

# BusinessHR

Pay as you go - pricelist Source: <http://www.businesshr.net/docs/pricelist.php> 2012-05-18

Product	Name	Price (UKP) Exc VAT	Access (in days)	Documents
0105	Absence (self-certification) form	£10.00	1	Handling absence due to sickness or injury - legal overview Statements of Fitness for Work - legal overview Self-certification of absence form
0370	Absence forms	£50.00	1	Statements of Fitness for Work - legal overview Self-certification of absence form Holiday request forms Holiday request form Working time record Working Time record Parental leave record Holiday request form Absence record Holiday form 2011 Holiday form 2010-11 Holiday form 2011-12 Holiday form 2012
0445	Absence package - sickness and other (except maternity and parental)	£150.00	365	Stress at work - guide Data protection - health monitoring - guide Managing holidays - guide

Managing long-term absence due to ill-health - guide  
Sick pay (including Statutory Sick Pay) - legal overview  
Handling absence due to sickness or injury - legal overview  
Handling absences other than sickness - legal overview  
Increase in statutory holidays - legal overview  
Statements of Fitness for Work - legal overview  
Medical report - request consent - letter  
Request consent to medical report - letter  
Medical report (long-term absence) - letter to GP  
Request medical report (long-term absence) - letter to GP  
Self-certification of absence form  
Holiday request forms  
Holiday request form  
Absence - confirm warning - letter  
Working time record  
Working Time record  
Dismissal (unauthorised absence) - letters  
Absence - unauthorised - first letter (request contact)  
Unauthorised absence - first letter - request contact  
Absence - unauthorised - second letter (invite to disciplinary hearing)  
Unauthorised absence - second letter - invite to disciplinary hearing  
Absence - unauthorised - third letter (rescheduled disciplinary hearing)  
Unauthorised absence - third letter - rescheduled disciplinary hearing  
Absence - unauthorised - fourth letter (dismissal)  
Unauthorised absence - fourth letter - dismissal  
Medical report (frequent absences) - letter to GP  
Request medical report (frequent absence) - letter to GP  
Medical reports - letters  
Jury service - confirm details - letter  
Jury service letter  
Holiday request form  
Absence - confirm warning - letter  
Occupational health assessment - request to attend  
Occupational health assessment  
Occupational health request - frequent absences - letter to advisor

			<p>Occupation health request - frequent absences  Occupational health request - long-term absence - letter to advisor  Occupation health request - long-term absence  Occupational health request - general concern - letter to advisor  Occupation health request - general concern  Absence record  Holiday form 2011  Holiday form 2010-11  Holiday form 2011-12  Holiday form 2012  Absence reporting and sick pay policy  Return to work interviews - step by step guide</p>
0435	Absence package - sickness, maternity and other	£195.00	365 <p>Stress at work - guide  Data protection - health monitoring - guide  Managing holidays - guide  Managing long-term absence due to ill-health - guide  Pregnant workers and women of child-bearing age - guide  Maternity leave - legal overview  Sick pay (including Statutory Sick Pay) - legal overview  Handling absence due to sickness or injury - legal overview  Handling absences other than sickness - legal overview  Right to request flexible working - legal overview  Time off for dependants - legal overview  Parental leave - legal overview  Increase in statutory holidays - legal overview  Statements of Fitness for Work - legal overview  Medical report - request consent - letter  Request consent to medical report - letter  Medical report (long-term absence) - letter to GP  Request medical report (long-term absence) - letter to GP  Self-certification of absence form  Holiday request forms  Holiday request form  Absence - confirm warning - letter</p>

Working time record  
Working Time record  
Maternity, adoption, paternity, parental and dependant leave guidelines  
Maternity, adoption, paternity and parental leave - guidelines for employees  
Parental leave record  
Maternity letters and checklist  
Dismissal (unauthorised absence) - letters  
Absence - unauthorised - first letter (request contact)  
Unauthorised absence - first letter - request contact  
Absence - unauthorised - second letter (invite to disciplinary hearing)  
Unauthorised absence - second letter - invite to disciplinary hearing  
Absence - unauthorised - third letter (rescheduled disciplinary hearing)  
Unauthorised absence - third letter - rescheduled disciplinary hearing  
Absence - unauthorised - fourth letter (dismissal)  
Unauthorised absence - fourth letter - dismissal  
Medical report (frequent absences) - letter to GP  
Request medical report (frequent absence) - letter to GP  
Medical reports - letters  
Maternity - confirm notification - letter  
Adoption letters and checklist  
Adoption - confirm notification - letter  
Maternity, adoption, paternity, parental and dependant leave documents

Maternity - accept resignation - letter  
Jury service - confirm details - letter  
Jury service letter  
Holiday request form  
Absence - confirm warning - letter  
Occupational health assessment - request to attend  
Occupational health assessment  
Occupational health request - frequent absences - letter to advisor  
Occupation health request - frequent absences  
Occupational health request - long-term absence - letter to advisor  
Occupation health request - long-term absence  
Occupational health request - general concern - letter to advisor

				Occupation health request - general concern Maternity checklist Adoption checklist Absence record Holiday form 2011 Holiday form 2010-11 Holiday form 2011-12 Holiday form 2012 Absence reporting and sick pay policy Maternity, adoption, paternity, parental and dependant leave policies Parental leave and time off for dependants policy Maternity, adoption and paternity leave policy Return to work interviews - step by step guide
0091	Absence record	£10.00	1	Statements of Fitness for Work - legal overview Absence record
0005	Absence reporting and sick pay policy	£25.00	32	Absence reporting and sick pay policy
0310	Absence reporting package	£50.00	32	Data protection - health monitoring - guide Sick pay (including Statutory Sick Pay) - legal overview Handling absence due to sickness or injury - legal overview Handling absences other than sickness - legal overview Statements of Fitness for Work - legal overview Self-certification of absence form Absence record Absence reporting and sick pay policy
0340	Absence warning letter	£15.00	7	Absence - confirm warning - letter
0003	Absent without leave letters	£40.00	32	Dismissal (unauthorised absence) - letters Absence - unauthorised - first letter (request contact) Unauthorised absence - first letter - request contact Absence - unauthorised - second letter (invite to disciplinary hearing) Unauthorised absence - second letter - invite to disciplinary hearing Absence - unauthorised - third letter (rescheduled disciplinary hearing) Unauthorised absence - third letter - rescheduled disciplinary hearing

				Absence - unauthorised - fourth letter (dismissal) Unauthorised absence - fourth letter - dismissal
0113	Additional work policy	£25.00	32	Additional work policy
0415	Administration and record keeping package	£125.00	183	Data protection - recruitment and selection - guide Data protection - employment records - guide Data protection - employee monitoring - guide Data protection - health monitoring - guide PAYE and Income Tax - guide Deductions from pay - guide Managing holidays - guide Document retention - guide National Insurance Contributions (NICs) - guide Pre-employment checks - guide Employing young persons and children - legal overview Data Protection Act (DPA) - legal overview Employee rights - legal overview Key employment statistics - legal overview Working Time Regulations ("WTR") - legal overview National Minimum Wage (NMW) - legal overview Document retention - legal overview Discrimination - recruitment considerations - legal overview Equality Act - legal overview Statements of Fitness for Work - legal overview Self-certification of absence form Holiday request forms Holiday request form Expenses claim form Working Time Regulations - opt-out agreements Working Time Regulations - opt-out agreement - internal Working Time Regulations - opt-out agreement Bank details form Employee bank details form Personnel file checklist Training record

				Working time record Working Time record Parental leave record Authorisation of additional, outside, work - letter Authorisation of additional, outside work - letter Personal details form Authorisation to make deduction(s) from pay - letter Authorisation to make deduction from pay - letter Record of equipment issued - form Holiday request form Data access request form Data access request Maternity checklist Adoption checklist Absence record Leaver's report form Holiday form 2011 Pre-employment health questionnaire Turnover analysis form Turnover record form Retention - step by step guide Personnel files and administration - step by step guide
0011	Adoption - non-return from leave letter	£15.00	7	Maternity leave - legal overview Maternity or adoption leave - non-return - letter Maternity or adoption leave - non-return
0171	Adoption letter	£15.00	7	Adoption letters and checklist Adoption - confirm notification - letter
0019	Appeal letters	£25.00	32	Discipline/dismissal - invite to appeal meeting - letter Discipline - invitation to appeal meeting - letter Discipline/dismissal - confirm outcome of appeal - letter Discipline - confirm outcome of appeal - letter Appeal letters - discipline/dismissal

