

We can provide exactly what you need – from simply advising as situations arise, to supplying you with a tailor-made policy and supporting paperwork, or fulfilling all the functions of an in-house human resources department.

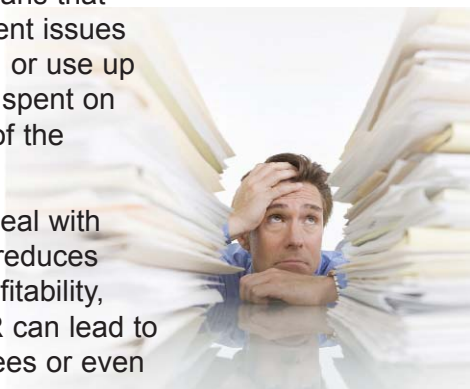
What is Human Resources?

The term human resources (HR), which used to be called personnel, covers all the issues concerned with employing someone. This includes: recruitment, organising and administering salary packages, keeping you on the right side of employment law, formulating policies, originating and sourcing necessary paperwork and forms, help and advice if things go wrong, performance reviews and staff motivation and development.

Why Use a Human Resources Consultant?

The senior personnel of small, medium sized and growing companies, need to give all their attention to building up and running the business, which means that important employment issues either get neglected or use up time that should be spent on the main business of the company.

Taking time out to deal with non-core functions reduces productivity and profitability, while neglecting HR can lead to disgruntled employees or even



Principle HR

expensive legal issues.

We can supply you with a cost effective service that will take all these responsibilities off your shoulders, and allow you to get on with your own job.

Recruitment



Recruiting the wrong people can cause serious problems for a company, upsetting an otherwise good team dynamic.

We can help you with every aspect of the process from the initial interview to bringing the recruit into the company and the induction process, helping you ensure you always get the right person.

Setting Up Policies and Paperwork



As businesses grow, it becomes impractical for the head of the company to have a direct relationship with every employee, but it is still vital that each person is treated equitably and fairly. To achieve this, companies need to formulate employment policies; but where do you start and will they comply with the law?

That's where we come in. We can advise you and, in full consultation with you, formulate sound and effective policies.

We can also produce all the forms and other paperwork required to operate these policies. This includes employment contracts, the wording of which can have huge implications for any subsequent disciplinary or performance review procedures.

Discipline and Grievance Procedures



There comes a time in every business when someone, through unacceptable conduct or performance, may need disciplining or even dismissal. For all but the very worst conduct, the days when someone could be sacked on the spot are long gone, and, what the law may consider to be, unfair disciplining could lead to your company finding itself embroiled in an industrial tribunal – costly in both time and money.

We can guide you safely through the disciplinary process, avoiding the legal pitfalls and even heading off trouble, so that it may not become a dismissal matter.

You also have to face the fact that, no matter how fair you think you are as an employer, at some time one of your employees may feel badly treated by you, or another employee. We can help you deal with this through the right advice and even independent mediation.

Performance Assessment and Management



How employees perform has a key influence on their remuneration, promotion prospects and even their long-term career. It will also have an effect on the performance of others and the overall profitability of the company.

We can help you set up a dedicated

professional performance assessment procedure, which will help nurture a feeling of equanimity in the workforce and help you obtain the best from individuals and the company as a whole. As a consequence of this, we can also recommend and set up any necessary training to improve performance still further.

Everything we do, we approach with commitment and best practice, mixed with common sense and pragmatism.

We always remember you have a business to run, the primary function of which is not HR, but without getting HR right, your business will not run at its optimum efficiency.

We will add value to your business.

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