What is covered in the
MOT: Policy and compliance audit

Based on the traditional foundations of HR this MOT is best used as a review to ensure your compliance with the data you hold of your people and the literature you use...

People data

From recruitment to onboarding to HR system or no HR system, navigating the administrative necessities for your People can be time consuming and often a reactive and time consuming task.
Implementing key changes to your processes can take the headache out of transactional HR and give peace of mind of compliant collection and filing structures of people data.

Policies

Having a handbook is a notion of the past! Policies should be bite sized guides for your organisation to be easily accessed, read and followed by everyone in the business.
By making tweaks to your current policies and keeping them legislatively correct, having friendly policies could not be easier.
Policies should empower your managers to make decisions and give clear guidance to their teams!

Contracts

Terms and Conditions of Employment that haven't been reviewed for 8 years? Contracts that still link to a 78-paged Handbook?
Contracts should be the basic implicit terms of your employment. Subjects such as hours of work, restrictive covenants and intellectual property should be outlined.
Updating your Contracts are not the sexiest document in your business, but they can be the best!

Compliance

Rights to work, ID, passports, VISAs...
The list continues. Keeping up with compliance is a necessity, yet no one wants it on their list.
Setting up simple yet effective pillars and processes for your compliance requirements will remove the headache of worrying about what you have - or more importantly - what you don't have!

exhilHRate

Amy@exhilHRate.co.uk   07827 930753