0186	Appraisal forms	£20.00	1	Appraisal form Appraisal review preparation form Appraisal - step by step guide
0010	Authorise outside work letter	£15.00	7	Authorisation of additional, outside, work - letter Authorisation of additional, outside work - letter
0152	Authority to deduct from pay letter	£15.00	7	Deductions from pay - guide Authorisation to make deduction(s) from pay - letter Authorisation to make deduction from pay - letter
0150	Authority to recruit form	£10.00	1	Authority to recruit form Authorisation to recruit form
0145	Bank details form	£10.00	1	Bank details form Employee bank details form
0270	Bullying and harassment package	£35.00	32	Bullying and harassment at work - legal overview Harassment or bullying - acknowledge allegation - letter Harassment - acknowledge allegation - letter Bullying and harassment policy
0255	Bullying and harassment policy	£25.00	32	Bullying and harassment at work - legal overview Bullying and harassment policy
0014	Business ethics policy	£25.00	32	Corporate Social Responsibility (CSR) - guide Business gifts and hospitality - guide Bribery Act 2010 Business ethics policy
0083	Business gifts and hospitality policy	£25.00	32	Business gifts and hospitality - guide Bribery Act 2010 Business gifts and hospitality policy Business gifts policy
0263	Car and vehicle policy	£25.00	32	Driving on business - guide Car and vehicle policy

0148	Career break letters	£25.00	32	Career break letters Career break or sabbatical (short-term) - confirmation letter Career break (short-term) - confirmation letter Career break or sabbatical (long-term) - confirmation letter Career break (long-term) - confirmation letter
0149	Career break package	£40.00	32	Career break schemes and sabbaticals - guide Career break letters Career break or sabbatical (short-term) - confirmation letter Career break (short-term) - confirmation letter Career break or sabbatical (long-term) - confirmation letter Career break (long-term) - confirmation letter Career breaks and sabbaticals policy
0129	Career break policy	£25.00	32	Career breaks and sabbaticals policy
0315	Compromise agreement	£95.00	32	Compromise agreements - legal overview Compromise agreement
0168	Confidential disclosure agreement	£15.00	7	Confidential disclosure agreement
0085	Confirmation of expiry of fixed term contract	£25.00	32	Fixed-term contracts - legal overview Dismissal (expiry of fixed-term contract) - letters Dismissal (expiry of fixed-term contract) - confirm - letter Dismissal - expiry of fixed-term contract - letter Dismissal (expiry of fixed-term contract) - invite to meeting - letter Dismissal (expiry of fixed-term contract) - invitation to meeting - letter
0187	Contracts of employment: annual hours	£100.00	7	Contracts of employment - guide Annual hours contract Non-executive director's services agreement Flexible working schemes - guide Restrictive covenants - legal overview
0078	Contracts of employment: apprentice	£100.00	7	Contracts of employment - guide Contract of employment - apprentice Contract of employment - apprentice

0159	Contracts of employment: casual worker agreement	£50.00	7	Contracts of employment - guide Casual agreement Casual worker's agreement
0154	Contracts of employment: confirm agreed changes - letter	£15.00	7	Changing contractual terms - legal overview Change to contractual terms and conditions - letter Confirm change to contract - letter Change to contractual terms and conditions - letter
0158	Contracts of employment: Directors service agreement	£100.00	7	Contracts of employment - guide Directors service agreement Director's service agreement Directors' responsibilities - legal overview Restrictive covenants - legal overview
0157	Contracts of employment: fixed-term	£100.00	7	Contracts of employment - guide Fixed-term contract Contract of employment - fixed-term or defined project Fixed-term contracts - legal overview Restrictive covenants - legal overview
0505	Contracts of employment: homeworker	£100.00	7	Contracts of employment - guide Homeworker contract Contract of employment - home worker Home workers - guide Restrictive covenants - legal overview
0500	Contracts of employment: jobshare	£100.00	7	Contracts of employment - guide Jobshare contract Contract of employment - job-share Job share arrangements - guide Right to request flexible working - legal overview Restrictive covenants - legal overview
0156	Contracts of employment: senior management and key employees	£100.00	7	Contracts of employment - guide Key employee contract - inc restrictive covenant Contract of employment - manager or senior staff

				Restrictive covenants - legal overview
0155	Contracts of employment: statement of terms and conditions	£100.00	7	Contracts of employment - guide Statement of terms and conditions Statement of terms and conditions - template
0132	Data protection package	£30.00	32	Data protection - recruitment and selection - guide Data protection - employment records - guide Data protection - employee monitoring - guide Data protection - health monitoring - guide Data Protection Act (DPA) - legal overview Data access request form Data access request Data protection policy
0163	Death in service checklist	£10.00	1	Death-in-service - guide Death in service checklist Death-in-service checklist
0451	Disciplinary and appeal letters	£150.00	365	Automatic unfair dismissal - legal overview Discipline - confirm verbal warning - letter Discipline - confirm final written warning - letter Dismissal (with notice) - misconduct or poor performance - letter Dismissal (with notice) - letter Discipline - confirm warning - letters Discipline - confirm written warning - letter Discipline - suspension - letters Discipline - confirm suspension - letter Discipline - invite to disciplinary hearing - letter Discipline - invitation to disciplinary hearing - letter Discipline - invite to disciplinary hearing - letter Discipline/dismissal - invite to appeal meeting - letter Discipline - invitation to appeal meeting - letter Discipline/dismissal - confirm outcome of appeal - letter Discipline - confirm outcome of appeal - letter Appeal letters - discipline/dismissal

				Performance management - letter Performance management letter Improvement note (poor performance) - letter Improvement note Disciplinary meetings - step by step guide
0245	Disciplinary procedure	£25.00	32	Disciplinary action - legal overview Disciplinary procedure
0040	Discipline (confirm suspension) letter	£15.00	7	Disciplinary action - legal overview Discipline - suspension - letters Discipline - confirm suspension - letter
0093	Discipline (confirm appeal outcome) letter	£15.00	7	Disciplinary action - legal overview Discipline/dismissal - confirm outcome of appeal - letter Discipline - confirm outcome of appeal - letter Appeal letters - discipline/dismissal
0095	Discipline (dismiss with notice) letter	£15.00	7	Disciplinary action - legal overview Automatic unfair dismissal - legal overview Dismissal (with notice) - misconduct or poor performance - letter Dismissal (with notice) - letter
0045	Discipline (final written warning) letter	£15.00	7	Disciplinary action - legal overview Discipline - confirm final written warning - letter
0090	Discipline (gross misconduct) letter	£15.00	7	Disciplinary action - legal overview Automatic unfair dismissal - legal overview Dismissal (gross misconduct) - letter
108	Discipline (improvement note) - warning for poor performance	£15.00	7	Discipline - confirm warning - letters Improvement note (poor performance) - letter Improvement note
0092	Discipline (invite to appeal) letter	£15.00	7	Disciplinary action - legal overview Discipline/dismissal - invite to appeal meeting - letter Discipline - invitation to appeal meeting - letter

				Appeal letters - discipline/dismissal
0032	Discipline (invite to hearing) letter	£15.00	7	Disciplinary action - legal overview Discipline - invite to disciplinary hearing - letter Discipline - invitation to disciplinary hearing - letter Discipline - invite to disciplinary hearing - letter
0035	Discipline (verbal warning) letter	£15.00	7	Disciplinary action - legal overview Discipline - confirm verbal warning - letter
0030	Discipline (written warning) letter	£15.00	7	Disciplinary action - legal overview Discipline - confirm written warning - letter
0450	Discipline package	£250.00	365	Data protection - employee monitoring - guide Misconduct outside work - guide Tribunal claims - guide Dealing with theft and fraud - guide Employment tribunals - legal overview Dismissal - legal overview Disciplinary action - legal overview Managing poor performance - legal overview Automatic unfair dismissal - legal overview Arbitration Discipline - confirm verbal warning - letter Discipline - confirm final written warning - letter Dismissal (with notice) - misconduct or poor performance - letter Dismissal (with notice) - letter Discipline - confirm warning - letters Discipline - confirm written warning - letter Discipline - suspension - letters Discipline - confirm suspension - letter Discipline - invite to disciplinary hearing - letter Discipline - invitation to disciplinary hearing - letter Discipline/dismissal - invite to appeal meeting - letter Discipline - invitation to appeal meeting - letter Discipline/dismissal - confirm outcome of appeal - letter

