

Waldrons Annual Membership

Benefits of membership include

- ✓ Telephone advice service during office hours
- ✓ Monthly email bulletin
- ✓ Automatic invitation to Waldrons Seminars
- ✓ Reduced price HR and Employment Guide (£100 + vat instead of £350 + vat)

We also offer an Advanced Membership that offers

- ✓ A free copy of Waldrons HR and Employment Guide
- ✓ Insurance to cover legal costs from Temple (subject to terms and conditions)
- ✓ An initial diagnostic employment health check
- ✓ Annual audit of contracts and staff handbook
- ✓ Basic statements of terms of employment
- ✓ A basic staff handbook including
 - Disciplinary
 - Anti bullying and harassment
 - Grievance
 - Sickness absence
 - Flexible working
 - Maternity rights
 - Health and safety
 - Paternity rights
 - Capability procedure
 - Redundancy
 - Retirement

The cost of advanced membership is dependent on the number of employees. For more information on Advanced Membership call Hannah Scott on 01384 811 811 or email h.scott@waldrons.co.uk.

Waldrons Annual Membership Application form

Contact details

Company name _____	Main HR Contact _____
Address _____	Telephone _____
_____	Email address _____

Some information about your business

Please list the names of all Directors _____

The nature of your business _____

Number of employees _____

Some information about your HR history

Do you have Contracts of Employment and a Staff Handbook? Y / N	If yes, when were they last updated? _____
Do you have any major changes planned to your organisational structure over the next 12 months? Y / N	
Have you been involved in any employment tribunal proceedings in the last 12 months? Y / N	
If yes, please give details	

Please briefly detail any disciplinary or grievance matters from the last 12 months.	

Would you like to purchase the HR & Employment Guide at the reduced rate of £125? Sample chapter and contents available to down load from www.waldrons.co.uk Y / N
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