

# Policy Pack : Supporting you throughout the colleague lifecycle



Whether you're just starting out, or you've been going for a while but just haven't yet got your people policies in place, our policy packs include key policies to keep you and your employees safe, compliant and supported.

Fully customised to your specific needs and reflecting your company culture, the policies are yours to keep, refer to and host as you wish.



Pre Employment Checks  
Personal Details (Next of Kin, Salary information, GDPR/DPA) Documents  
Reference Request Template  
Contract of Employment  
Apprenticeship Agreement  
Restrictive Covenants



Performance Management Policy  
Attendance Policy  
Return to Work Template  
Colleague Handbook including:

- Disciplinary Procedure
- Grievance Procedure
- Bullying & Harassment Procedure
- IT/Email/Social Media Policy
- Maternity / Paternity / SHPL / Adoption Policy
- Lone and Home Workers Policy
- Flexible Working Policy



Exit Interview Template  
Leavers process  
Leavers checklist  
Redundancy Policy

*Get in touch*  
[Info@boosthr.co.uk](mailto:Info@boosthr.co.uk)  
07566 228140  
[www.boosthr.co.uk](http://www.boosthr.co.uk)



Note : This is a suggestion of what may be needed. This list is not exhaustive. Talk to us to determine your exact needs.