				Discipline - confirm outcome of appeal - letter Appeal letters - discipline/dismissal Dismissal (misconduct or poor performance) - letters Performance management - letter Performance management letter DOs and DON'Ts - dismissal Improvement note (poor performance) - letter Improvement note Disciplinary procedure Disciplinary meetings - step by step guide Disciplinary investigations - step by step guide
0103	Dismissal (fixed-term expiry) letters	£25.00	32	Dismissal - legal overview Fixed-term contracts - legal overview Dismissal (expiry of fixed-term contract) - letters Dismissal (expiry of fixed-term contract) - confirm - letter Dismissal - expiry of fixed-term contract - letter Dismissal (expiry of fixed-term contract) - invite to meeting - letter Dismissal (expiry of fixed-term contract) - invitation to meeting - letter
0102	Dismissal (gross misconduct) letter	£15.00	7	Disciplinary action - legal overview Automatic unfair dismissal - legal overview Dismissal (gross misconduct) - letter Dismissal (misconduct or poor performance) - letters
0101	Dismissal (ill-health) letters	£25.00	32	Managing long-term absence due to ill-health - guide Handling absence due to sickness or injury - legal overview Dismissal - legal overview Dismissal (ill-health) - letters Dismissal (ill-health) - confirmation - letter Dismissal (ill-health) - invite to consultation meeting - letter Dismissal (ill-health) - invitation to meeting - letter
0104	Dismissal (with notice) letter	£15.00	7	Disciplinary action - legal overview Automatic unfair dismissal - legal overview Dismissal (with notice) - misconduct or poor performance - letter

				Dismissal (with notice) - letter Dismissal (misconduct or poor performance) - letters
0013	Dismissal letter - some other substantial reason	£15.00	7	Dismissal (some other substantial reason) - letter SOSR dismissal
0330	Dismissal letters	£50.00	180	Handling absence due to sickness or injury - legal overview Dismissal - legal overview Fixed-term contracts - legal overview Dismissal (with notice) - misconduct or poor performance - letter Dismissal (with notice) - letter Dismissal (gross misconduct) - letter Dismissal (expiry of fixed-term contract) - letters Dismissal (expiry of fixed-term contract) - confirm - letter Dismissal - expiry of fixed-term contract - letter Dismissal (ill-health) - letters Dismissal (ill-health) - confirmation - letter Dismissal (ill-health) - invite to consultation meeting - letter Dismissal (ill-health) - invitation to meeting - letter Dismissal (expiry of fixed-term contract) - invite to meeting - letter Dismissal (expiry of fixed-term contract) - invitation to meeting - letter Dismissal (some other substantial reason) - letter SOSR dismissal Dismissal (misconduct or poor performance) - letters
0127	Diversity policy	£25.00	32	Diversity in the workplace - guide Dealing with language barriers in the workplace Diversity policy
0252	Dress code policy	£25.00	32	Dress code policy
0112	Drivers handbook	£100.00	32	Drivers' handbook Drivers Handbook
0071	Driving on business package	£125.00	32	Driving on business - guide Driver safety checklist Driving on business policy

				Drivers' handbook Drivers Handbook
0124	Driving on business policy	£25.00	32	Driving on business - guide Driving on business policy
0470	Employee handbook	£100.00	183	Employee handbook - template
0506	Employee handbook and essential policies	£250.00	365	Employee handbook - template Why have policies and procedures - guide New businesses - overview of minimum requirements - guide Discrimination - general - legal overview Bullying and harassment at work - legal overview Part-time workers - legal overview Equal pay - legal overview Discrimination - disability - legal overview Discrimination - age - legal overview Right to request flexible working - legal overview Discrimination - sex - legal overview Discrimination - race - legal overview Discrimination - religion or belief - legal overview Discrimination - sexual orientation - legal overview Equality Act - legal overview Health and safety policy Health and safety policy Equal opportunity policy Disciplinary procedure Grievance procedure Absence reporting and sick pay policy Maternity, adoption, paternity, parental and dependant leave policies Parental leave and time off for dependants policy IT and computer use policy Bullying and harassment policy Whistleblowing policy Maternity, adoption and paternity leave policy Disciplinary procedure

0420	Employee relations	£125.00	183	<p> Avoiding tribunals - guide  Employee consultation - guide  Suggestion schemes - guide  Investors in People (IIP) - guide  Working with unions - guide  Managing the psychological contract - guide  Changing culture - guide  Introduction to internal communications - guide  Communicating effectively during mergers, acquisitions and change - guide  Managing conflict - guide  Social networking - guide  Benchmarking - guide  Managing remote workers  Dealing with language barriers in the workplace  Trade unions - legal overview  Consulting with your workers - legal overview  Changing contractual terms - legal overview  Employee satisfaction survey - invite to participate - letter  Employee survey - invite to participate - letter  Employee satisfaction survey - template  Union partnership agreement  Union partnership agreement - appendix 1  Employee surveys - step by step guide    Communication - step by step guide  Delegation - step by step guide  Motivating your team - step by step guide  Time management - step by step guide  Restructuring - step by step guide </p>
0325	Employee survey	£100.00	32	<p> Employee satisfaction survey - invite to participate - letter  Employee survey - invite to participate - letter  Employee satisfaction survey - template  Employee surveys - step by step guide </p>

0220	Environmental policy	£25.00	32	Environmental policy
0300	Equal opportunities and harassment package	£50.00	32	Diversity in the workplace - guide Women in the workplace - guide Equal pay audits - guide Dealing with language barriers in the workplace Discrimination - general - legal overview Part-time workers - legal overview Equal pay - legal overview Discrimination - disability - legal overview Discrimination - age - legal overview Discrimination - sex - legal overview Discrimination - race - legal overview Discrimination - religion or belief - legal overview Discrimination - sexual orientation - legal overview Equality Act - legal overview Equal opportunity policy Bullying and harassment policy
0260	Equal opportunity policy	£25.00	32	Discrimination - general - legal overview Equality Act - legal overview Equal opportunity policy
0147	Equipment issued - record	£10.00	1	Record of equipment issued - form
0465	Essential HR policies package	£200.00	365	Why have policies and procedures - guide New businesses - overview of minimum requirements - guide Discrimination - general - legal overview Bullying and harassment at work - legal overview Part-time workers - legal overview Equal pay - legal overview Discrimination - disability - legal overview Discrimination - age - legal overview Right to request flexible working - legal overview Discrimination - sex - legal overview Discrimination - race - legal overview

				Discrimination - religion or belief - legal overview Discrimination - sexual orientation - legal overview Equality Act - legal overview Health and safety policy Health and safety policy Equal opportunity policy Disciplinary procedure Grievance procedure Absence reporting and sick pay policy Maternity, adoption, paternity, parental and dependant leave policies Parental leave and time off for dependants policy IT and computer use policy Bullying and harassment policy Whistleblowing policy Maternity, adoption and paternity leave policy Disciplinary procedure
0135	Exit interview form	£10.00	1	Exit interviews - guide Exit interview form
0140	Expenses claim form	£10.00	1	Expenses claim form
0360	Expenses package	£35.00	32	Working and travelling abroad - guide Expenses claim form Expenses policy
0126	Expenses policy	£25.00	32	Expenses policy
0109	Extended leave policy	£25.00	32	Extended leave policy
0143	First-day letter (for new employees)	£10.00	7	Pre-employment checks - guide New starter - first day reporting instructions - letter New starter - first-day reporting instructions - letter
0142	Flexible working letters	£50.00	32	Flexible working schemes - guide Right to request flexible working - legal overview Flexible working requests - letters and form

