



### The challenge for employers

All businesses face similar problems and challenges in employing and managing staff. Whether a business has 100s of employees or just one or two, the issues will be similar. Do you recognise any of these situations?

*"My staff don't have written contracts of employment. I've got no idea what notice periods they're on. It could be one month – or just one week. I worry that key people will leave suddenly and give me a real problem."*

*"I see people in the workshop using their mobiles all the time, and taking smoking breaks outside whenever they want to. It's really affecting productivity."*

*"One guy left us on a Friday and then the next Monday he turned up working for our direct competitor across town. Now they are benefiting from all the training we gave him."*

*"There's a lady in the accounts team who is always off sick, usually on Mondays and Fridays. It's getting beyond a joke."*

*"We had to give a formal warning to one of our people for repeatedly coming in late. Now we've got a disciplinary hearing coming up, and he's bringing a union rep along."*

### How we can help you

Most business owners recognise the need for clear and practical legal advice when dealing with employment and HR matters. We provide businesses with advice on staff policies, contracts of employment, sickness and disciplinary matters, and draft contracts and policies for them.

- Drafting employment contracts
- Staff handbooks with policies and procedures
- Pensions auto-enrolment
- Sickness absence
- Disciplinary issues
- Redundancy
- Varying terms of employment
- Restrictive covenants
- Tribunals

*"Many businesses out-source their payroll and recruitment – more and more are also now out-sourcing their HR function"*

### Advice when you need it

If a situation occurs where you require help and advice, we provide a fast, efficient service. We can assist you with: disciplinary procedures and meetings; employee grievances; redundancy programmes; settlement and compromise agreements on an employee leaving; long-term sickness; defending employee claims; representation at Tribunals; and pension enrolment.

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## Your employment contracts

We can provide bespoke employment contracts for your staff, whether for existing employees or new starters. We also advise on how to introduce contract terms if your staff do not have written contracts at present. Your options:

£99: one-off contract

£79 (per contract): 2 to 9

£59 (per contract): 10 or more

## Your staff handbook with policies and procedures

We can prepare a bespoke handbook for your employees, containing all the policies and procedures you need and/or are legally required to operate. Your options:

### £500 package

- Meetings with our lawyers
- Bespoke staff handbook for your business
- 10 policies including maternity/paternity leave, grievance, health and safety, social media, smoking
- Advice on how to introduce the handbook

Ideal for: smaller businesses, wanting the basic policies

### £750 package

- Meetings with our lawyers
- Bespoke staff handbook for your business
- 20 policies including maternity/paternity leave, grievance, health and safety, social media, smoking, equality and diversity, flexible working
- Advice on how to introduce the handbook

Ideal for: businesses wanting a comprehensive handbook with policies covering most everyday situations

### £1,000 package

- Meetings with our lawyers
- Bespoke staff handbook for your business
- 30 policies including maternity/paternity leave, grievance, health and safety, social media, smoking, equality and diversity, flexible working, conflicts of interest, external working, redeployment, redundancy
- Advice on how to introduce the handbook

Ideal for: larger businesses and those wanting a full set of policies for every situation

All prices subject to VAT

To discuss your situation, or for more information, contact:

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