

# Employee Relations



Dear Customer

Welcome to our Employee Relations Package! We are excited to introduce this service and demonstrate how it can enhance your business's success. This proposal includes comprehensive details about everything our Employee Relations Package offers and how we can collaborate to fulfil your HR needs. We look forward to partnering with you!

## The Employee Relations Package is ideal for:

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Businesses dealing with employee disputes or team conflict. This package is designed for organisations seeking to improve workplace relationships, resolve conflicts, and maintain a positive work environment.

## What's Included:

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### 1. Conflict Resolution Strategy Development

- Assess current conflict dynamics within your business and provide tailored strategies to proactively prevent future disputes.
- Equip management and employees with the tools, templates, and resources necessary to address and manage conflicts effectively when they arise.
- Empower teams to adopt proactive conflict management practices that foster a harmonious workplace culture.

### 2. Grievance and Complaint Handling Framework

- Provide comprehensive resources and best practices for conducting thorough and fair investigations into grievances and complaints, ensuring consistent and transparent processes.
- Supply templates, guides, and step-by-step instructions for handling complaints promptly and in accordance with legal requirements.
- Offer knowledge on appropriate next steps to resolve issues efficiently, minimising disruption and risk to the business.

### 3. Disciplinary Procedure Guidelines

- Deliver in-depth guidelines for navigating disciplinary procedures in compliance with legal and organisational policies.
- Provide coaching materials and templates for managers, enabling them to conduct disciplinary meetings and handle documentation effectively, ensuring fairness and consistency across the business.
- Help minimise legal risks by ensuring the procedures are carried out in a compliant and equitable manner.

#### 4. Policy Review and Updates

- Review existing employee relations policies and provide recommendations for updates or improvements to ensure alignment with best practices and current legislation.
- Assist in the creation or refinement of policies that support a positive, inclusive, and legally compliant workplace culture.
- Offer guidance on implementing policies that mitigate risk and promote employee well-being.

- **Covered Policies:**

- The following policies are included in this support package, which forms the foundation of a compliant and proactive approach to employee relations:
  - Equal Opportunity and Non-Discrimination Policy
  - Harassment and Bullying Policy
  - Grievance Policy
  - Disciplinary Policy
  - Sickness and Absence Policy
  - Workplace Health and Safety Policy
  - Family and Parental Leave Policy
  - Flexible Working Policy
  - Diversity and Inclusion Policy
  - Whistleblowing Policy
  - Compensation and Benefits Policy
  - Employee Conduct and Code of Ethics Policy
  - Conflict Resolution Policy
  - Performance Management Policy
  - Substance Abuse and Drugs/Alcohol Policy
  - Data Protection and Privacy Policy
  - Employee Recognition and Rewards Policy
  - Employee Development and Training Policy
  - Redundancy and Restructuring Policy
  - Social Media and Internet Use Policy
  - Holiday and Leave Policy
  - Employee Assistance Program (EAP) Policy

## Package Benefits:

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- **Proactive Risk Mitigation:** The tools and resources provided empower your business to handle employee relations issues proactively, reducing the risk of disputes and legal challenges.
  - **Legal and Compliance Assurance:** Ensure your business stays compliant with the latest legislation and best practices, minimising the risks associated with employee relations.

- **Employee Engagement:** Strengthen your company culture by creating clear, accessible policies that promote a positive and inclusive work environment.
- **Efficiency and Clarity:** Streamline your internal processes with easy-to-use templates, guides, and resources, helping your management team handle employee relations issues effectively and consistently.

## Pricing:

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- **One-Time Fee:** £1,500 for the complete package
- **Ongoing Monthly Maintenance Fee:** £500 per month
  - Includes ongoing access to resources, policy updates, and regular knowledge-sharing sessions to keep your business up-to-date and compliant.
  - Access to additional support and guidance for handling emerging employee relations issues as they arise.

## Why Choose Us?:

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- **Expert Guidance:** With years of experience in HR and conflict resolution, we provide proven strategies and techniques to help resolve workplace disputes effectively.
- **Improved Employee Morale:** Foster a positive work environment by addressing conflicts head-on, leading to higher employee satisfaction and retention.
- **Risk Mitigation:** By handling disputes professionally and fairly, you reduce the risk of legal issues and improve overall compliance with employment laws.
- **Tailored Solutions:** Our approach is customised to meet the unique needs of your business, ensuring relevant and effective conflict resolution strategies.

## Let's Get Started!:

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Contact us today to discuss how we can support your HR needs:

**Email:** [info@peoplepulsehr.co.uk](mailto:info@peoplepulsehr.co.uk)

**Website:** [www.peoplepulsehr.co.uk](http://www.peoplepulsehr.co.uk)