				<ul style="list-style-type: none"> <li>Flexible working request - confirm acceptance - letter</li> <li>Flexible working - acceptance letter</li> <li>Flexible working request - refuse request - letter</li> <li>Flexible working - confirm refuse request - letter</li> <li>Flexible working request form</li> <li>Flexible working request - successful appeal - letter</li> <li>Flexible working - appeal</li> <li>Flexible working request - unsuccessful appeal - letter</li> <li>Flexible working request - unsuccessful appeal</li> <li>Flexible working request - give details - letter</li> <li>Flexible working request</li> <li>Flexible working request - invite to meeting - letter</li> <li>Flexible working request - invite to meeting</li> <li>Flexible working request - invite to appeal meeting</li> <li>Flexible working - invite to appeal meeting</li> </ul>
0086	Flexible working package	£60.00	32	<ul style="list-style-type: none"> <li>Flexible working schemes - guide</li> <li>Right to request flexible working - legal overview</li> <li>Flexible working requests - letters and form</li> <li>Flexible working request - confirm acceptance - letter</li> <li>Flexible working - acceptance letter</li> <li>Flexible working request - refuse request - letter</li> <li>Flexible working - confirm refuse request - letter</li> <li>Flexible working request form</li> <li>Flexible working request - successful appeal - letter</li> <li>Flexible working - appeal</li> <li>Flexible working request - unsuccessful appeal - letter</li> <li>Flexible working request - unsuccessful appeal</li> <li>Flexible working request - give details - letter</li> <li>Flexible working request</li> <li>Flexible working request - invite to meeting - letter</li> <li>Flexible working request - invite to meeting</li> <li>Flexible working request - invite to appeal meeting</li> <li>Flexible working - invite to appeal meeting</li> <li>Flexible working policy</li> </ul>

0084	Flexible working policy	£25.00	32	Right to request flexible working - legal overview Flexible working policy
0138	Fraud prevention policy	£25.00	32	Dealing with theft and fraud - guide Fraud prevention policy
0305	Grievance and disciplinary procedures	£50.00	32	Misconduct outside work - guide Dismissal - legal overview Disciplinary action - legal overview Handling grievances - legal overview Disciplinary procedure Grievance procedure Disciplinary procedure
0172	Grievance letters	£40.00	32	Grievance letters Grievance - invite to meeting - letter Grievance - invitation to hearing - letter Grievance meeting - confirm outcome - letter Grievance hearing - confirm outcome - letter Grievance appeal - invite to appeal meeting - letter Grievance - invitation to appeal meeting - letter Grievance appeal - confirm outcome - letter
0455	Grievance package	£50.00	183	Handling grievances - legal overview Grievance letters Grievance - invite to meeting - letter Grievance - invitation to hearing - letter Grievance meeting - confirm outcome - letter Grievance hearing - confirm outcome - letter Grievance appeal - invite to appeal meeting - letter Grievance - invitation to appeal meeting - letter Grievance appeal - confirm outcome - letter Grievance procedure
0250	Grievance procedure	£25.00	32	Handling grievances - legal overview Grievance procedure

0024	H & S - Accident claim checklist	£10.00	1	Accident claim checklist
0072	H & S - Accident package	£50.00	32	Accident reporting and records - guide Accident claim checklist Accident report form Accident witness statement Accident report policy
0028	H & S - Accident report form	£10.00	1	Accident report form
0062	H & S - Accident report policy	£25.00	32	Accident reporting and records - guide Accident report policy
0029	H & S - Accident witness statement	£10.00	1	Accident witness statement
0037	H & S - Chemical storeroom checklist	£10.00	1	Chemical storeroom checklist
0066	H & S - Chemicals (use of) policy	£25.00	32	The Control of Substances Hazardous to Health Regulations (COSHH) - guide Use of chemicals at work policy
0036	H & S - COSHH assessment	£10.00	1	The Control of Substances Hazardous to Health Regulations (COSHH) - guide COSHH assessment
0073	H & S - COSHH package	£45.00	32	The Control of Substances Hazardous to Health Regulations (COSHH) - guide COSHH assessment Chemical storeroom checklist Use of chemicals at work policy
0034	H & S - Disability assessment checklist	£10.00	1	Disability assessment questionnaire Disability assessment
0033	H & S - Driver safety checklist	£10.00	1	Driver safety checklist
0022	H & S - DSE eye test form	£10.00	1	Safeguarding Vulnerable Groups ("VBS") - legal overview DSE eye test form
0074	H & S - DSE package	£45.00	32	Display screen equipment (VDUs) - guide DSE eye test form DSE self-assessment questionnaire

				Display screen equipment (DSE) policy Display screen equipment policy
0061	H & S - DSE policy	£25.00	1	Display screen equipment (VDUs) - guide Display screen equipment (DSE) policy Display screen equipment policy
0031	H & S - DSE self-assessment questionnaire	£10.00	1	DSE self-assessment questionnaire
0048	H & S - Electrical visual inspection checklist	£10.00	1	Electrical visual inspection checklist
0038	H & S - Emergency procedure checklist	£10.00	1	Emergency procedure checklist
0051	H & S - Fire evacuation report	£10.00	1	Fire evacuation report
0075	H & S - Fire package	£45.00	32	Fire - guide Fire safety checklist Fire evacuation report Fire safety policy
0043	H & S - Fire safety checklist	£10.00	1	Fire safety checklist
0068	H & S - Fire safety policy	£25.00	32	Fire - guide Fire safety policy
0041	H & S - Fire Warden checklist	£10.00	1	Fire warden checklist
0069	H & S - First Aid at work policy	£25.00	32	First aid - guide First aid at work policy
0042	H & S - First Aid kit contents	£10.00	1	First aid kit contents form First aid kit contents
0076	H & S - First Aid package	£45.00	32	First aid - guide First aid kit contents form First aid kit contents First aid room checklist

				First aid at work policy
0049	H & S - First Aid room checklist	£10.00	1	First aid room checklist
0058	H & S - Forms and checklists	£100.00	7	DSE eye test form Permit to work - working at height - form Working at height permit to work Accident claim checklist Pregnancy health and safety checklist Accident report form Accident witness statement DSE self-assessment questionnaire Driver safety checklist Disability assessment questionnaire Disability assessment COSHH assessment Chemical storeroom checklist Emergency procedure checklist Work experience checklist Fire warden checklist First aid kit contents form First aid kit contents Fire safety checklist Home working assessment Homeworking checklist Housekeeping checklist Mobile staff safety checklist Electrical visual inspection checklist First aid room checklist Fire evacuation report Mobile access towers (MAT) checklist Office refurbishment safety checklist Laptops - health and safety guidance for users Health and safety guidance for laptop users Procedure for using ladders - form Procedure for using ladders

				Out of hours emergency procedure Night worker assessment Permit to work - confined space - form Permit to Work - confined space Ladders - inspection forms
0044	H & S - Homeworking checklist	£10.00	1	Home working - guide Home working assessment Homeworking checklist Home working induction checklist
0046	H & S - Housekeeping checklist	£10.00	1	Housekeeping checklist
0057	H & S - Ladders (procedure for using)	£10.00	1	Procedure for using ladders - form Procedure for using ladders Ladders - inspection forms
0054	H & S - Lap top users (guidance)	£10.00	1	Laptops - health and safety guidance for users Health and safety guidance for laptop users
0052	H & S - Mobile access towers checklist	£10.00	1	Mobile access towers (MAT) checklist
0047	H & S - Mobile staff safety checklist	£10.00	1	Mobile staff safety checklist
0189	H & S - Night worker assessment	£10.00	1	Night worker assessment
0053	H & S - Office refurbishment safety checklist	£10.00	1	Office refurbishment safety checklist
0059	H & S - Out of hours emergency procedure	£10.00	1	Out of hours emergency procedure
0188	H & S - Permit to work (confined space)	£10.00	1	Permit to work - confined space - form Permit to Work - confined space
0063	H & S - Personal protective equipment policy	£25.00	32	Personal protective equipment (PPE) - guide Personal protective equipment (PPE) policy
0027	H & S - Pregnancy risk assessment	£10.00	1	Pregnancy health and safety checklist

