

Head Office

supporting your business piece by piece

Human Resources • Health and Safety

Head Office, which is a sister company of NewLaw Solicitors, is offering a reduced rate to all Mazuma customers. Head Office provides HR and employment law support and advice, either on a contract basis or for one-off issues.

For businesses with 5 or less employees:	£45 per month plus VAT
For businesses with 6-10 employees:	£90 per month plus VAT
For businesses with 11-15 employees:	£135 per month plus VAT
For businesses with 16-20 employees:	£180 per month plus VAT
For businesses with 21+ employees:	£8.50 per employee per month plus VAT

This includes:

Telephone Legal Advice line

- Unlimited calls
- Lines open 9.00am – 5.30 pm (Monday to Friday)
- Dedicated employment lawyer and HR Consultant
- Dispute management and advice by dedicated HR professionals and employment law experts

Health Check

- Reviewing your current contracts of employment, policies and procedures
- Preparation of new contracts of employment and staff handbook
- Helping you to implement the new documents

Website Client Area

- Access to comprehensive documents, forms and guidelines
- Facility to build your own documents and contracts
- Unlimited online access to essential HR and employment law documentation including procedures and guidance on
 - Appointment of staff
 - Performance and behaviour management
 - Disciplinary action and grievances
 - Equal opportunities
 - Harassment
 - Retirement
 - Working time
 - Family friendly policies
 - National minimum wage

Regular Legal Updates

- Legal Updates via email and quarterly newsletters
- Free attendance at quarterly legal seminars

Employment Practices Liability Insurance – available if required

For more information please contact:

Bethan Southcombe on 029 2038 5809 or email bethan.southcombe@askheadoffice.co.uk