



## **Hafton Advice Line Membership (£65 per month)**

Hafton recognises that micro and small businesses who employ only a few staff, volunteers and contractors need reliable and up-to-date advice on employment and people management matters.

We offer an annual fee of £780 (plus VAT) paid up front which gives you access to advice on all HR and UK employment matters. This includes, but is not exclusively limited to, the following:-

- employment law questions
- telephone advice about tricky HR issues
- advice on applying and interpreting HR policies
- advice on disciplinary and grievance processes
- reviewing letters and communications to staff members

Hafton will ensure you get an immediate answer or, if the issue is not straightforward, within 24 hours or an agreed timescale.

The annual fee is for one company only and may not be transferred to other companies under the same ownership.

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