0064	H & S - Violence at work policy	£25.00	32	Workplace violence - guide Violence at work policy
0039	H & S - Work experience checklist	£10.00	1	Work experience checklist
0023	H & S - Working at height form	£10.00	1	Permit to work - working at height - form Working at height permit to work
0141	Harassment - acknowledge allegations - letter	£15.00	7	Bullying and harassment at work - legal overview Harassment or bullying - acknowledge allegation - letter Harassment - acknowledge allegation - letter
0184	Health and safety package	£150.00	365	Managing depression - guide Health and safety - legal minimum requirements - guide Disabled workers - health and safety considerations - guide Health and safety representatives - guide Accident reporting and records - guide First aid - guide Risk assessments - guide Employment protection for health and safety issues - guide Fire - guide The Control of Substances Hazardous to Health Regulations (COSHH) - guide Noise at work - guide Personal protective equipment (PPE) - guide Manual handling - guide Driving on business - guide Display screen equipment (VDUs) - guide Home workers - guide Night workers - guide Health and safety - further advice Smoking - guide Mobile phones - guide Workplace violence - guide Pregnant workers and women of child-bearing age - guide Working at height - guide Vibration - guide

Working in hot temperatures - guide  
DSE eye test form  
Permit to work - working at height - form  
Working at height permit to work  
Accident claim checklist  
Pregnancy health and safety checklist  
Accident report form  
Accident witness statement  
DSE self-assessment questionnaire  
Driver safety checklist  
Disability assessment questionnaire  
Disability assessment  
COSHH assessment  
Chemical storeroom checklist  
Emergency procedure checklist  
Work experience checklist  
Fire warden checklist  
First aid kit contents form  
First aid kit contents  
Fire safety checklist  
Home working assessment  
Homeworking checklist  
Housekeeping checklist  
Mobile staff safety checklist  
Electrical visual inspection checklist  
First aid room checklist  
Fire evacuation report  
Mobile access towers (MAT) checklist  
Office refurbishment safety checklist  
Laptops - health and safety guidance for users  
Health and safety guidance for laptop users  
Procedure for using ladders - form  
Procedure for using ladders  
Out of hours emergency procedure  
Home working induction checklist

				<ul style="list-style-type: none"> <li>Night worker assessment</li> <li>Permit to work - confined space - form</li> <li>Permit to Work - confined space</li> <li>Ladders - inspection forms</li> <li>Health and safety policy</li> <li>Health and safety policy</li> <li>Health and safety rules</li> <li>Accident report policy</li> <li>Display screen equipment (DSE) policy</li> <li>Display screen equipment policy</li> <li>Personal protective equipment (PPE) policy</li> <li>Violence at work policy</li> <li>Use of chemicals at work policy</li> <li>Fire safety policy</li> <li>First aid at work policy</li> <li>Health and safety meetings - step by step guide</li> <li>Health and Safety - introduction page</li> </ul>
0295	Health and safety policies package	£100.00	32	<ul style="list-style-type: none"> <li>Health and safety policy</li> <li>Health and safety policy</li> <li>Environmental policy</li> <li>Health and safety rules</li> <li>Accident report policy</li> <li>Display screen equipment (DSE) policy</li> <li>Display screen equipment policy</li> <li>Personal protective equipment (PPE) policy</li> <li>Violence at work policy</li> <li>Use of chemicals at work policy</li> <li>Fire safety policy</li> <li>First aid at work policy</li> </ul>
0181	Health and safety policy	£25.00	32	<ul style="list-style-type: none"> <li>Health and safety policy</li> <li>Health and safety policy</li> </ul>
0215	Health and safety policy and rules	£40.00	32	<ul style="list-style-type: none"> <li>Health and safety policy</li> <li>Health and safety policy</li> </ul>

				Health and safety rules
0100	Holiday request forms	£25.00	1	Managing holidays - guide Increase in statutory holidays - legal overview Holiday request forms Holiday request form Holiday form 2011 Holiday form 2010-11 Holiday form 2011-12 Holiday form 2012
0185	Homeworking package	£125.00	183	Contracts of employment - guide Homeworker contract Contract of employment - home worker Flexible working schemes - guide Home working - guide Home workers - guide Right to request flexible working - legal overview Home working assessment Homeworking checklist Home working induction checklist Homeworking induction checklist Home working policy Homeworking policy
0131	Homeworking policy	£25.00	32	Home workers - guide Home working policy Homeworking policy
107	Improvement note (formal warning)	£15.00	7	Discipline - confirm warning - letters Improvement note (poor performance) - letter Improvement note
0130	Induction checklist	£10.00	1	Induction checklist
0395	Induction package	£30.00	32	Managing the probationary period - guide Pre-employment checks - guide

				Induction plan - template Induction plan Induction checklist Record of equipment issued - form Induction - step by step guide
0125	Induction plan	£10.00	1	Induction plan - template Induction plan
0290	Information technology package	£50.00	32	Data protection - recruitment and selection - guide Data protection - employment records - guide Data protection - employee monitoring - guide Data protection - health monitoring - guide Document retention - guide Data Protection Act (DPA) - legal overview Document retention - legal overview Data access request form Data access request IT and computer use policy Data protection policy
0183	Information technology policy	£25.00	32	Data Protection Act (DPA) - legal overview IT and computer use policy
0001	Interview expenses claim form	£10.00	1	Interview expenses claim form
0385	Job application form	£10.00	1	Application form Job application form
0390	Job description and person specification - forms	£30.00	7	Person specifications - how to write - guide Job descriptions - how to write - guide Job description - template Person specification - template
0120	Job description form	£15.00	7	Job descriptions - how to write - guide Job description - template

0174	Jury service letter	£15.00	7	Handling absences other than sickness - legal overview Jury service - confirm details - letter Jury service letter
0121	Lay-off letter	£15.00	7	Lay-off and short-time working - legal overview Lay-off - confirm details - letter Lay-off letter
0133	Leavers checklist	£15.00	7	Managing leavers - guide Leaver checklist Leaver's report form
0410	Leavers package	£50.00	92	Managing leavers - guide Tribunal claims - guide Death-in-service - guide Exit interviews - guide Employment tribunals - legal overview Dismissal - legal overview Notice periods - legal overview Arbitration Exit interview form Resignation - confirm acceptance - letter Leaver checklist Death in service checklist Death-in-service checklist Maternity - accept resignation - letter Leaver's report form Turnover analysis form Turnover record form Retention - step by step guide
0094	Leaver's report form	£10.00	1	Leaver's report form
0137	Lone workers policy	£25.00	32	Managing remote workers Lone workers policy
0460	Managing your people	£125.00	183	

Succession management - guide  
Avoiding tribunals - guide  
Employee consultation - guide  
Managing change - guide  
Crisis and contingency planning - guide  
Working with clients, contractors and other third parties - guide  
Personal relationships at work - guide  
Managing extreme weather conditions - guide  
Managing the psychological contract - guide  
Introduction to internal communications - guide  
Communicating effectively during mergers, acquisitions and change - guide  
Managing conflict - guide  
Managing during major sporting events - guide  
Social networking - guide  
Identifying and developing leadership skills  
Benchmarking - guide  
Managing remote workers  
Managing poor performance - legal overview  
Consulting with your workers - legal overview  
Appraisal form  
Training and development plan - form  
Training plan  
Training record  
Performance management - letter  
Performance management letter  
Appraisal review preparation form  
Training and development policy  
Appraisal - step by step guide  
Performance management - step by step guide  
Retention - step by step guide  
Training and development - step by step guide  
  
Communication - step by step guide  
Delegation - step by step guide  
Motivating your team - step by step guide

				Time management - step by step guide Restructuring - step by step guide
0178	Maternity (acknowledge resignation) letter	£15.00	7	Maternity leave - legal overview Maternity - accept resignation - letter
0169	Maternity (confirm notification) letter	£15.00	7	Maternity leave - legal overview Maternity - confirm notification - letter
0009	Maternity (non-return from leave) letter	£15.00	7	Maternity leave - legal overview Maternity or adoption leave - non-return - letter Maternity or adoption leave - non-return
0160	Maternity and adoption leave letters	£40.00	183	Maternity leave - legal overview Adoption leave - legal overview Maternity letters and checklist Maternity - confirm notification - letter Adoption letters and checklist Adoption - confirm notification - letter  Maternity - accept resignation - letter Maternity or adoption leave - non-return - letter Maternity or adoption leave - non-return Maternity - risk assessment meeting - letter Maternity - risk assessment
0440	Maternity and parental leave package	£150.00	365	Pregnant workers and women of child-bearing age - guide Maternity leave - legal overview Right to request flexible working - legal overview Time off for dependants - legal overview Parental leave - legal overview Paternity leave - legal overview Adoption leave - legal overview Maternity, adoption, paternity, parental and dependant leave guidelines Maternity, adoption, paternity and parental leave - guidelines for employees Parental leave record

