESSENTIAL POLICIES	✓	✓	✓	
INDUCTION SLIDES		✓	✓	
ORG CHARTS		✓	✓	✓
EQUIPMENT AGREEMENTS		✓	✓	✓
PROCESS FLOWS		✓	✓	✓

# Speak with one of our HR experts

Ensure you have what you need in place to stay legally compliant and ensure best practice within your business.



[connect@cogitohr.com](mailto:connect@cogitohr.com)