



# PERSONNEL POLICIES AND PROCEDURES

Particularly important in times of change is the necessity for companies to keep their Employee Policies and Procedures up to date and be assured that they are fully understood and operated by their managers. As a responsible employer you will want to make sure that your arrangements are not only legally acceptable but that they are in accordance with the various codes of good professional practice.

Horwood International provide the following services to help:

## Human Resources Procedures Audit

A brief but intensive independent review of existing Personnel policies, procedures and practice, together with recommendations for action where appropriate.

## Personnel Procedures Manual

A detailed set of procedures to your companies requirements, containing all the documented forms and standard letters for use by busy managers in discharging their Personnel related responsibilities legally, efficiently and in accordance with Good Personnel Practice.

This service includes working with you and your managers as necessary to tailor the arrangements and can be further supported by communications and training sessions for Management, Supervision and workforce as required.

## An Employment Law Manual for your Company

This manual is tailored to suit the specific needs of your Company. It guides your managers through the main aspects of employing staff and to ensure that managers acting for the Company observe the requirements of the employment laws and administer Company disciplinary policies similarly in all departments.

Other typical areas of work include:-

- Preparation of Employee Handbook
- Advice on Employment Law and Industrial Tribunals
- Workforce discipline and good practice
- Health & Safety at Work Act and Safety Audits
- Company Policies designed to avoid industrial unrest
- Management/Employee communications
- Workforce motivation and satisfaction
- Selection and Recruitment
- Selection Testing
- Team Building
- Job Evaluation
- Union Negotiations
- Factory Relocation
- Redundancy - Legal requirements and Personnel counselling
- Introducing Quality to the Workforce (ISO 9000)

I WOULD LIKE FURTHER INFORMATION WITHOUT OBLIGATION

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