

# COMPLY



**Civil Society's market leading employment law and people management advice service**

**ROOTS HR** CIC  
*Human Resources services for civil society*

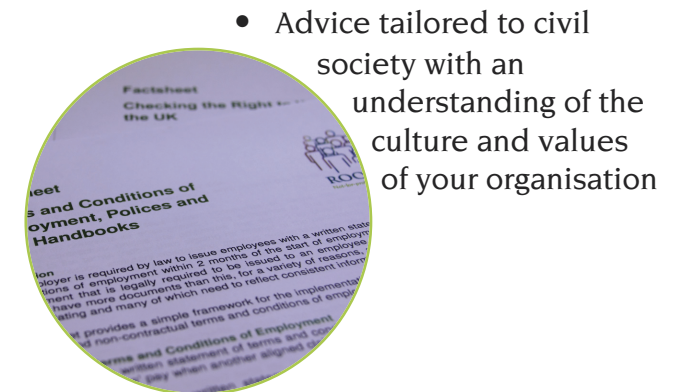


**All organisations with a workforce, employed or volunteer, are required to comply with a wide range of UK and EU employment legislation and Codes of Practice. Doing so not only prevents claims and compensation, it also marks the employer as one who values its' people.**

Many organisations, for a variety of reasons, do not have in-house employment law advisors or human resources teams and simply access advice and information in this area on an 'as-required' basis.

COMPLY is a feature-rich, market-leading employment law and people management advice service which out-strips our competition and provides the best value for money in its field.

- An agreed number of hours of HR time per month
- Unused time each month carries forward
- Phone or email service from CIPD qualified advisors with civil society experience who know your organisation
- Guaranteed 4-hour response for telephone enquiries (in practice, over 75% of enquiries are answered on first contact)



- Advice tailored to civil society with an understanding of the culture and values of your organisation

[www.rootshr.org.uk](http://www.rootshr.org.uk)

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- Free initial HR risk assessment with subscriptions of 4 hours per month or more
- Proactive usage planning and annual review meeting
- Planned and emerging employment law developments emailed to you
- Policies, guidelines and other documents updated, submitted to you and guaranteed for legal compliance
- Free COMPLY web page with links to information on all employment law matters and our fact sheets

For an application pack please contact us or visit our website:

Telephone: 0845 543 8429

Email: [info@rootshr.org.uk](mailto:info@rootshr.org.uk)

Web: [www.rootshr.org.uk/](http://www.rootshr.org.uk/)

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**Roots Human Resources cic is a vibrant social enterprise providing human resources consultancy services to small and medium-sized civil society employers.**



## Our mission

To provide high quality, practical and tailored human resources services on a greater-than-profit basis to civil society organisations.

## Our vision

Civil society organisations can access excellent yet affordable human resources services regardless of their size.

## Our social purpose

To maximise the resources of civil society organisations for organisational purpose and front line service delivery.

## SUMMARY OF TERMS AND CONDITIONS

(Full terms provided with application pack)

### Definitions

The parties are Roots Human Resources cic (known as Roots HR) and the Client: 'the Client' is the party with whom a contract of supply exists.

The Client commits to purchase, and Roots HR agrees to supply, an agreed number of hours per month for the provision of employment law and people management advice for an initial agreed period.

### The service

The service is provided by phone and email. If an on-site visit is required, the rate may vary and travel charges may apply. In this case, any rates will be agreed in advance with the Client. Payment is due monthly by electronic bank transfer on the 1<sup>st</sup> of each month.

Usage of time is recorded on a timesheet in multiples of 15 minutes and submitted monthly at the end of the month for the Client's records.

Unused hours carry forward and may be used in months when the requirement is greater.

Additional hours will be used, if required, only with the Client's agreement and will be billed at the end of the month in which they were used. Payment is due within 7 days.

### Alterations to or termination of the contract

The contract is a rolling one and after the initial agreed period, may be terminated by giving 3 months' notice in writing.

Hours may be increased at any point from the 1<sup>st</sup> of the next calendar month by providing instruction in writing.

After the initial agreed period hours may be decreased at any point from the 1<sup>st</sup> of the next calendar month following one month's notice provided in writing.

### Confidentiality and Data Protection

All information provided by the Client and advice given by Roots HR in the course of the contract is treated in the strictest confidence, disclosed only to those who need access to it in order to perform the contract and stored, whether in hard copy or electronically, under strictest security at our offices.

We handle and process personal data provided to us in the course of our contract with the Client (eg employee personal data) in line with the requirements of the Data Protection Act 1998.

## ROOTS HUMAN RESOURCES CIC

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Website: [www.rootshr.org.uk](http://www.rootshr.org.uk)