

Helping ambitious businesses
achieve their potential



Isosceles

Human Resource Services

**Isosceles ~ PO Box 502 ~ Staines
~ Middlesex ~ TW18 9AG
Telephone 0870 770 9084
support@isosceleshr.co.uk
www.isoscelesfinance.co.uk**



Introduction

In our increasingly regulated employment environment, legislation has become a complete maze for business owners and managers.

Most Human Resource issues are about every day human problems that can be costly in terms of the time and effort required to resolve them. Employing people may have its rewards but it also comes with considerable risk - you can't always employ people in the way you want and inevitably you will 'fall out' with an employee one day, if you haven't already done so.

Issues such as observing statutory obligations and adherence to procedure are critical and judgement by an employment tribunal can leave you exposed to some major costs - up to £76,700 for unfair dismissal and unlimited compensation for discrimination claims. The problem is that legislation and regulations are becoming more onerous, people have more rights and there are more opportunities to challenge your decisions, not to mention an increasing army of advisors only too happy to support the genuinely mistreated as well as the undeserving.

Larger employers invariably employ resources to manage their Human Resource issues but for SMEs the situation can be quite different as they often lack the resources and expertise that larger organisations take for granted. SMEs also face another very real challenge - making sure that they don't become so immersed in managing personnel problems that they are unable to focus on the key issues of satisfying customers, making money and growing the business.

Isosceles leads organisations through the employment maze with its range of tailor made services. Irrespective of your headcount and business activity, we can help you to reduce costs, create a stable and productive workforce and enable you to become more focused on the development of your business.



"Employment legislation is a complete maze – knowledge of employee rights and obligations before acting would result in far fewer conflicts in the workplace"

The Employment Dilemma

How confident are you that your contracts of employment are up to date and appropriate to your business's needs? How important are issues such as confidentiality, post termination restraint to your operation? Do your contracts clearly define the entitlements and obligations of the employer and employee?

Do you have employment rules, policies and procedures in place covering statutory entitlements such as dismissal, discipline, grievances, flexible working requests and retirement?

Do you have policies in place to protect your business such as using the Internet, using personal vehicles for business, whistle blowing and performance appraisals?

Have you established effective personnel processes to manage and administer your employees such as identity checks, contract amendments, payroll changes and attendance records?

Legislative demands on businesses have increased enormously in recent years and so have the penalties for non compliance. It's now become essential for employers to put in place sound employment arrangements that not only ensure compliance but also protect their business.



EMPLOYMENT ISSUES

*Absence from Work
Annual Leave
Adoption Leave
Arbitration
Breach of Contract
Bullying & Harassment
Capability
Changing Contract Terms
Compromise Agreements
Constructive Dismissal
Consultation
Contractual Entitlements
Court Orders
Data Protection
Deductions from Pay
Dependent Care Leave
Discipline
Discrimination
Dismissal
Employment Benefits
Employment Tribunals
Equal Pay
Fixed term Contracts
Flexible Working Requests
Grievances
Hours of Work
Identity Checks
Maternity Leave
Medical Reports
Minimum Wage
Notice Periods
Overtime
Part Time Working
Paternity Leave
Parental Leave
Poor Performance
Post Termination Restraint
Probationary Periods
Redundancy
Resignation
Rest Breaks
Stakeholder Pensions
Sick Pay
Suspension from Work
Unfair Dismissal
Worker Registration
Whistle blowing*

"The process of employing people isn't getting any easier with legislation covering almost every aspect of employment from recruitment to termination and regulations becoming more complex and onerous"

Tailor Made Services for Small Businesses

With three levels of support for business ranging from partial to completely outsourced solutions, we aim to meet the diverse needs of our clients; developing employment policies, procedures and systems to support your business, not hinder it.

Level 1

Ideal for 'new start up' organisations seeking to introduce compliant and effective employment arrangements including:

- ✓ Tailor made contract of employment templates
- ✓ A 'suite' of essential employment policies and procedures
- ✓ Providing e-mail and telephone advice to support the management of employment rights, obligations and issues

Level 2

For organisations requiring a higher level of support including:

- ✓ Tailor made contract of employment templates
- ✓ Bespoke employment policies and procedures
- ✓ Developing a Staff Handbook
- ✓ Providing e-mail and telephone advice to support the management of employment problems such as poor performance, dismissals, disciplinary events and grievances including the drafting of correspondence (service capped according to requirement)
- ✓ Drafting contracts for all new hire employees

Policies, procedures and contracts of employment are updated as legislation changes.

