



FARNELL CLARKE



FCHR Essentials

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FCHR **Essentials** Template Packages

A template package with all your key employment documents

Is your **business compliant** with your basic legal responsibilities as an employer?

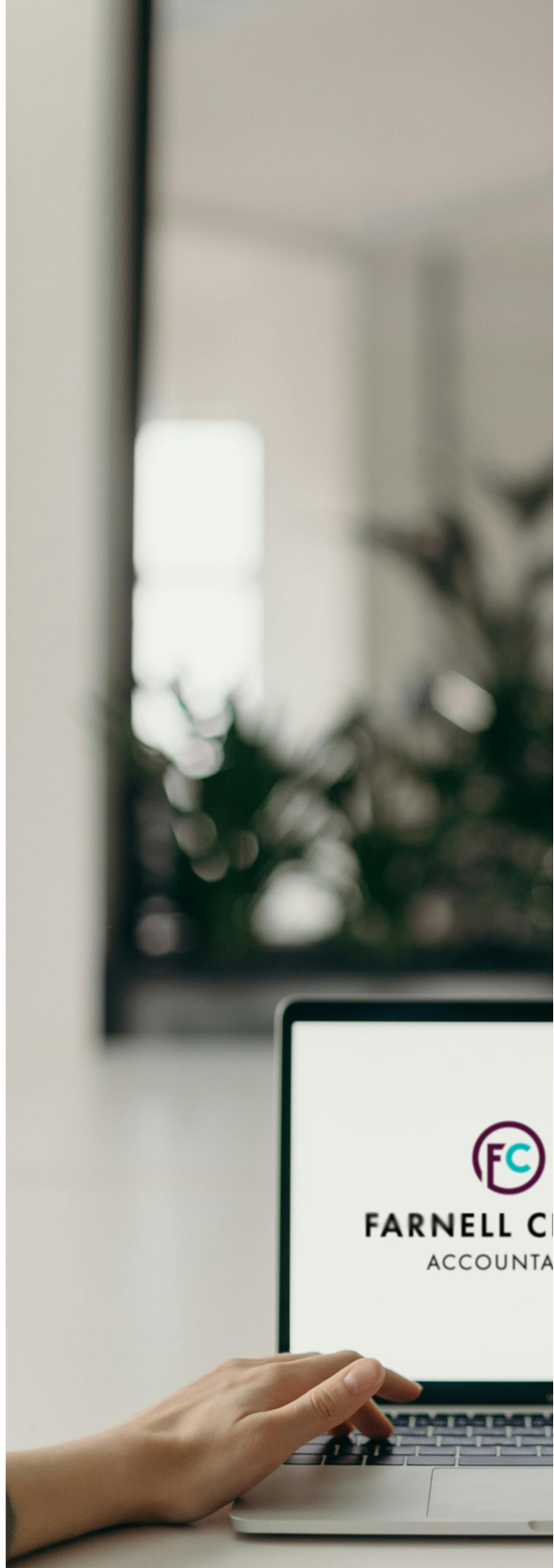
Our document template package can help **save you time and resources** by using pre-made editable templates to help protect your business from future costly tribunal claims and maintain compliance.

Our HR professionals regularly review and create new documents to make sure they remain up to date and compliant with any changes implemented in the UK.

The template packages are ideal for new start-ups, businesses employing people for the first time or companies that want to review their current documents and update them for UK employment law compliance.

You will have access to updated versions and new documents as soon as they are available.

We offer two packages to suit your needs and each package includes customisable templates which can be easily tailored to your business.



What is **included**

Our **Essentials** package includes all the key contract and policy documents that are required by statutory employment law in the UK plus some additional recommended policies and guidance to help get you started.

This pack includes the following documents:

Contracts

- Standard permanent (full-time/part-time)
- Zero/variable hours
- Fixed term/temporary (full-time/part-time)

Key Policies

- Disciplinary Policy & Guidance Factsheet
- Grievance Policy & Guidance Factsheet
- Health & Safety policy & Guidance Factsheet
- Risk Assessment Form
- Data Protection (GDPR) Policy & Factsheet
- Flexible Working Policy & Factsheet
- Flexible Working Request Form

New Starters & Onboarding

- Job Description & Advert
- Recruitment Checklist
- New Starter Letter
- New Starter Checklist
- Right to Work Checks Guidance
- Home Office Right to Work Checklist

FCHR Essentials Plus



What is **included**

Our **Essentials Plus** package contains everything from the basics package with the addition of an Employee Handbook template and additional policies, guidance and leaver templates

This pack is ideal for businesses expanding, those that employ 10 or more people or if you just want more in place for your employees, outlining what they can expect from you and what you expect from them.

The handbook is a great resource to adapt to contain key guidance for your employees alongside the additional policies you will receive.

