



# HR Compliance Audit

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SD Worx HR Consultancy Service

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## Overview

SD Worx's HR Compliance Audit is designed to provide your organisation with a report, which gives an independent and fair view of HR framework. This service helps to support your organisation with UK Employment legislation and other relevant laws.

In conducting a confidential and independent HR Compliance Evaluation, a qualified Senior HR Consultant will attend your site to meet with key personnel (typically a management figure and / or HR team representative). This is normally a full day's workshop, dependent upon the size of the organisation.

During the meeting, the organisation's policies, processes and procedures in place will be discussed. Where there are no formally documented policies in place, the discussion will be centred upon usual practice.

The Consultant will go through the typical employment lifecycle from hire to retire, and discuss the following:

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- Employee records – all data
  - Statement of Terms and Conditions / Employment Contracts
  - Working Time and holidays
  - Recruitment and Induction
  - Pay and Benefits
  - Absence Management
  - Discipline
  - Grievance

- Performance Management
- Health and Safety
- Health and Safety
- Employee Handbook
- Leavers / Employee Exit

Following the visit, a comprehensive report will be completed, which outlines any recommendations to improve existing practices.

Thereafter, an organisation can make one of the following decisions:

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- Take no further action at the current time;
- Implement any recommendations internally where appropriate;
- Pick and Mix' additional consultancy recommendations to suit priorities, budget, timescale and internal capabilities

## **Contact us today**

To talk to one of our consultants, call us on 0800 0482 737, or email us at [info@sdworx.com](mailto:info@sdworx.com)