

# YOUR EMPLOYMENT SERVICE



You can rely on us to be your  
personal employment law partner

A photograph of two hands shaking in a field of wheat. The hands are positioned in the center of the frame, with the fingers interlocked. The background is a field of green wheat stalks under a clear sky. The image is partially obscured by a large blue diagonal shape that cuts across the bottom left corner.

WE'RE THE

**EMPLOYMENT**

**EXPERTS** SO YOU

DON'T HAVE **TO BE**

The NFU Employment Service provides practical support and legal advice so that your business can remain compliant with legislation.

Become a member and we can help you:

- Issue the correct documentation to your staff
- Follow defined and compliant processes and procedures
- Deal quickly and effectively with employment queries or issues
- Understand the legal ramifications of the decisions you make.

Let us handle employment related issues so you can spend more time managing your business.

## HOW MUCH SPARE TIME DO YOU HAVE TO KEEP UP-TO-DATE ON EMPLOYMENT LAW AND BEST PRACTICES?

## PACKAGE 1

### NFU Employment Service

- **Employment Law Helpline** – get straightforward access to our team of Employment Specialists. Our team are here to answer your calls Monday to Friday, 8am – 5pm.
- **Employment Manual** – written by our in-house team, the regularly updated online manual provides practical advice on all aspects of employment law. Split into three straightforward sections: pre, during and post-employment. The manual is user-friendly, easy to understand and an invaluable tool.

- **Template Documents** – access to over 160 useful templates (contracts, handbook, policies, procedures and letters) that businesses can adapt and use as their own.
- **Document Checking Service** – when a business uses one of our template documents, it can be checked by an Employment Specialist before being issued.
- **Regular Updates** – Receive regular updates to keep you informed of all the latest employment news and information through our quarterly magazine and monthly e-mail newsletter.

## ADDITIONAL SERVICES

### Additional and affordable

We appreciate that the needs of a business can change at any time and that you may need additional support.

The following consultancy services can be purchased on an ad hoc basis:

- **Contracts** – drafting or review / update
- **Staff handbook** – drafting or review / update
- **Disciplinary, dismissal & grievance handling**
- **Redundancy management and advice**
- **Settlement agreements.**

If you can't find what you are looking for, we'll be more than happy to discuss your individual needs and provide consultancy services tailored to your business.

## PACKAGE 2

### NFU Employment Service Plus

Includes all the features of the NFU Employment Service (Package 1) plus the services of an Employment Specialist to deliver a one-off cost effective 'starter pack' of consultancy services.

- **Contracts** – drafting or review / update.
- **Staff handbook** – drafting or review / update.
- **Address current issues** – discuss employment issues and advise how they can be resolved.
- **Identify** – the impact on the business of any planned changes in employment practices / processes.
- **The option to reduce delivery costs** – this service can be provided without the need for an on-site visit.

## SERVICE FEES

### Membership Packages

Start from as little as £650 + VAT – based on the size of payroll and package taken.

### Consultancy Services

Individually priced by our team after a discussion with you, to determine how best we can support.

### Discounts Available

- Members of the National Farmer's Union (NFU) will receive 10% off
- NFU Mutual policy holders will get a 5% discount
- If you enter into a 3-year contract with the NFU Employment Service, you'll get a 5% discount.

To find out more details or to purchase a package call:

**0370 840 0234\***

\*For security and training purposes telephone calls may be recorded and monitored

# PROVIDING YOUR BUSINESS WITH THE HELP AND ADVICE NEEDED TO COMPLY WITH EMPLOYMENT LAW

## CONTACT US

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