



Qdos HR Services

Your Business. Your People. Your Safety.



Bronze HR Support



With a Qdos Bronze package you have complete access to Qdos Office which includes the essential HR tools that you need to help manage and protect your business.

Protection

- **Written Statement of Particulars (Contract of Employment)** – Compliant with the Employment Rights Act, covering permanent, part time and temporary employees
- **Employee Handbook** – Online policy templates for you to create your employee handbook
- **Enhanced Health Check** – A simple to use online audit tool that allows areas of non-compliance to be identified. Rapid feedback details potential solutions.
- **Insurance** – EPI (Employment Protection Insurance) Not limited by a Prospects of Success clause

Support

- **Employee Management System** – Manage employee records, holidays, absences and HR processes in one place
- **Advice Line** – 24/7 telephone advice from an experienced HR Advisor, 365 days per year to answer your questions and offer advice
- **Document Libraries** – 100s of HR & Health and Safety related letters, templates, guides and tips for you to download
- **AskQ** – Web chat function, available during office hours to answer your day-to-day HR & Health and Safety queries
- **AdminLite** – Qdos' unique technology enabling you to create employee specific documents including Written Statement of Particulars

Silver HR Support



With the Qdos Silver package, we not only provide complete access to Qdos Office, we also work with you remotely to support you and your business.

Compliance & Protection

- **Compliance Audit** – A remote audit completed by a HR Business Partner that highlights areas of non compliance followed by a report
- **Contracts of Employment** – Make sure that these critical documents are bespoke to your business, with the support of your HR Business Partner. Ensuring that you and your employees have both legally compliant and commercially relevant agreements
- **Employee Handbook** – Custom built to the needs of your business by your dedicated HR Business Partner
- **Insurance** – EPI (Employment Protection Insurance) Not limited by a Prospects of Success clause

Support

- **Dedicated HR Business Partner** – A dedicated HR Business Partner to work with you to support your business on all HR matters
- **Dedicated HR Advisor** – Your dedicated advisor will get to understand your business and support you with your day-to-day queries
- **Advice Line** – 24/7 telephone advice line, 365 days per year to answer your questions and offer advice
- **Employee Management System** – Manage employee records, holidays, absences and HR processes in one place
- **Document Libraries** – 100s of HR & Health and Safety related letters, templates, guides and tips for you to download
- **AskQ** – Web chat function, available during office hours to answer your day-to-day HR & Health and Safety queries
- **AdminLite** – Qdos' unique technology enabling you to create employee specific documents including Contract of Employment

Gold HR Support



With the Qdos Gold package, we not only provide complete access to Qdos Office, we also work with you onsite to support you and your business.

Engagement

- **Compliance and Developmental Audit Review** – This is the platform from which we build our partnership. Your dedicated HR Business Partner will be onsite, reviewing your current business practices to identify areas of both opportunities and risks
- **Dedicated HR Business Partner** – You will be partnered with a HR expert who will be your main point of contact throughout our partnership. They will be supported by a team of fellow professionals
- **Additional Consultancy** – One full day of consultancy support to assist you with any of the recommendations identified in the audit review

Compliance & Protection

- **Bespoke Contracts and Handbook** – Your dedicated HR Business Partner will use their knowledge of your business to prepare both legally compliant and culturally relevant documents that reflect the nature of your organisation while protecting the business
- **Insurance** – EPI (Employment Protection Insurance) Not limited by a Prospects of Success clause

Support

- **Dedicated HR Business Partner** – Your dedicated advisor will get to understand your business and support you with your day-to-day queries
- **Advice Line** – 24/7 telephone advice line, 365 days per year to answer your questions and offer advice
- **Employee Management System** – Manage employee records, holidays, absences and HR processes in one place
- **Document Libraries** – 100s of HR & Health and Safety related letters, templates, guides and tips for you to download
- **AskQ** – Web chat function, available during office hours to answer your day-to-day HR & Health and Safety queries
- **AdminLite** – Qdos' unique technology enabling you to create employee specific documents including Contract of Employment



QdosOffice



Employee Management System

The must have Employee Management tool to manage employee sickness, holidays and employee records including personal information, performance, training and more.



Document Library

Covering HR, Health & Safety and Legal with access to hundreds of documents, templates, forms, guides, policies and procedures.



AdminLite

Automatically populate and build documents with employee data, placing them in your employee's account area within your Employee Management System.



AskQ

Online access to HR & Health and Safety advice from our expert consultants. Save all your advice and access advice archives for your future reference.



Audits

Easy access to HR & Health and Safety audits, health checks and feedback reports showing areas of risk or opportunity.

Contact us to find out how we can
support you

www.qdoshr.com

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