				<p>Maternity letters and checklist  Maternity - confirm notification - letter  Adoption letters and checklist  Adoption - confirm notification - letter  Maternity, adoption, paternity, parental and dependant leave documents</p> <p>Maternity - accept resignation - letter  Maternity or adoption leave - non-return - letter  Maternity or adoption leave - non-return  Pregnancy health and safety checklist  Maternity checklist  Adoption checklist  Maternity - risk assessment meeting - letter  Maternity - risk assessment  Maternity, adoption, paternity, parental and dependant leave policies  Parental leave and time off for dependants policy  Maternity, adoption and paternity leave policy  Parental leave and time off for dependants policy  Maternity, adoption, paternity, parental and dependant leave guidelines</p>
0235	Maternity leave policy and guidelines	£40.00	32	<p>Pregnant workers and women of child-bearing age - guide  Maternity, adoption, paternity, parental and dependant leave guidelines  Maternity, adoption, paternity and parental leave - guidelines for employees  Maternity, adoption and paternity leave policy  Maternity, adoption, paternity, parental and dependant leave guidelines</p>
0285	Maternity, adoption and parental leave policies	£50.00	32	<p>Pregnant workers and women of child-bearing age - guide  Maternity leave - legal overview  Right to request flexible working - legal overview  Paternity leave - legal overview  Adoption leave - legal overview  Maternity, adoption, paternity, parental and dependant leave guidelines  Maternity, adoption, paternity and parental leave - guidelines for employees  Maternity, adoption, paternity, parental and dependant leave policies  Parental leave and time off for dependants policy  Maternity, adoption and paternity leave policy</p>

				Parental leave and time off for dependants policy Maternity, adoption, paternity, parental and dependant leave guidelines
0116	Medical report from GP or treating consultant - letters	£30.00	32	Data protection - health monitoring - guide Medical report - request consent - letter Request consent to medical report - letter Medical report (long-term absence) - letter to GP Request medical report (long-term absence) - letter to GP Medical report (frequent absences) - letter to GP Request medical report (frequent absence) - letter to GP Medical reports - letters
0087	Medical report from OH advisors - letters	£30.00	32	Medical reports - letters Occupational health assessment - request to attend Occupational health request - frequent absences - letter to advisor Occupation health request - frequent absences Occupational health request - long-term absence - letter to advisor Occupation health request - long-term absence Occupational health request - general concern - letter to advisor Occupation health request - general concern
0088	Medical report letters - package	£60.00	32	Data protection - health monitoring - guide Statements of Fitness for Work - legal overview Medical report - request consent - letter Request consent to medical report - letter Medical report (long-term absence) - letter to GP Request medical report (long-term absence) - letter to GP Medical report (frequent absences) - letter to GP Request medical report (frequent absence) - letter to GP Medical reports - letters Occupational health assessment - request to attend Occupational health assessment Occupational health request - frequent absences - letter to advisor Occupation health request - frequent absences Occupational health request - long-term absence - letter to advisor Occupation health request - long-term absence

				Occupational health request - general concern - letter to advisor Occupation health request - general concern
0007	Mobile phone policy	£25.00	32	Mobile phones - guide Mobile phone policy
0225	Parental leave form	£10.00	1	Parental leave record
0375	Parental leave package	£45.00	32	Right to request flexible working - legal overview Time off for dependants - legal overview Parental leave - legal overview Maternity, adoption, paternity and parental leave - guidelines for employees Parental leave record Maternity, adoption, paternity, parental and dependant leave policies Parental leave and time off for dependants policy
0230	Parental leave policy	£25.00	32	Parental leave - legal overview Maternity, adoption, paternity, parental and dependant leave policies Parental leave and time off for dependants policy
0173	Pay increase letter	£15.00	7	Pay review - confirm details - letter Pay review - confirm - letter Pay review - confirm details - letter
0425	Pay package	£125.00	183	PAYE and Income Tax - guide Flexible (or cafeteria) benefits schemes - guide Equal pay audits - guide Bonus/incentive schemes - guide Childcare vouchers - guide Itemised pay statements - guide Deductions from pay - guide Dealing with theft and fraud - guide Job evaluation - guide Sales commission schemes - guide Employee Assistance Programmes ('EAP's) - guide Standby and call out arrangements - guide Cycle to work scheme - guide

				<p>National Insurance Contributions (NICs) - guide  Sick pay (including Statutory Sick Pay) - legal overview  Part-time workers - legal overview  Equal pay - legal overview  National Minimum Wage (NMW) - legal overview  Pension schemes - general overview  Attachment of Earnings Orders (AEOs) - legal overview  Pensions - stakeholder pensions  Pensions - Personal Accounts scheme - the National Employment Savings Trust (NEST)  Pensions - occupational and personal pension schemes  Bank details form  Employee bank details form  Authorisation to make deduction(s) from pay - letter  Authorisation to make deduction from pay - letter  Pay review - confirm details - letter  Pay review - confirm - letter  Pay review - confirm details - letter  Sales commission scheme  Reward policy  Elements of a reward package - guide  Factors that influence pay levels - guide  How to undertake a pay review - guide</p>
0380	Performance development form	£10.00	1	<p>Appraisal form  Appraisal review preparation form  Appraisal - step by step guide</p>
0021	Performance management letter	£15.00	7	<p>Performance management - letter  Performance management letter</p>
0115	Person specification form	£10.00	1	<p>Person specifications - how to write - guide  Person specification - template</p>
0111	Personal details form	£10.00	1	<p>Personal details form</p>
0134	Personal relationships at work policy	£25.00	32	<p>Personal relationships at work - guide  Personal relationships at work policy</p>

0110	Personnel file checklist	£10.00	1	Document retention - guide Personnel file checklist
0365	Personnel file documentation	£25.00	1	Document retention - guide Pre-employment checks - guide Data Protection Act (DPA) - legal overview Document retention - legal overview Personnel file checklist Personal details form Data access request form Data access request
0070	Probation (confirm in post) letter	£15.00	7	Managing the probationary period - guide Probationary letters Probation - confirm satisfactory completion - letter End of probation - confirm - letter
0067	Probation (dismiss) letter	£15.00	7	Managing the probationary period - guide Probationary letters Dismissal (unsatisfactory probationary period) - letter Dismissal (during probation) - letter
0065	Probation (extend) letter	£15.00	7	Managing the probationary period - guide Probationary letters Probation - extend probationary period - letter Extend probationary period - letter
0179	Probation (invite to review) letter	£15.00	7	Managing the probationary period - guide Probationary letters Probation - invite to review meeting - letter End of probation review - letter
0468	Probation letters	£30.00	32	Managing the probationary period - guide Probationary letters Probation - confirm satisfactory completion - letter End of probation - confirm - letter Probation - extend probationary period - letter

				Extend probationary period - letter Dismissal (unsatisfactory probationary period) - letter Dismissal (during probation) - letter Probation - invite to review meeting - letter End of probation review - letter
099	Recruitment (acknowledge speculative application) letter	£15.00	7	Recruitment letters Recruitment - acknowledge speculative application - letter Acknowledge speculative application
0165	Recruitment (holding) letter	£15.00	7	Recruitment - place candidates on hold - letter Place candidates on hold - letter  Interviewing - step by step guide
0161	Recruitment (interview assessment) form	£10.00	1	Interview assessment form Interviewing - step by step guide
0016	Recruitment (invite to 2nd interview) letter	£15.00	7	Recruitment - invite to second interview - letter Invite to second interview
0175	Recruitment (invite to interview) letter	£15.00	7	Recruitment - invite to interview - letter Invitation to interview - letter Interviewing - step by step guide
0180	Recruitment (offer) letter	£15.00	7	Offer of employment - letter Making a job offer - step by step guide
0191	Recruitment (pre-employment health questionnaire)	£10.00	1	Discrimination - recruitment considerations - legal overview Equality Act - legal overview Pre-employment health questionnaire
0162	Recruitment (short-list) form	£10.00	1	Recruitment - short-list form Short-list form Interviewing - step by step guide
0170	Recruitment (unsuccessful applicant - not shortlisted) letter	£15.00	7	Recruitment - unsuccessful applicant - not shortlisted - letter Unsuccessful applicant - not shortlisted - letter

