

# Complimentary HR Health Check

**New Year, Fresh Start....**

**Let's make sure you are HR Smart!**

As a small business owner, do you worry whether you have all the legal HR documents in place? We can give you peace of mind and potentially **save you money** by reviewing the following:

- Contracts / Statement of Main Terms
- Right to Work Checks
- The relevant legal policies
- Other HR documents including probations, DSE Assessments, pensions and apprentice agreements.
- Identifying if you have any problematic people related issues which need addressing

Did you know that if you don't issue a Statement of Main Terms for each employee or have the correct Right to Work checks in place you could incur fines of **up to 4 weeks pay and/or £20,000 fine per employee.**

**It's complimentary, so what's involved?**

The health check will involve a 15 to 30 minute call with the business owner, a quick review of your documents and then we will write up a report outlining the risk and priority areas within 2 working days.