

FOUR SERVICES

For your protection and peace of mind

HR, Legal, Health & Safety and Tax

It's time to find out
What's In It For You?



The HR Service

Unlimited access and included in your membership fee.



The Service

1. Advice line – 24/7, 365 days – experienced advisors
2. HR Document Library – 450+ template documents and information

The Benefits

- **Manage Problems** – disciplinary issues / persistent absence / disability issues / grievances / redundancy / dismissal / equal pay / capability / long term sickness etc
- **Get Answers** – vaccinations / hybrid working / variations in sick pay /
- **Stay Compliant** – contracts of employment / employee handbooks / understanding responsibilities / changes in legislation
- **Supporting Staff** – changes to working practice / maternity / paternity / holidays / training
- **Save money** – you may not need to outsource HR services
- **Peace of Mind** – help at the end of the phone / do the right thing – doing the wrong thing can be very expensive

Any problems, questions or concerns members have unlimited access to the HR Advice Line.

The Health & Safety Service

Unlimited access and included in your membership fee



The Service

1. Advice line
2. H&S Document Library - 130+ template documents

The Benefits

- **Manage Problems** - accident management / incidents / reporting accidents
- **Get Answers** - do's and don'ts / your responsibilities / safe working environment etc
- **Stay Compliant** - HS Document Library has all the key compliance documents / risk assessments / policy documents etc.
- **Staff Safety** - working at heights / hazardous substances / fire risk / lone workers
- **Save Money** - access to advice and documents are included in your membership

Any problems, questions or concerns members have unlimited access to the H&S Advice Line.

The Legal Service

Unlimited access and included in your membership fee



The Service

1. Advice Line
2. Legal Document Library - 180+ template documents

The Benefits

- **Manage Problems** - contract disputes / debt recovery / legal disputes / property issues / landlord or tenant problems / small claims court procedures etc
- **Get Answers** - the law / your rights / guidance and what to do next
- **Protecting Your Business** - GDPR guidance / commercial law / company law
- **Legal Requirements** - company documents / company notes / partnership documents
- **Save Money** - you may not need to pay for advice or support

Any problems, questions or concerns members have unlimited access to the Legal Advice Line.

The Tax Service

Unlimited access and included in your membership fee



The Service

1. Tax advice line - access to tax specialists
2. VAT advice line - access to VAT specialists

The Benefits

- **Manage Problems** - HMRC enquiries / tax returns
- **Manage Tax Liability** - benefits in kind / corporation tax calculations / property income / stamp duty liability / VAT exemptions / inheritance tax
- **International Trade** - advice on changes to VAT and duty following Brexit / recovery of foreign VAT / EU reverse charge mechanism etc.
- **Save money** - you may be able to get free advice to resolve your issue

Any problems, questions or concerns members have unlimited access to the Tax Advice Line.

HOW to ACCESS these services

Advice lines

Members have unlimited access to a dedicated advice line number

Document libraries

Members have unlimited access to downloadable documents, accessible through your association's website

For details contact your association

FIND OUT MORE

Book a **free One2One** meeting with a Quest Business Support Manager, email mday@questcover.com