



petaurum
— solutions

HR Assure

Our uncomplicated, jargon-free, and effective HR Assure package has been developed for small businesses to meet their HR compliance needs. Our team at Petaurum Solutions is made up of HR professionals, who have many years of collective experience. If you have additional requirements, please get in touch as we have an extensive range of products and services to meet a wide range of different needs, either today or as your business grows.

One-off fee £350.00 + VAT

All documents generated from our industry leading SME standard template

Get HR Assure by visiting
www.straightforwardhr.co.uk/HRassure
or contact either Mark or Adam direct

Please Note:

- Any future updates required by legal changes, or generated by client requests, will be subject to an additional charge.
- Any future advice on the use of the documents after initial implementation by Petaurum will be subject to an additional charge.

Contact Mark
T: 0203 667 7270

E: mark@petaurumhr.co.uk

Contact Adam
T: 0203 667 7270

E: adam@petaurumhr.co.uk



petaurum
— solutions

HR Assure

All new employees & workers

NOW have the legal right to a statement of written particulars from their first day of employment

One-off fee

£350.00

+ VAT

Protect your company from reputational and financial risk and comply with your legal responsibilities as an employer by adopting our specialist small business HR Assure solution.

HR Assure provides you with:

- Standard Offer Letter and Contract of Employment
- New Starter Form
- Employee Handbook
- Standard Set of Employment Policies:
 - Disciplinary Policy
 - Grievance Policy
 - Sickness and Absence Policy
 - Equal Opportunities Policy
 - Anti-Bribery and Corruption Policy
 - Privacy Policy

Get HR Assure by visiting
www.straightforwardhr.co.uk/HRassure
or contact either Mark or Adam direct

Contact Mark

T: 0203 667 7270

E: mark@petaurumhr.co.uk

Contact Adam

T: 0203 667 7270

E: adam@petaurumhr.co.uk