

TESTIMONIALS



"As regular subscribers to the Employmentor, the Theatre Royal is pleased to recommend it to others. We use the CD-ROM as a reference for every aspect of Employment Law; it's written in a very readable format with plenty of letters and forms which can be used or adapted straight from the desk top. Dan and Martin offer a prompt and reliable service in response to our queries, and support and advise in a most user friendly way."



"We have been using Employmentor as a reference for some time, together with support from Dan Chapman and Martin Plowman. This has proved an invaluable service, ensuring that we, together with our franchisees comply with employment legislation."



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04/05

CONTENTS OF THE EMPLOYMENTOR CD-ROM

- Recruitment
- Employment Contracts
- National Minimum Wage
- Working Time Regulations
- Staff Monitoring & Appraisal
- Personnel Records
- Health & Safety
- Employee Sickness
- Maternity, Paternity & Parental Rights
- Flexible Working Rights
- Equal Opportunities & Discrimination
- Discipline & Grievance
- Termination of Employment

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employmentor™



WHAT DOES IT CONTAIN?

The CD-Rom is in Word for Windows format (other formats and loose-leaf hard copies available upon request). **Employmentor** provides practical guidance, flowcharts, model letters, forms and procedures for you to copy and use.

Every stage of recruitment, hiring and managing (including dismissal) is covered and regularly updated; ensuring that you have the latest advice on how to make employment law work for, not against, your business. The contents of the CD-Rom are summarised overleaf.

EMPLOYMENT LAW – BE PREPARED

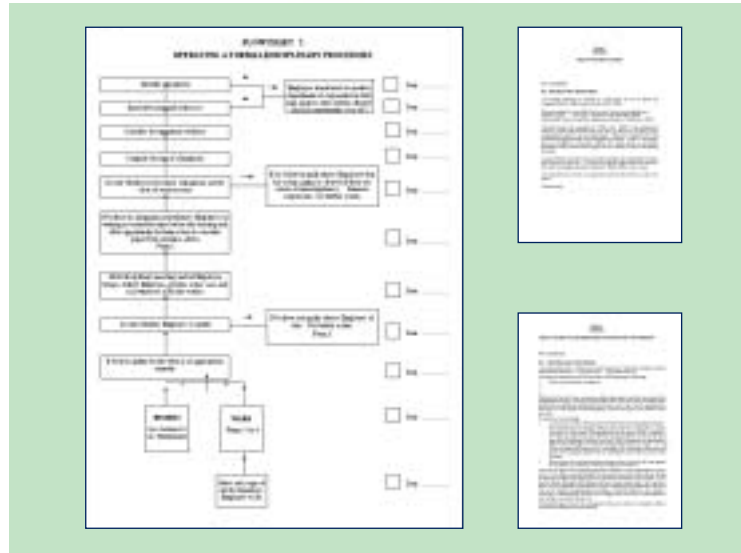
Not every business has the luxury of an in-house lawyer and even professional personnel managers can have difficulty in keeping tabs on the bewildering flow of UK laws, EU regulations or Tribunal/Court decisions.

The job of maintaining good employee relations often falls on those with plenty of other pressing concerns and unfortunately, the full complexity of employment law only comes home when relations break down. Then, precious time and energy are diverted by Tribunal or Court proceedings. And for the unprepared, sizeable cash penalties.

A solution? **Employmentor**.

EMPLOYMENTOR – WHAT IS IT?

A uniquely practical management tool to enable employers to put in place and maintain up to date systems for recruiting and managing employees and complying with legal requirements. **Employmentor** comprises two aspects – a CD-Rom and a helpline.



*WARNING: Some "guides" only provide the law but **Employmentor** shows you how to use it through a series of flowcharts, checklists and sample letters. You will be taken through each step in a simple, logical fashion.*

HELP IS AT HAND

Employmentor is not just a manual or CD-Rom. Whilst we believe that in most cases the CD-Rom will contain the information your business needs to deal effectively with each situation as it arises, we recognise that there will always be unique situations where you require further advice. Or perhaps the CD-Rom has provided you with advice, but you are just not sure. Or perhaps you simply can not find the information you require. Do not worry!

Employmentor is supported by a telephone and email helpline staffed by qualified employment lawyers. You can use this helpline as regularly as you need to, without fear of incurring any additional costs! This will provide you with complete confidence to take the correct action at all times.

WHAT DOES IT COST?

It is cost effective to use **Employmentor** and feedback from our current subscribers shows that the service pays for itself time and time again. The cost of the service depends on the number of employees you have.

Please contact Dan Chapman on **01603 610911** for a quote.

THE EMPLOYMENT TEAM

The Employment Law Team, which is responsible for providing the **Employmentor** service, is headed by Martin Plowman and Dan Chapman – who are both experienced Employment Law Solicitors, and who both regularly appear on behalf of clients at Employment Tribunals across the UK.