



Busy growing your business? Employing people?

Employing people can be a bit of a minefield. How do you meet all the employment law requirements whilst you are busy expanding your business? You know the success you create is dependent upon the quality of your employees to carry it through. So, it is imperative that you get your people management right from recruitment to retirement.

Fulfilling your employment law obligations needn't be as time consuming or expensive as you might think. One of the keys to safeguard both you and your employees is to have well-drawn-out, comprehensive personnel procedures that cover everything in detail, leave nothing to speculation, and to follow them effectively.

Why not give us a call to discuss our cost effective ways of handling your personnel needs:- 01453 822075

We can provide

- Employment Contracts
- Policies and procedures
- Employment law advice
- Recruitment and selection
- Audit & Risk Assessment
- Training
- Project Management
- Equal Opportunities
- Employee consultation
- Stress Management
- Personnel Retainer Service

swanHR provide a complete Human Resource service, whether you want cost effective, bespoke solutions or our highly competitive “off the shelf” policy and procedures.

Do you know your obligations regarding

- Working time regulations
- Sick pay
- Maternity/paternity leave
- Annual leave
- National Insurance contributions
- Discrimination
- Safe systems of work?

How do you deal with

- Absence
- Grievance, disciplinary and capability issues
- Recruitment
- Redundancy?

How do you

- Assess performance
- Train & develop your staff to maximise their potential
- Keep staff motivated?

**CONTACT swanHR for sound,
sensible, cost effective advice and
solutions to your personnel
requirements**

01453 822075

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Ros White (M.A., Chartered FCIPD) has extensive experience in all aspects of personnel management as a senior manager with a hands-on approach. As such, she understands that all organisations, large and small gain their competitive advantage by the quality of their employees. Getting the best out of your employees by providing accurate timely advice is her speciality.

Andrea Goodman (BSc Hons, Dip.Stress Management Training) has a wealth of management experience in both the public and private sectors. Her combined people skills and business acumen give her an understanding of the issues you face in growing your business.

We do the legwork ————— You create the success!