

## EMPLOYMENT PROTECTION PACKAGES KEY FEATURES

The following features will be included in your monthly retainer:

| Feature  | Details  |
|--|--|
| Document audit   | We will review your existing contracts of employment and staff handbook to ensure compliance with current legislation and where necessary amend them or replace them with new documents.   |
| Annual Documentation Update  | We will review your documentation each year to ensure continuing compliance with current legislation.  |
| Helpline   | You will be able to contact us by telephone during normal working hours to seek advice on a problem that you have which concerns employment law.   |
| Written advice   | Where we believe more extensive advice is required than can be provided via the helpline, we will set out our advice to you in writing.  |
| Drafting documentation for client as part of ongoing disciplinary and grievance procedures | We will provide you with letters for use in your internal disciplinary and grievance procedures.   |
| Redundancy procedure advice  | If necessary we will provide you with written advice on how to carry out a redundancy process and ongoing oral advice as to the implementation of that process. We will provide you with documents for use in implementing the redundancy process. |
| Preparation of Compromise Agreements   | We will draft compromise agreements for your use where necessary.  |

Advice not included within the cost of the retainer.

- Advice on the transfer of undertakings, complex information and consultation obligations such as those under the ICE regulations or bargaining with trade unions.
- Representation in employment tribunal proceedings unless you have opted to take out employment protection insurance and you are covered by the terms of that insurance.
- Advice concerning employees which does not fall within our employment law remit and in particular, advice on tax, health and safety or personal injury.