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**HR Maintain**

**Are...** you spending more and more time dealing with people issues that distract you from delivering great service, and hinder you developing and growing your business?

Let us give you this time back.

**Having...** our specialist small business HR Maintain solution in place now will save you time, cost and future frustrations.

**People** are your greatest asset  
.....so why wouldn't you want to  
**MAXIMISE** their potential?

**Monthly fee**

**£125.00**

+ VAT

HR Maintain has been specifically tailored by Petaurum Solutions for small businesses to meet not only their current HR compliance needs but also support their ongoing and future HR requirements.

If you have additional requirements, please get in touch.

For more information on HR Maintain please visit:

[www.straightforwardhr.co.uk/HRMaintain](http://www.straightforwardhr.co.uk/HRMaintain)

or contact either Mark or Adam direct

Contact Mark

T: 0203 667 7270

E: [mark@petaurumsolutions.co.uk](mailto:mark@petaurumsolutions.co.uk)

Contact Adam

T: 0203 667 7270

E: [adam@petaurumsolutions.co.uk](mailto:adam@petaurumsolutions.co.uk)



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# HR Maintain

## HR Maintain provides you with:

- On-demand HR Support and Advice Line
- Policy and Legislative Update Service
- Standard Offer Letter and Contract of Employment
- New Starter Form
- Referee Contact Details Form
- Employee Handbook
- Suite of policy letter templates
- Standard Set of Employment Policies:
  - Disciplinary Policy
  - Grievance Policy
  - Sickness and Absence Policy
  - Equal Opportunities Policy
  - Anti-Bribery and Corruption Policy
  - Privacy Policy
- Free access to our Benefits Cloud employee benefits platform (see terms overleaf)

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or contact either Mark or Adam direct

### Please Note:

- HR Support and Advice Line available 9.00am to 5.00pm Monday to Friday
- HR Support line access limited to business owners and nominated managers
- Price above reflects businesses with up to 5 employees
- Price rises by £2.50/month for each additional employee up to 19
- Heavily discounted rates available for businesses of 20 employees or more
- Free access to our Benefits Cloud employee benefits platform – Standard Package is limited to those businesses with 5 or less employees. Other low cost versions of Benefits Cloud are also available for larger businesses.

For full Benefits Cloud details, please visit:

[www.petaurumsolutions.co.uk/perks](http://www.petaurumsolutions.co.uk/perks)