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CONTRACTS OF EMPLOYMENT AND EMPLOYEE HANDBOOK

This is the time of year we all make New Year's resolutions. How about making a resolution for your business – reviewing your Contracts of Employment and Employee Handbook.

For the month of January, we are offering a tailored Contract of Employment and Employee Handbook for the total price of £1,750 plus VAT (a saving of over £750).

The Employee Handbook contains the following policies and procedures:

- Capability Procedure
- Disciplinary Procedure
- Grievance Procedure

Policies include:

- Maternity Leave
- Parental Leave
- Paternity Leave
- Time off for Dependants
- Adoption Leave
- Flexible Working
- Equal Opportunities
- Anti-harassment and Bullying
- Electronic Communication and Internet Access
- Data Protection

For further information, please contact Bethan Southcombe on 0117 945 3084 or employment@metcalfes.co.uk