DIVERSE CLIENT BASE

*Accountant
Advertising Agency
Building Services Supplier
Catering Supplier
Charity
Chartered Surveyor
Component Supplier
Construction Services
Contract Cleaning
Electrical Contractor
Electronic Tagging
Environmental Services
Executive Search
Facilities Manager
Financial Services
Health & Safety Consultancy
High Street Retailer
Hospice
House Builder
HVAC Engineer
Insurance Broker
Investment Bank
IT Consultancy
Legal Services
Media Services Agency
Medical Insurance Service Co.
Mobile Phone Service Co.
Mortgage Broker
Network Services Supplier
Paper Importer
Payroll Bureau
Poster Display Co.
Recruitment Consultancy
Re-insurance Provider
Retail Merchandiser
Security Installations
Shipping Agent
Solicitor
Stationery Supplier
Trade Association
Vehicle Repairer
Water Services Supplier
Web Developer*



"We recognise that every employer has their own unique requirements, so we work flexibly to meet their diverse needs with services ranging from the provision of employment advice and support to management of their entire Human Resource function"

Level 3

Many organisations seek an even greater access to our services including the management of routine but time consuming personnel administration activities combined with an occasional on-site presence to deal with employment issues when they arise and to pro-actively support their businesses.

Our Level 3 solutions are tailored to your requirements delivering as much expertise as you need plus a commitment to an on-site presence; all within a fixed price annual service arrangement enabling you to establish a professional HR function at a fraction of the cost of employing your own resources.

Such services typically include:

- ✓ Issuing employment contracts, managing payroll and benefits administration, holding personnel files and managing all the routine employment related issues
- ✓ Providing advice to managers in the management of employment issues and problems
- ✓ Introduction and development of employment policies, procedures, staff handbooks and administration processes
- ✓ Providing employees with guidance on employment policies and contractual entitlements
- ✓ Undertaking projects or activities that add value to your business from recruitment support, employee appraisals and induction to change management, supporting business acquisitions to implementing 'self service' enabled HR databases

PERSONNEL FUNCTIONS

*Employee files
HR Systems
Employee Self –Service*

~

*Pre-employment Medicals
References
Payroll Management
Benefits Administration
Holiday Records
Contracts of Employment
Sickness Absence Records*

~

*HR Policies & Procedures
Staff Handbooks
Induction
Training Plans
Training & Development*

~

*Poor Performance
Dismissal
Redundancy
Long Term Absence
Grievances
Disputes
Disciplinary Events*

~

*Recruitment Support
Psychometric Profiles
Appraisal Systems
Business Acquisitions
TUPE Transfers*



"Human Resources as a function is becoming ever more complex as organisations strive to improve their performance. Utilising Isosceles enables organisations to benefit from the experience of professionals that have been there and done it before"

Why use Isosceles

There are some real advantages to be gained from using Isosceles:

- ✓ **Access to Expertise** - with the increasing amount of employment legislation, keeping up to date with changes has become a full-time job. Our HR Managers have in depth experience, diverse employment backgrounds and draw on a wealth of experience to support you.
- ✓ **Straightforward Advice & Assistance** - we lead you through the employment maze, advising you of the options and risks, helping you reach decisions even writing correspondence on your behalf; ensuring compliance with legislation and procedures.
- ✓ **Flexibility** - we provide tailor made packages; our inclusive services enable employers to access information and assistance with employment issues in a cost-effective manner.
- ✓ **Risk Reduction** - the UK's regulated employment environment is combined with a significant opportunity for employees to challenge their employers' decisions. Taking the wrong decision can result in expensive actions resulting from employment tribunal decisions. We help to reduce the risk of conflict, exposure to tribunal actions and costs.
- ✓ **Reduction in Management Effort** - the time taken to address employment issues can be significant. Using our experienced HR Managers enables you to focus more closely on your core business; keeping your customers happy and growing your business.



"To our Clients, we are their HR Department"