

# Helping you manage your staff every day

## What are the advantages to you and your business?

Reduces management time and costs by handling disputes in a correct and effective way.

Risk prevention through greater awareness of the correct approach to employment matters.

Better financial planning and cash flow with monthly fixed fee payments.

Avoid potential problems by getting the correct advice from day one.

Our service is provided by local qualified and experienced lawyers who you can meet face to face and who are authorised and regulated by the Solicitors Regulation Authority.

## How much does it cost?

We have a completely transparent pricing structure so you know exactly how much you will pay per month.

**Windeatts HR** is tailored to your business and is not a 'one size fits all' product.

Simply call **Wendy Harris** on **01803 862233** for a free, no obligation chat to see how we can help your business. We can give you a live demonstration of the web service and discuss options and easy payment terms.

Alternatively, you can email **wendy.harris@windeatts.co.uk** and one of our qualified lawyers will call you back.

## Please contact

**Windeatts TOTNES**  
19 High Street  
Totnes  
TQ9 5NW

**Tel** 01803 862233  
**Fax** 01803 863950  
**DX** 81500 TOTNES

**Windeatts KINGSBRIDGE**  
48 Fore Street  
Kingsbridge  
TQ7 1PE

**Tel** 01548 852727  
**Fax** 01548 856216  
**DX** 81400 KINGSBRIDGE

[www.windeatts.co.uk](http://www.windeatts.co.uk)

# Employment Law Windeatts HR

The complete Employment Law solution for employers

**Windeatts**  
solicitors

# Clear, affordable, practical advice

**Windeatts HR** is a flexible employment service designed specifically for local employers.

We recognise that you need expert advice when it comes to employer/employee relations and we also understand that you need to carefully manage your budget for these legal services. That's why the **Windeatts HR** service is precisely tailored to the size and the needs of your business.

It has been designed to give employers a fixed-cost anxiety free solution to the worries of the increasing amount of employment law litigation facing all organisations that employ staff.

You cannot stop employees from making claims against you; however, you can protect your business from having to pay compensation and legal fees.

**Windeatts HR** fixed fee service includes:

**Comprehensive review** of employee contracts, policies, procedures, handbooks and Terms & Conditions with redrafting where necessary.

**HR Web Service** is a user friendly online system helping to monitor attendance, streamline disciplinary and grievance procedures and includes useful step by step guides, letters, flowcharts, calculators and templates.

**One to One Helpline** for advice on employment decisions.

**Employment Disputes Insurance** provides protection against legal costs and awards up to £250,000 per claim.

All of this for an affordable annual fee that won't blow your budget.

# Instant access to legal help

## Comprehensive Review of your Employment Contracts and Policies

Whether you employ 2 or 200 people, you have a responsibility to get your employment contracts and procedures right. Failure could potentially ruin your business

As part of your fixed fee, we will audit your existing employment contracts and your existing policies and procedures and will then advise on necessary amendments. We will then re-draft them making sure they are legally compliant.

You can then access your documents online through the **Windeatts HR Web Service** where you will be able to issue new contracts to new employees direct from your account.

## HR Web Service

Instant online access to legal help as follows:-

- Employee files, folders and documents to include grievance, disciplinary and appraisal checklists.
- Attendance/absence management system recording sickness and holidays with alerts and reporting features.
- Online interactive employment law toolkits including all the guides, letters, forms, calculators and flowcharts you need for confident management of everyday issues from recruitment to retirement.
- Blog feed and monthly newsletter for breaking HR and employment law news helping you to stay abreast of key legislation and case law.

# For your peace of mind

## One to One Helpline

Employment issues are notoriously sensitive and delicate. Issues can blow up suddenly. You might need advice straight away in order to fully understand your legal obligations and to talk through with us just how to handle the situation.

This is where our one to one helpline can help and you will receive advice from one of our qualified lawyers when you contact us ensuring consistency and allowing us to build a sound understanding of your business.

You can contact us by telephone or email and we will help solve your problems and get you back on track.

## Employment Disputes Insurance

As part of your fixed fee we can offer you an insurance product which means that if a Tribunal claim is lodged against you, our fees for defending the claim are paid by the insurance company, as are most awards of compensation. With awards ranging from a conservative few thousand pounds to unlimited sums, no wonder you want to remove the risk and with this service you will do exactly that.

For a budgeted annual cost, the insurance provides indemnity against awards of compensation and legal fees up to £250k per claim.