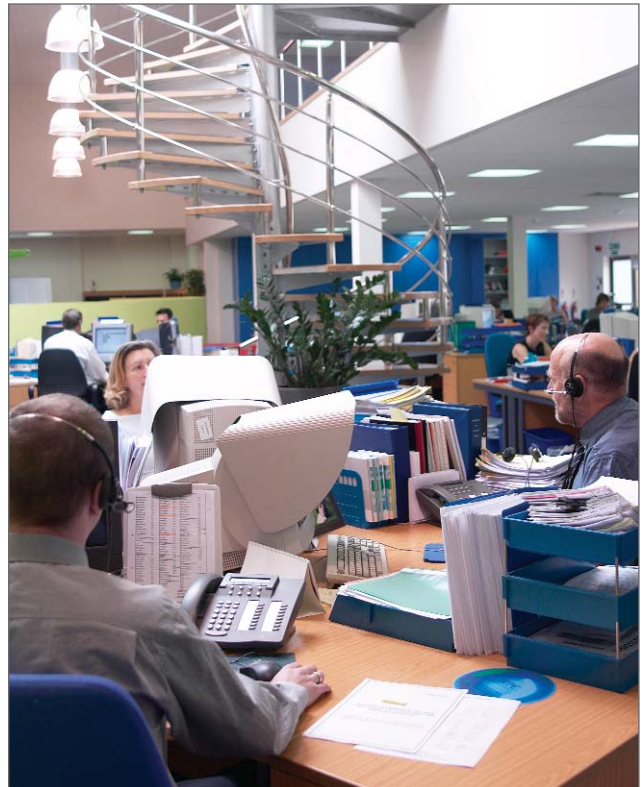


Take advantage of the Business Support Helpline

Whether you need a second opinion or a guiding hand, instant access to expert advice comes as part of the package

How would you answer these questions?

- Q** An ex-employee has written to us complaining that she was sexually harassed by her manager while she was working for us. She left a few weeks ago. Do we have to do anything or can we just ignore it now that she is no longer employed?
- Q** If I have dismissed an employee for theft from work, but the courts have subsequently found him not guilty, do I have to take the employee back?
- Q** I have received an application for a position we are currently advertising from someone living in Hungary. Would we need to apply for a work permit to be able to employ them?
- Q** One of our employees has had a fall at work and injured himself. He has been taken to hospital, but we do not yet know the extent of his injuries. What should we do to ensure that we are complying with health and safety law?



Simple. Just call the Business Support Helpline

The Business Support Helpline offers you support on a wide variety of issues:

- **Employment and personnel**, such as:
 - Disciplining an employee
 - Dismissal
 - Gross misconduct
- **Health & Safety**, such as:
 - Reporting an accident
 - Hazardous substances
- **Commercial legal issues**, such as:
 - Landlord and tenancy
 - Company law
 - Copyright and patent

Our helpline consultants are renowned for the level of expertise and support they provide. They are recruited for their ability to draw on their own extensive experience to provide tailored, practical and realistic solutions, using everyday language. They all have many years' experience gained in different industry backgrounds, supported by professional qualifications.

Here's what one caller had to say:

"The telephone advice line provides peace of mind and it is reassuring to know that help is available whenever we need it. We receive tremendous reassurance from the telephone advice line. As a result, we have been extremely proactive in terms of managing disciplinary issues and have never been to a tribunal."

Jayne Burke, Group HR & Staff Development Manager, Ramseys Group