				Interviewing - step by step guide
0166	Recruitment (unsuccessful candidate after interview) letter	£15.00	7	Recruitment - unsuccessful applicant after interview - letter Unsuccessful applicant - after interview - letter  Interviewing - step by step guide
0350	Recruitment letters	£60.00	92	Discrimination - recruitment considerations - legal overview Equality Act - legal overview Offer of employment - letter Recruitment - invite to interview - letter Invitation to interview - letter Recruitment - unsuccessful applicant - not shortlisted - letter Unsuccessful applicant - not shortlisted - letter Recruitment - place candidates on hold - letter Place candidates on hold - letter Recruitment - unsuccessful applicant after interview - letter Unsuccessful applicant - after interview - letter Offer of employment - letter  Recruitment - invite to second interview - letter Invite to second interview Interview expenses claim form Recruitment - acknowledge speculative application - letter Acknowledge speculative application Pre-employment health questionnaire Interviewing - step by step guide
0475	Recruitment package	£250.00	365	Succession management - guide Data protection - recruitment and selection - guide Competency-based selection - guide Diversity in the workplace - guide Women in the workplace - guide Person specifications - how to write - guide Job descriptions - how to write - guide

Job adverts - how to write - guide  
How to run a simple assessment day - guide  
References - guide  
Taking up references - guide  
Occupational testing - guide  
Pre-employment checks - guide  
Foreign nationals and work permits - legal overview  
Discrimination - general - legal overview  
Employing young persons and children - legal overview  
Part-time workers - legal overview  
Equal pay - legal overview  
Working Time Regulations ("WTR") - legal overview  
Discrimination - disability - legal overview  
Criminal records and CRB disclosures - legal overview  
National Minimum Wage (NMW) - legal overview  
Fixed-term contracts - legal overview  
Discrimination - age - legal overview  
Agency workers - legal overview  
Employment status - legal overview  
Discrimination - sex - legal overview  
Discrimination - race - legal overview  
Discrimination - religion or belief - legal overview  
Discrimination - sexual orientation - legal overview  
Discrimination - recruitment considerations - legal overview  
Checking the right to work in the UK - legal overview  
Equality Act - legal overview  
Offer of employment - letter  
Recruitment - invite to interview - letter  
Invitation to interview - letter  
Recruitment - unsuccessful applicant - not shortlisted - letter  
Unsuccessful applicant - not shortlisted - letter  
Recruitment - place candidates on hold - letter  
Place candidates on hold - letter  
Application form  
Job application form

Job description - template  
Person specification - template  
Reference requests - letters  
Reference request - current/previous employer - letter  
Reference request - current/previous employer  
Induction plan - template  
Induction plan  
Induction checklist  
Personnel file checklist  
Reference request - education - letter  
Reference request - education  
Reference request - personal - letter  
Reference request - personal  
Authority to recruit form  
Authorisation to recruit form  
New starter - first day reporting instructions - letter  
New starter - first-day reporting instructions - letter  
Recruitment - unsuccessful applicant after interview - letter  
Unsuccessful applicant - after interview - letter  
Interview assessment form  
Recruitment - short-list form  
Short-list form  
Offer of employment - letter

Recruitment - invite to second interview - letter  
Invite to second interview  
Interview expenses claim form  
Recruitment - acknowledge speculative application - letter  
Acknowledge speculative application  
Pre-employment health questionnaire  
Recruitment and selection policy  
Recruitment - step by step guide  
Recruitment documents  
Induction - step by step guide  
Making a job offer - step by step guide

				Interviewing - step by step guide
0176	Recruitment policy	£25.00	32	Data protection - recruitment and selection - guide Discrimination - recruitment considerations - legal overview Recruitment and selection policy
0182	Redundancy (confirm consultation with reps) letter	£15.00	7	Redundancy - legal overview Redundancy - confirm first consultation meeting with elected reps - letter
0055	Redundancy (confirm consultation) letter	£25.00	7	Redundancy - legal overview Redundancy - confirm first consultation meeting - letter Redundancy consultation - record
0060	Redundancy (confirm dismissal) letter	£15.00	7	Redundancy - legal overview Redundancy - confirm dismissal - letter
0151	Redundancy (notification of elected representatives) letter	£15.00	7	Redundancy - legal overview Redundancy - notification of elected representatives - letter
0056	Redundancy (offer of alternative work) letter	£15.00	7	Redundancy - legal overview Redundancy - confirm offer of alternative work - letter
098	Redundancy letter - accept volunteer	£15.00	7	Redundancy - letters and forms Redundancy - accept volunteer - letter Redundancy - accept volunteer
0153	Redundancy letters	£60.00	92	Redundancy - legal overview Redundancy - confirm first consultation meeting - letter Redundancy - confirm dismissal - letter Redundancy - confirm offer of alternative work - letter Redundancy - letters and forms Redundancy - invite to first consultation meeting - letter Redundancy - invite to first consultation meeting  Redundancy - invitation to final redundancy consultation meeting - letter Invite to last redundancy consultation meeting Redundancy consultation - record

				<p>Redundancy - confirm first consultation meeting with elected reps - letter</p> <p>Redundancy - invitation to nominate representatives - letter</p> <p>Redundancy - notification of elected representatives - letter</p> <p>Redundancy nomination form</p> <p>Redundancy - accept volunteer - letter</p> <p>Redundancy - accept volunteer</p> <p>Redundancy selection criteria - forms</p> <p>Redundancy selection criteria</p> <p>Redundancy/reorganisation - at risk - letter</p> <p>Redundancy/reorganisation - at risk</p> <p>Request for time to train - accept request - letter</p>
0430	Redundancy package	£100.00	92	<p>Managing 'redundancy survivor syndrome' - guide</p> <p>Redundancy - legal overview</p> <p>Redundancy pay ready-reckoner</p> <p>Lay-off and short-time working - legal overview</p> <p>Redundancy - confirm first consultation meeting - letter</p> <p>Redundancy - confirm dismissal - letter</p> <p>Redundancy - confirm offer of alternative work - letter</p> <p>Lay-off - confirm details - letter</p> <p>Lay-off letter</p> <p>Redundancy - letters and forms</p> <p>Redundancy - invite to first consultation meeting - letter</p> <p>Redundancy - invite to first consultation meeting</p> <p>Redundancy - invitation to final redundancy consultation meeting - letter</p> <p>Invite to last redundancy consultation meeting</p> <p>Redundancy consultation - record</p> <p>Redundancy - confirm first consultation meeting with elected reps - letter</p> <p>Redundancy - invitation to nominate representatives - letter</p> <p>Redundancy - notification of elected representatives - letter</p> <p>Redundancy nomination form</p> <p>Voting form to elect representatives</p> <p>Redundancy - accept volunteer - letter</p> <p>Redundancy - accept volunteer</p>

				Redundancy selection criteria - forms Redundancy selection criteria Redundancy/reorganisation - at risk - letter Redundancy/reorganisation - at risk Request for time to train - accept request - letter Redundancy policy Redundancy - step by step guide
0210	Redundancy policy	£25.00	32	Redundancy - legal overview Redundancy policy Redundancy - step by step guide
0050	Reference letters and forms	£40.00	7	References - guide Taking up references - guide Reference requests - letters Reference request - current/previous employer - letter Reference request - current/previous employer Reference request - education - letter Reference request - education Reference request - personal - letter Reference request - personal
0006	References package	£60.00	32	References - guide Taking up references - guide Reference requests - letters Reference request - current/previous employer - letter Reference request - current/previous employer Reference request - education - letter Reference request - education Reference request - personal - letter Reference request - personal References policy
0004	References policy	£25.00	32	References - guide Taking up references - guide References policy

