

INTRODUCING



# FOUR SERVICES

FOR YOUR PROTECTION AND PEACE OF MIND



THE HR SERVICE • THE HEALTH & SAFETY SERVICE • THE LEGAL SERVICE • THE TAX SERVICE



# THE HR SERVICE



## EMPLOYER FOCUSSED HR AND EMPLOYMENT LAW SUPPORT

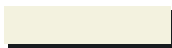



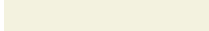


### ADVICE LINE

Members can call our advice line for unlimited 365 day access to our experienced specialist HR advisors via our advice line.



### POPULAR CALLS

	.....	DISCIPLINARY ISSUES
	...	LONG TERM SICKNESS
	.....	PERSISTENT ABSENCE
	.....	REDUNDANCY
	.....	HOLIDAY PAY





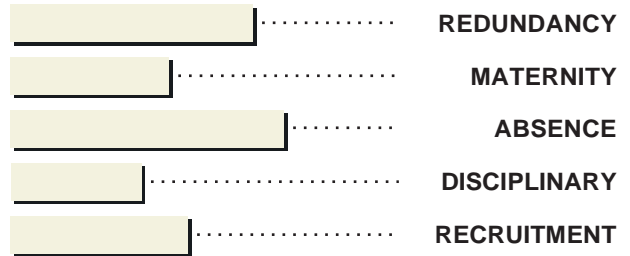
## WEBSITE

Giving you access to our **Information and Knowledge Hub** with over **400 free downloadable employment documents**.

Our **News Feed** is regularly updated to ensure that you keep up to date and informed on all the latest HR news.

You also have access to a free **HR health check** which has been designed to identify the main areas you will need to focus on to improve your existing HR situation.

## POPULAR DOWNLOADS



### KEY SERVICE

#### ONE 2 ONE REVIEW

Members are entitled to a free, no obligation, One 2 One review with a Quest Business Manager.

This will check your levels of HR compliance, advise on any issues you may have and then give an honest appraisal of what you need.



### KEY SERVICE

#### EMPLOYMENT LAW SERVICES

The HR Service includes many aspects of employment law support such as advice, core documents and employment tribunal insurance cover. However additional services, such as an ACAS Early Conciliation service and Settlement Agreements are also available at exclusive member rates.

### FOR ALL MEMBERS THE HR SERVICE

The HR Service is a valuable support service for any business that is currently employing people. For a small business with no in-house specialists it is an essential asset, as all the expertise needed is easily accessible. For the larger SME which does have some in house resource it is a vital support for that department. Many large companies also use it to help them with complex cases.

# THE HS SERVICE



## THE EASY WAY TO HEALTH & SAFETY COMPLIANCE



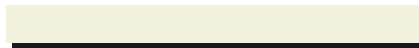
### WEBSITE

Access over **100 free downloadable template documents** via our **Information and Knowledge Hub**.

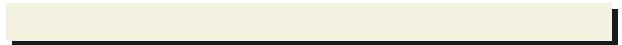
Our free **Health & Safety health check** has been designed to help you identify the areas where your business may need assistance and for us to assist in providing the best advice and guidance to your organisation.



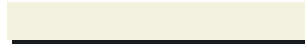
### POPULAR DOWNLOADS



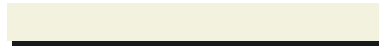
**HEALTH & SAFETY POLICY**



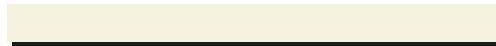
**RISK ASSESSMENT FORM**



**WORK STATION ASSESSMENT FORM**



**LONE WORKER POLICY**

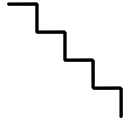


**WORKING AT HEIGHTS**

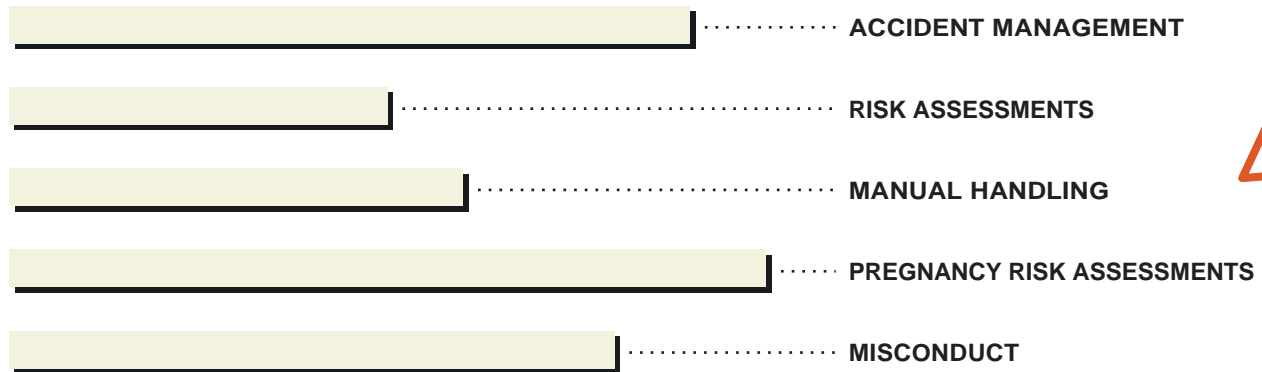


## ADVICE LINE

Members can call our advice line for unlimited access to our experienced Health & Safety advisors via our advice line during office hours.



## POPULAR CALLS



## KEY SERVICE

### ONE 2 ONE REVIEW

Members are entitled to a free, no obligation, One 2 One Review with a Quest Business Manager. They will check your levels of health & safety compliance, advise on any issues you may have and then give you an honest appraisal of what you need.

### FOR ALL MEMBERS THE HS SERVICE

The HS Service is the easy way to ensure your business is health & safety compliant. Every business, even those under five staff, must be compliant with health and safety regulations so for those with no in-house expertise this service is perfect. It can also support all SME businesses with their health and safety compliance



# THE LEGAL SERVICE



## COMMERCIAL LEGAL SERVICES TO SUPPORT YOUR BUSINESS

### ADVICE LINE

Members can call our advice line for unlimited 365 day access to our experienced specialist legal advisors via our advice line.

### WEBSITE

Giving you access to our **Information and Knowledge Hub** with over **200 free downloadable template documents**.



#### FOR ALL MEMBERS **THE LEGAL SERVICE**

The Legal Service is perfect for all businesses, but particularly for small businesses and sole traders who may not have any in-house legal expertise

# THE TAX SERVICE



**EXPERTISE ON HAND TO ANSWER  
YOUR QUESTIONS OR HELP RESOLVE  
ISSUES**



## TAX ADVICE LINE

- Unlimited access
- Experienced tax specialists
- Available during office hours

## VAT ADVICE LINE

- Unlimited access
- Experienced VAT specialists
- Available during office hours



FOR ALL MEMBERS **THE TAX SERVICE**

The Tax Service is ideal for any business that needs some free professional advice

## HOW TO ACCESS



## ADVICE LINE

MEMBERS CAN CALL FOR ADVICE ON HR, HEALTH & SAFETY, LEGAL, OR TAX ISSUES.



## WEBSITE

VISIT YOUR ASSOCIATIONS WEBSITE

