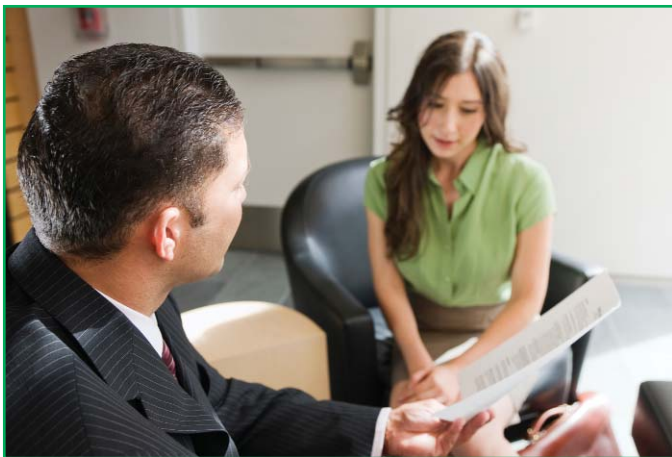


Our H&S consultancy helps your business look after the well-being of your employees and ensures that you comply with the complex requirements of H&S legislation. Our services include:

- Initial on-site visit to discuss your requirements
- Set up H&S procedures
- Provide a H&S manual
- Risk assessments, reports and action plans
- Fire safety risk assessments, reports and action plans
- Staff induction check lists for your business
- On-site training for management to “competent person” status
- Access to advice line and email support
- 6 monthly check up report
- Display Screen Equipment Questionnaires

### Training & Development

hjs|people offer a wide range of training, coaching and management development programmes, which can be tailored to your individual requirements. Our course trainers are qualified HR professionals with a wealth of practical HR and management experience within business. Please see our website for full details of our Training Programmes.



**hjs|people**  
human resources

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hjs|people are specialists in Human Resources, Employment Law, Training, Coaching and Health & Safety. We provide you with the tools and resources to manage your staff, ensuring you are legally compliant and helping to protect your business against expensive employment litigation.

We offer a personal, no-nonsense, commercially focused, practical approach to supporting our clients with their HR issues. Our aim is to provide solutions that fully meet the changing needs of our clients' businesses in a timely and cost efficient way.

Having reliable advice and support when you need it means you can concentrate on running your business, not on compliance and employment issues. Whether you are a busy Director or an HR Manager seeking specialist help, a corporate business or SME, hjs|people will offer you a solution to meet your needs.



Our services can be tailored and specific to your requirements and budget. Broadly we offer:

- > Getting the Basics Right: The Starter Pack
- > Pay as you go
- > HR Retainers
- > HR Consultancy & Administration Services
- > Health and Safety
- > Training, Coaching and Management Development

	Starter Pack	Pay as you Go	Retainer
Initial meeting	✓	✓	✓
Employee handbook	✓	✓	✓
Standard contract	✓		
Standard letters	✓	✓	✓
CD with employment documents	✓	✓	✓
Bespoke contracts		✓	✓
Access to employment advice line		✓	✓
Email support		✓	✓
Access to web portal		✓	✓
Full legal cover*			✓
10% discount off further HR services			✓

\* Legal cover for employment tribunals, subject to policy provisions including:

- o Preparation of ET3 in response to a claim
- o Preparation for and legal representation at tribunal
- o Indemnity against tribunal awards

With our pay as you go service, you can buy block hours and reap the benefits of our premium client discounts. The more hours you buy, the greater the discount you receive. Flexible monthly payment options are available.



We offer a full range of HR consultancy services.

These include:

- Implementing appraisal systems
- Restructures and redundancies
- Change management
- Business transfer (TUPE) issues
- Designing and implementing competency frameworks
- Reward and job evaluation
- Developing HR strategy
- Organisational design/development
- Recruitment and selection
- Psychometric assessment and ability testing
- Personality profiling
- Employee opinion surveys

We can also manage your HR Administration, including:

- New starter administration, references, employment contracts etc
- Tracking and management of holidays and sickness absence, maternity leave etc
- Payroll
- Leaver administration

