



Wilkins Safety Group

Award Winning Health & Safety Consultants

Human Resource Support

THE WILKINS SAFETY GROUP
offer advice on all aspects of human
resources relating to your particular
business.

25
YEARS

ANNIVERSARY



Personnel Management



THE WILKINS SAFETY GROUP now offer advice on all aspects of human resources relating to your particular business.

Guidelines and advice on what you need to do to conform to regulations, pay, hiring and firing, contracts of employment, discipline procedures etc. together with any paperwork and documents would be provided with this service.

Advice will be given in plain English.

This service supplies advice and documentation only and does not provide for the management of human resources within your company.

Personnel Management Department:

Your out-sourced personnel department.

We will take care of all matters relating to the managing and monitoring of human resources and health and safety that relate to your particular offices.

All requirements and regulations are covered by this service to ensure that your particular business complies with current employment and health and safety law.

Policies and regimes are set up and implemented by us and we will then manage them and update them automatically when required by any changes in the relevant laws

This service is too extensive to detail fully here but in brief would cover:

The complete management of human resources for your business including:

- Involvement in the procedures and meetings to recruit and terminate staff employment.
- Dealing with all correspondence between management and staff such as verbal and written warnings, holiday arrangements, contracts of employment, grievances, induction procedures, termination letters and arranging training.
- Staff handbooks and all relevant policy statements etc.
- Dispute managing and mediation.

This aspect of our business is run by Rachel Wynn who is an associate who is fully qualified and a member of the CIPD.

Award Winning Health and Safety Consultants

We are here to help

Contact us by:

Phone 01458 253682

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Or write to us at:

Wilkins Safety Group

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***Your Business is SAFER
in our hands ..***