

## Human Resources (HR) Advice Days

"FREE employment advice for small businesses"

Tuesday 30th March 2010  
Business Centre, Swansea

Take advantage of FREE employment advice by meeting a Flexible Support for Business HR Advisor who can provide advice and support on anything to do with employment.

- \* Understanding and applying equality and diversity good practice
- \* Discipline and grievance
- \* Bullying and harassment
- \* Sickness Absence policies
- \* Appraisal policies
- \* Holiday entitlement calculations for a variety of working patterns
- \* Contracts of employment
- \* Flexible Working

Booking is essential contact Flexible Support for Business on 03000 6 03000 to arrange an appointment.