This pack includes the following templates and documents:

Contracts

- Standard permanent (full-time/part-time)
- Zero/variable hours
- Fixed term/temporary (full-time/part-time)
- Independent Contractor Agreement

Key Policies

- Disciplinary Policy & Guidance Factsheet
- Grievance Policy & Guidance Factsheet
- Health & Safety policy & Guidance Factsheet
- Risk Assessment Form
- Data Protection (GDPR) Policy & Factsheet
- Flexible Working Policy & Factsheet
- Flexible Working Request Form
- Hybrid & Remote Working Policy & Guidance
- Sickness Absence Policy & Guidance
- Absence Management Flow Chart

New Starters & Onboarding

- Job Description & Advert
- Recruitment Checklist
- New Starter Letter
- New Starter Checklist
- Right to Work Checks Guidance
- Home Office Right to Work Checklist
- New Starters Onboarding & Induction Guidance
- Leavers Letter
- Leavers Checklist

Handbook

- Starting with the company (10 sections)
- EDI Statement
- Working Conditions & Expectations (12 sections)



FCHR Essentials Benefits

Time and Resource Savings

By utilising pre-made templates, you can save valuable time and resources that would otherwise be spent on creating documents from scratch or seeking legal advice for each document.

Compliance Assurance

The templates are designed to ensure that companies meet their legal obligations as employers, reducing the risk of non-compliance and potential legal consequences.

Risk Mitigation

Having the right documents in place can help protect companies from costly tribunal claims and other legal disputes related to employment matters.

Customisability

The templates can be easily tailored to fit the specific needs and requirements of each individual business, providing flexibility and adaptability.

Professionalism

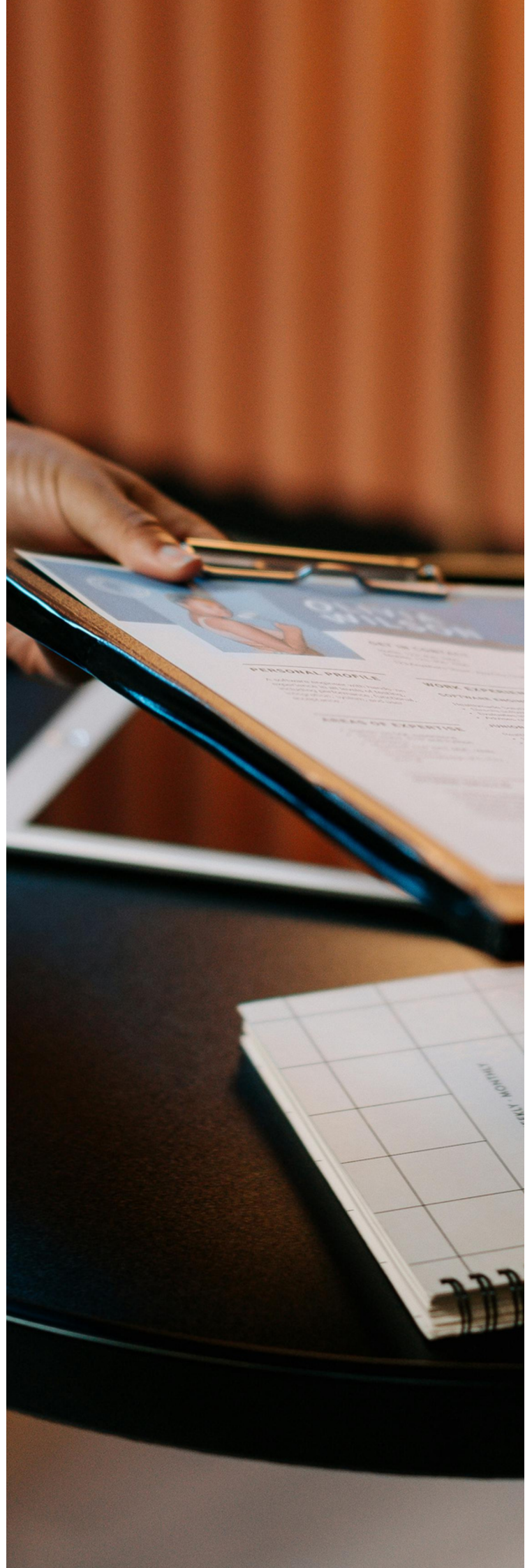
Using professionally designed templates can enhance the company's image and credibility, showcasing a commitment to best practices in HR management.

Ease of Use

The user-friendly nature of the templates makes it simple for businesses to implement and maintain essential HR documents.

Peace of Mind

With FCHR Essentials Template packages, companies can have peace of mind knowing that they have a comprehensive set of documents in place to support their HR processes and protect their business interests.





What will it cost

Essentials package

A yearly subscription cost for ongoing access to the templates and all updates.

As soon as you have purchased the pack you will receive a link to be able to access and download the templates.

Package cost **£235+vat**

Essentials Plus package

A yearly subscription cost for ongoing access to the templates and all updates.

As soon as you have purchased the pack you will receive a link to be able to access and download the templates.

Package cost **£350+vat**



As a new business owner this package was a life saver.

Having never had to employ staff or create contracts I had no idea where to start. These templates covered everything I needed and saved me hours.

The templates even included documents I didn't know I needed. Completely took the stress out of this aspect of setting up the company which meant I could focus on other important aspects.

Thank you team for all your help and knowledge.



*Dr Amy Kingston
Occupational Health Physician*



Get in touch

To purchase our template pack please contact us today or visit
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