



**petaurum** **HR Maintain**  
— solutions

**Are...** you spending more and more time dealing with people issues that distract you from delivering great service, and hinder you developing and growing your practice?

Let us give you this time back.

**Having...** our specialist small business HR Maintain solution in place now will save you time, cost and future frustrations.

**People** are your greatest asset  
.....so why wouldn't you want to  
**MAXIMISE** their potential?

**20% OFF**  
for Henry Schein Practices

HR Maintain has been specifically tailored by Petaurum Solutions for dental practices to meet not only their current HR compliance needs but also support their ongoing and future HR requirements.  
If you have additional requirements, please do get in touch.

For more information about HR Maintain  
including pricing please visit:

[www.hsbusinesssolutions.co.uk](http://www.hsbusinesssolutions.co.uk)

and select **HR & Back Office Support** from the menu,  
or contact your local Field Sales Consultant



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# HR Maintain

## HR Maintain provides you with:

- On-demand HR Support and Advice Line
- Policy and Legislative Update Service
- Standard Offer Letter and Contract of Employment
- New Starter Form
- Referee Contact Details Form
- Employee Handbook
- Suite of policy letter templates
- Standard Set of Employment Policies:
  - Disciplinary Policy
  - Grievance Policy
  - Sickness and Absence Policy
  - Equal Opportunities Policy
  - Anti-Bribery and Corruption Policy
  - Privacy Policy
- Free access to our Benefits Cloud employee benefits platform (see terms overleaf)

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### Please Note:

- HR Support and Advice Line available 9.00am to 5.00pm Monday to Friday
- HR Support line access limited to practice owners and nominated people
- Free access to our Benefits Cloud employee benefits platform – Standard Package is limited to those practices with 5 or less employees. Other low cost versions of Benefits Cloud are also available for larger practices.

For full Benefits Cloud details, please visit:

[www.petaurumsolutions.co.uk/perks](http://www.petaurumsolutions.co.uk/perks)