

SERVICE SCOPE: Springboard 365

Customised Document Suite

SAMPLE Co Ltd.

Preparation of key contractual documents:

- Offer Letter
- Contract of Employment (+ Cover Letter). Contract includes essential conditions plus:
 - Confidentiality & Security
 - Intellectual Property
 - Restrictive Covenants
- Schedule 1: Specific Terms
- Schedule 2: Privacy Notice (GDPR)

Preparation of key policy/procedural documents:

- Short-form Handbook to include:
 - Statutory Statements on:
 - Anti-Bribery, Equal Opportunities (Diversity)
 - Public Interest Disclosure (Whistleblowing)
 - Health & Safety
 - Disciplinary & Grievance Procedure
 - Flexible Working
 - Company Policy on:
 - Working Time
 - Pay Procedure
 - Annual Leave
 - Sickness & Unexpected Absence
 - Working from Home
 - Social Media
- Family Leave Policy
- Data Protection Policy
- Expenses Policy (if required)

Preparation of employment-based forms:

- New Employee Details form
- Reference request form
- Working from Home Risk Assessment (if required)

365 Day Support

Bespoke document preparation – for each new starter (Offer Letter, Contract, Schedules) plus drafting contractual documents as required (e.g. maternity leave specifics, Amendments to Contract; termination letters).

Helpdesk & Management Support - you can call us to talk through issues as they arise, either to seek legal advice (pre litigation) or to 'soundboard' your own thinking. We'll be focused on helping you to manage risk and to maintain a 'best practice' approach for employment.