



Employment Consultancy Services

HR Policy and Documentation



Introduction

Your suite of business documents



As a Peninsula client, you have access to a suite of HR documents covering everything you need to stay in line with UK Employment Law and get the best from your staff.

At your HR Documentation Principal Appointment your HR Business Partner will carry out a detailed review of your employment documentation and policies to ensure compliance with current legislation.

Then we create tailored documents and policies that set the rules, procedures, and standards to govern your workplace.

Plus, we will keep you updated with any legislation changes to keep you compliant.

And it doesn't end there...

Because you have access to over 4,000 standalone HR policies and forms to help you manage your workforce. See for yourself.

Read on to find out about some of the documents available to your business right now.

Watertight statements of main terms & handbooks for staff



With our document writing services, you get statements of main terms and conditions written in line with the Good Work Plan legislation.

Plus, we draft an employee handbook... Including your most important policies and procedures – such as your sick leave and maternity pay policies and your disciplinary and grievance procedures.

That means when you hire a new worker you don't have to spend time drafting contracts or creating T&Cs. Because everything is done for you by your team of Peninsula experts.



Bespoke Documents we will create include:

- Bespoke Statement of Main terms for each role in your organisation
- Tailored Employee Handbook with bespoke policies for your business
- Deduction from pay agreements
- Restrictive covenant agreements
- 48 Hour Opt Out
- Employers guide to Issuing Employment documentation
- Access to our GLU eLearning platform
- And much more



Please click below for our HR Document Library:
<https://app.brightthr.com/document/Admin>

Management policies to shape your business



We know that running a successful business requires more than just meeting Employment Laws.

That's why you enjoy access to a range of guides and policies to make your life easier when managing your staff and to help you build the business culture you want.



That includes,
but is not limited to:

- Accommodation Agreement
- Agile Working Policy
- Artificial Intelligence Policy
- Anti-Bribery Policy Long
- Anti-Bribery Policy Short
- Anti-Gossiping Policy
- Anti-Tax Evasion Policy
- Blip Clocking In Policy
- Bradford Factor Policy
- Bradford Factor System Policy
- Bring Your Own Device Policy (BYOD)
- Bullying and Harassment Policy
- Car Allowance Rules
- Career break policy
- Child Protection Policy
- Company Large Vehicle Rules
- Company Mileage Rules
- Company Passenger Carrying Vehicle Rules
- Company Pool Vehicle Rules
- Company Property Checklist
- Company Vehicle Bond Agreement
- Company Vehicle Rules
- Complaints Handling Policy
- Computer Equipment Security and Clear Desk Policy
- Conflicts of Interest Policy
- Corporate Responsibility Policy
- Credit Card Policy
- Dignity and Respect Policy
- Dog Friendly Policy
- Domestic Abuse Policy
- Environmental Policy
- Energy Saving Policy
- Equality and Diversity Policy
- Exit Interview Policy
- Expenses Policy
- Flexible Working Policy
- GDPR Data Protection Policy
- Gender Reassignment Policy
- Life Events Policy
- Hand Hygiene Policy
- Holiday Entitlement Buy Back Policy
- Home Working Policy
- Major Sporting Events Policy
- Menopause Policy
- Mental Health Policy
- Migrant Worker Policy
- Migrant Worker Sponsorship Policy
- Mobile Phone Policy
- NHS Whistleblowing Policy
- Redundancy Policy



Please click below for our HR Document Library:
<https://app.brighthr.com/document/PeninsulaSuppliedDocuments>

HR forms that cut your admin time

Reducing the time you spend on day-to-day HR is one of our biggest priorities.

That's why we offer a range of forms and templates to free you from admin and make it quick and easy to manage your staff.



Simply log in to the **HR** Documentation Library

- Application Forms
- Appraisal Forms
- Anti-Harassment Third Party Sign
- Change of Terms and Conditions letters
- Change to Personal Details Form
- Consent Forms
- Dress Code Reminder
- Exit Interview Forms
- Equipment Acceptance Form
- Expense Forms
- Flexible Working Request Forms
- Flexi Time Request Forms
- Gift Declaration Forms
- Health Questionnaires
- Holiday Request Forms
- Induction Checklists
- Investigation Forms
- Lateness Forms
- Leaver Forms
- Notification of Absence Forms
- Notification of Resignation Forms
- One to One Forms
- Offer Letters
- Pay increase Letters
- Personal Details Forms
- Pool Vehicle Logs
- Reference Request Forms
- Return to Work Forms (Absence)
- Return to Work Forms (Maternity)
- Self-certification Forms
- Satisfactorily Complete Probationary Period Letters
- Sporting Events Reminders
- Sex and Ethnic Monitoring Recruitment Analysis
- Staff File Checklists
- Staff Satisfaction Surveys
- Stay Interview Forms
- Supervision Forms
- TOIL Request Forms
- Training request Forms
- Timesheet Forms
- Training Record Forms
- Weekly Working Hours Records
- And much more...



Please click below for our HR Document Library:
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