

WELCOME
TO

pinkpig
HR

PROVIDING YOU THE
TOOLS TO GROW AND
MANAGE YOUR TEAM



From support with hiring your first employee to managing a team PPHR has it covered



PPHR is a perfect fit for PPF, taking our purpose to another level in helping our clients to spend more time doing the things they love with the people they love.

James looks after our internal HR, and with his vast experience in managing people and teams, it seemed a no brainer to offer these services to our clients. We already look after payroll and can now take this one step further to really help our clients to grow and manage their teams.

James joined PPF with a very different professional background to the rest of the team, having served in the Iraq conflict in 2003 and spent five years as a Submariner in the Royal Navy. In which time he received the Iraq war medal & Nato metal for his role in protecting the shores during the Athens Olympics in 2004.

James has joined the business after 12 years in customer service management on the railways, managing multiple teams of 60+ and overseeing the day to day operations within his region.

A DIFFERENT ANGLE



Taking on staff can be daunting - but we can ease the pain. Our employment package includes:

- Employment offer letter - this is an offer of employment to a potential new employee and covers the basic T&C's.
- Employment contract - this can be tailored to each business needs but will also contain the key elements to a new employee's T&C's.
- Employee's checklist - this is a vital part of the onboarding process and will set out areas/subjects that need to be discussed when any new employee joins a business. This ensures the employer and the employee have what they need and have a clear understanding of what is required and that any training is highlighted.
- Nurture pack - this is crucial for the probationary period and will allow the employer to hold regular documented meetings with the new employee to cover how they are settling into the business, what could be improved, assess their level of knowledge so far, highlight any learning improvements. This can also be used to document any issues that may arise during the probationary period, and if an issue is highlighted it allows the employer to document what action has/is being taken.

EMPLOYMENT PACK



ABSENCE PACK

Absences in the workplace can be difficult to track and manage. Our absence pack helps to keep absence under control, and includes:

- Absence policy - which provides a clear reporting procedure for any absences from the work place and allows employers to manage absences with a clear steps/stage process. Helps to reduce absences which have an impact on a business.
- Return to work form for the employee to complete upon their return and a second section for the manager to complete with the employee upon their return. This allows you to keep track of absences and allows the employer to have a 1-2-1 to discuss the recent absence, any underlying factors and what can be done to minimise this happening again.
- Our absence tracker allows the employer to record all kinds of absences from the workplace from sickness and lateness to holidays.
- Time away from work policy & request form - which is a policy for leave that isn't related to personal illness or accident. This can be from unpaid leave to bereavement leave.



PERFORMANCE PACK

Our performance package includes everything you need to keep track of your employee's performance and helping them to grow as individuals. Inclusive of:

- Managing performance policy - this a prerequisite for dealing with unsatisfactory performance and employees should be clear about the performance standards expected of them. Aspects of performance which may concern managers include work output, standard of work, standards of behaviour and appearance, and attitudes. This policy isn't to be used for those employees currently under their probationary period. Within the policy, it provides a clear structure to different stages and what to do if a member of your team is underperforming. It also includes letter templates to use when addressing the colleague.
- Disciplinary guidelines ensure that alleged breaches of discipline are dealt with quickly and fairly. It allows the employer to be consistent throughout each case and enable you to gather the evidence and document this, which can then allow you to be fair when coming to your outcome. This policy provided the steps to take and template letters to use.
- A grievance procedure is a tool for employees to raise an issue that they feel aggrieved by; this could be from their employment conditions to an individual issue with another member of the team. Within this procedure, it informs both the employee and employer of the process that should be taken and how to come to a positive outcome where possible.
- Bullying & harassment policy - this policy makes it clear to all employees/employers that everyone has the right to be treated with consideration, fairness, dignity and respect. If for any reason this doesn't happen, then this policy allows the employer to follow the correct processes when dealing with such cases. Template letters are also included.
- My review & expectations - this is a tool to review the employee's performance over 3/6/9/12 month periods and allows the employer/employee to agree what's required going forward in order for the employee and business to grow. This allows the employer to set goals for the employee to achieve and can be bonus/pay increase related.



FULL BUSINESS PACK

This complete package provides a business with everything they need to ensure they are meeting both the employee and employer's needs.

This package includes the employment, absence, performance packages, along with additional HR policies from expenses and social media policies to whistleblowing and equality policies.

Within this package we will also provide any bespoke procedures/policies that a business may require.



ONLINE SUPPORT

This is an online support retainer service for businesses that have an issue/question/concern.

We will provide advice on anything HR related and ensure you're following the correct processes.



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For more information about how
Pink Pig HR can help you and your
business please email James on
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