0167	Relocation package	£40.00	32	Relocation repayment agreement Relocation policy
0128	Relocation policy	£25.00	32	Relocation policy
0164	Relocation repayment agreement	£15.00	7	Relocation repayment agreement
0122	Retirement letters	£60.00	365	Discrimination - age - legal overview Retirement - letters and form Retirement - invitation to pre-retirement meeting - letter Retirement - confirm extension beyond NRA - letter Retirement - confirm extension beyond normal retirement age - letter Retirement - confirm refusal of extension beyond NRA - letter Retirement - confirm refuse extension beyond normal retirement age - letter Retirement - confirm notification of retirement date - letter Retirement - confirm notification - letter Retirement - confirm final details - letter Retirement - confirm details and serve notice - letter Request working beyond NRA - form Retirement - removal of default retirement age Retirement - end of default retirement age
0118	Retirement package	£75.00	365	Managing retirement - guide Managing an age-diverse workforce Discrimination - age - legal overview  Retirement - legal overview Retirement - letters and form Retirement - invitation to pre-retirement meeting - letter Retirement - confirm extension beyond NRA - letter Retirement - confirm extension beyond normal retirement age - letter Retirement - confirm refusal of extension beyond NRA - letter Retirement - confirm refuse extension beyond normal retirement age - letter Retirement - confirm notification of retirement date - letter Retirement - confirm notification - letter Retirement - confirm final details - letter

				Retirement - confirm details and serve notice - letter Request working beyond NRA - form Retirement - removal of default retirement age Retirement - end of default retirement age Retirement policy
0119	Retirement policy	£25.00	32	Discrimination - age - legal overview  Retirement policy
0205	Reward policy	£25.00	32	Reward policy Elements of a reward package - guide
1010	Risk assessment	£95.00	60	Risk assessment - HR practices Risk assessment - H&S practices
0123	Sales commission scheme	£25.00	32	Sales commission schemes - guide Sales commission scheme
0136	Search policy	£25.00	32	Search policy
0146	Secondment letters	£30.00	32	Secondment agreement (external) Secondment (external) agreement Secondment letters and agreement Secondment letter (internal) Secondment (internal) letter Secondment letter (external)
0106	Sick pay (expiry) letter	£15.00	7	Sick pay - expiry of payment - letter Sick pay - expiry of payment
0017	Smoking policy	£25.00	32	Smoking - guide Smoking policy
0018	Stress policy	£25.00	32	Stress at work - guide Stress policy
0257	Substance abuse policy	£25.00	32	Drugs, alcohol and substance abuse policy

0240	Technology policy	£25.00	32	Data Protection Act (DPA) - legal overview IT and computer use policy
0096	Time to train package	£50.00	92	Right to request time to train - legal overview Time to train requests - letters and form Request for time to train - accept request - letter Requests for time to train Request for time to train - confirm successful appeal Time to train request - successful appeal Request for time to train - invite to appeal meeting - letter Request for time to train - invite to appeal meeting Request for time to train - confirm unsuccessful appeal - letter Request for time to train - confirm unsuccessful appeal Request for time to train - invite to meeting - letter Request for time to train - invite to meeting Request for time to train - refuse request - letter Request for time to train - refuse request Request for time to train - give details - letter Request for time to train - give details Request for time to train -form
0275	Training and development package	£50.00	32	Succession management - guide E-learning - guide Coaching and mentoring - guide Investors in People (IIP) - guide Secondments - guide Management development - guide Apprentices - guide 360-degree appraisal - guide Talent management - guide Identifying and developing leadership skills Right to request time to train - legal overview Training and development plan - form Training plan Training record Training evaluation form

				Time to train requests - letters and form Request for time to train - accept request - letter Requests for time to train Request for time to train - confirm successful appeal Time to train request - successful appeal Request for time to train - invite to appeal meeting - letter Request for time to train - invite to appeal meeting Request for time to train - confirm unsuccessful appeal - letter Request for time to train - confirm unsuccessful appeal Request for time to train - invite to meeting - letter Request for time to train - invite to meeting Request for time to train - refuse request - letter Request for time to train - refuse request Request for time to train - give details - letter Request for time to train - give details Request for time to train -form Training and development policy Training and development - step by step guide
0200	Training and development policy	£25.00	32	Training and development policy Training and development - step by step guide
0355	Training documents package	£25.00	1	Training and development plan - form Training plan Training record Training evaluation form
0202	Training evaluation form	£10.00	1	Training evaluation form
0195	Training plan	£10.00	1	Training and development plan - form Training plan
0190	Training record	£10.00	1	Training record
0117	Tribunal letter requesting strike out of claim	£15.00	7	Tribunal claims - guide Tribunal claim - request to strike out (insufficient service) - letter

0025	Tuition repayment agreement	£25.00	1	Training repayment agreement Tuition repayment agreement
0026	TUPE letter - confirm transfer to employee	£15.00	7	Transfer of Undertakings Regulations (TUPE) - legal overview TUPE letters and forms TUPE - confirm transfer - letter
0080	TUPE letter - request details from outgoing contractor	£15.00	7	Transfer of Undertakings Regulations (TUPE) - legal overview TUPE - transfer in - request employee liability information - letter TUPE - transfer in
0081	TUPE letter - send initial details to incoming contractor	£15.00	7	Transfer of Undertakings Regulations (TUPE) - legal overview TUPE - transfer out - employee liability information - letter TUPE - transfer out
0082	TUPE package	£125.00	92	Transfer of Undertakings Regulations (TUPE) - legal overview TUPE letters and forms TUPE - confirm transfer - letter TUPE - transfer in - request employee liability information - letter TUPE - transfer in TUPE - transfer out - employee liability information - letter TUPE - transfer out TUPE - request details for tender - letter TUPE - request details for tender TUPE - invite employees to nominate representatives - letter TUPE - invite employees to nominate representatives TUPE consultation - nomination form TUPE - notification of elected representatives - letter TUPE - notification of elected representatives TUPE - first meeting with elected representatives - letter TUPE - first meeting with elected representatives Managing TUPE transfers - transfer out - step by step guide Managing TUPE transfers - transfer in - step by step guide
097	TUPE tender - request details	£15.00	7	TUPE - request details for tender - letter TUPE - request details for tender

0192	Turnover analysis form	£10.00	1	Turnover analysis form Turnover record form Retention - step by step guide
0262	Union partnership agreement	£10.00	7	Union partnership agreement Union partnership agreement - appendix 1
0177	Volunteer agreement	£15.00	7	Volunteers - legal overview Volunteer agreement
0012	Volunteers policy	£25.00	32	Volunteers - legal overview Working with volunteers policy
0144	Whistleblowing - acknowledge allegations letter	£15.00	7	Whistleblowing - legal overview Whistleblowing - acknowledge receipt of concern - letter Whistleblowing - acknowledge receipt of concern - letter Whistleblowing - acknowledge allegations - letter
0265	Whistleblowing policy	£25.00	32	Whistleblowing - legal overview Whistleblowing policy
0077	Work experience package	£40.00	32	Work experience and unpaid placements - guide Working with children and vulnerable adults - guide Safeguarding Vulnerable Groups ("VBS") - legal overview Work experience checklist Working with children and vulnerable adults policy Working with children, young people and vulnerable adults policy Work experience policy
0008	Work experience policy	£25.00	32	Work experience and unpaid placements - guide Working with children and vulnerable adults - guide Work experience policy
0079	Work related events policy	£25.00	32	Work-related functions - guide Work-related functions and events policy Work related functions and events policy
0139	Working and travelling abroad policy	£25.00	32	

				Working and travelling abroad - guide Working and travelling abroad policy
0089	Working time - opt out agreement - multiple employers	£10.00	1	Working Time Regulations - opt-out agreement - other employment Working Time Regulations - opt-out - other employment
0020	Working time - opt out agreement - single employer	£10.00	1	Working Time Regulations - opt-out agreements Working Time Regulations - opt-out agreement - internal Working Time Regulations - opt-out agreement
0320	Working time package	£25.00	1	Working Time Regulations ("WTR") - legal overview Working Time Regulations - opt-out agreements Working Time Regulations - opt-out agreement - internal Working Time Regulations - opt-out agreement Working time record Working Time record Authorisation of additional, outside, work - letter Authorisation of additional, outside work - letter Working Time Regulations - opt-out agreement - other employment Working Time Regulations - opt-out - other employment
0015	Working time record	£10.00	1	Working Time Regulations ("WTR") - legal overview Working time record Working Time record
0002	Working with children and vulnerable adults	£25.00	32	Working with children and vulnerable adults policy Working with children, young people and vulnerable adults policy

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