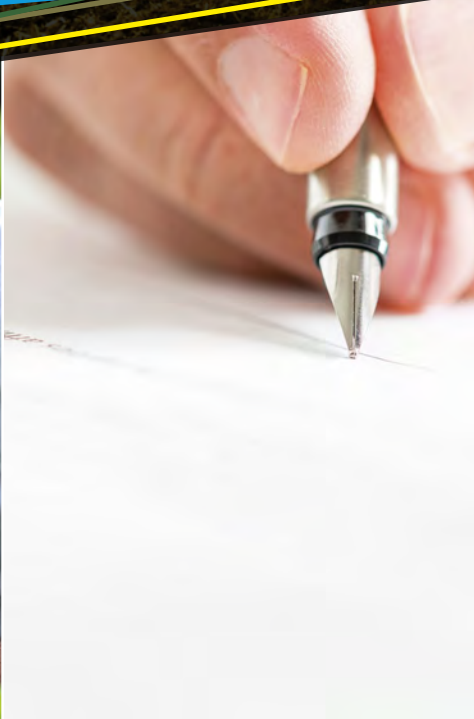


PROVIDING **YOUR** BUSINESS
WITH THE HELP AND GUIDANCE
NEEDED TO COMPLY WITH
EMPLOYMENT LAW



HOW MUCH SPARE TIME DO YOU HAVE TO KEEP UPDATED ON EMPLOYMENT LAW AND BEST PRACTICES?

The **NFU Employment Service** provides the practical support and legal advice to enable businesses to become and remain compliant with legislation.

The service enables members to:

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

Our members spend less time dealing with employment related issues and more time managing their businesses.

The choice of 2 membership packages:



PACKAGE 1

NFU Employment Service

- Unlimited advice through our team of Employment Specialists.
- Immediate access to our comprehensive employment manual providing you with information, processes and procedures.
- Over 75 template documents that a business can adapt and use as their own.
- Use one of our templates and these can be checked before they are issued.
- Keep you up-to-date on relevant changes to the law and employment issues.

Key Features

- **Employment Law Helpline** – offering straightforward access to our team of Employment Specialists. There is no limit to the number or duration of calls (Mon – Fri 8.00am - 6.00pm). All calls are recorded allowing immediate reference to any previous advice.

- **Employment Manual** – written by our in-house team, the regularly updated 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.
- **CD-ROM** – containing over 75 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 bulletins.



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 of an on-site visit.

SERVICE FEES

Membership Packages

Start from as little as £552.50 + VAT – based on the size of payroll and package taken.

Consultancy Services

Each assignment is individually priced after a "fact finding" discussion with an Employment Specialist.

Discounts Available

- **10%** for NFU members or **5%** for NFU Mutual policy holders.
- **5%** for 3-year contracts.

ADDITIONAL SERVICES

Your consultancy requirements

Additional and affordable

We appreciate that the needs of a business can change at any time and that our members may need additional assistance.

The following consultancy services can be purchased as and when required by all members:

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

If you cannot find what you are looking for, we will be more than happy to discuss your individual needs and provide consultancy services tailored specifically to your business.

All consultancy work is delivered by one of our Employment Specialists.

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



“During a time of change for our business, NFU Employment Service guided us through employment law procedures, giving us sound, professional advice yet still showing concern and care for our staff. We have needed them on several occasions since and have always found them to be relaxed and friendly, giving clear and efficient support”

Testimonial from an NFU Employment Service customer of eight years

Providing your business with the help and advice needed to comply with employment law

CONTACT US

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