



## Complete Employment Protection

### Fixed Fee Employment and HR Support

Guy Williams Layton LLP  
Pacific Chambers  
11/13 Victoria Street  
Liverpool  
L2 5QQ

Tel: 0151 236 7171  
[www.gwl.co.uk](http://www.gwl.co.uk)  
[hrGuy@gwl.co.uk](mailto:hrGuy@gwl.co.uk)

**Guy Williams Layton LLP**  
**Our business is looking after yours**

## Nurturing our clients through the journey of life

### Why HR Guy?

To avoid costly Employment Tribunal claims it is important that you have access to high quality employment law and HR support.

Compensation for unfair dismissal claims can exceed £80k, whilst awards for discrimination and whistle-blowing are unlimited.

With the government's recent decision to publish details of Employment Tribunal cases online, and the increased use of social media - such as Facebook and Twitter - the reputation of your business is at risk like never before.

HR Guy is an innovative Employment and HR solution which provides comprehensive protection to your business against employment claims and the resulting financial and reputational damage that ensues.

### Why pay each time you call your solicitor?

For an affordable annual/monthly subscription, you will have access to an experienced employment law solicitor who can advise on employment law and HR issues whenever you need it.

What's more, you will not be tied into a lengthy and expensive contract.

## Keeping your business moving when all around you stands still

### What is included as part of the HR Guy package?

As a subscriber, you will be entitled to a range of benefits for an affordable annual/monthly payment

This includes:

- Access to high quality insurance protection which covers legal costs and awards of compensation at an Employment Tribunal.
- A designated solicitor who specialises in employment law and HR and who will get to know you and the way you like to work.
- An audit and a report detailing the current position of your business in respect of employment law and HR compliance.
- A review of your Contracts of Employment, Staff Handbook, and other employment policies and procedures, to ensure that they are up-to-date and fully compliant.

If you don't currently have contracts, a handbook, or policies, then don't worry. All of the following are included in your package:

### HR Guy Bespoke

- You will be entitled to receive carefully tailored Contracts of Employment, a Staff Handbook, and a complete suite of essential employment law Policies and Procedures that are designed specifically for the requirements of your particular business and industry sector.

### HR Guy Refresh

- You will be entitled to receive essential updates, as and when required, so that your Staff Handbook and Policies and Procedures are always up-to-date and remain legally compliant. You won't have to pay to have them drafted again whenever the law changes.

### HR Guy Helpline

- You can take advantage of day-to-day telephone advice and support from your solicitor, as and when you need it, by calling our dedicated employment law help line.

### HR Guy Templates

- You can request copies of templates, such as standard letters to employees, forms and checklists.

### HR Guy E-Newsletter

- You will be entitled to receive our regular E-Newsletter containing essential employment law and HR updates.

*"I have worked with Steve Davies for many years. His knowledge of employment law and HR is exemplary and he is a very pragmatic employment solicitor. It's great to know that he is there when we need him. I wouldn't hesitate in recommending him to your business"*

Majid Zeb

Director and Owner, Alamgeer Foods Limited

## Seeing beyond the obstacles ahead

HR Guy is designed to ensure that your business is protected from claims. However:

### Insurance Protection

HR Guy subscribers have access to high quality insurance protection from Employment Tribunal claims. Not only do you get full insurance cover for our legal costs, but also for any awards of compensation, court fees, and the cost of a Barrister .

Any claims against your business will be vigorously defended by your Employment Law solicitor, unless settlement is a better option for you, in which case we will negotiate the best terms possible.

## Helping you on your path, wherever it may take you

### Additional services

You also have the option of subscribing to HR Guy +. This package includes all of the above, with additional extras.

#### HR Guy +

- Bespoke employment law training sessions
- Mediation, investigation and support. We can arrange arbitration and mediation as an alternative to Employment Tribunal proceedings
- Conduct of disciplinary & grievance proceedings
- Advice and support through a collective redundancy process
- Advice and support through a TUPE transfer
- The drafting and negotiation of Settlement Agreements

*“Michael Sandys has acted on our behalf for many years, particularly in areas of employment law. Friendly and helpful, Michael is a diligent and capable professional who gets the job done. I would have no hesitation in recommending him to anyone”*

Steve Bennett

Managing Director, Starchaser Industries Limited

## Providing light in times of darkness

### About us

HR Guy is brought to you by **Guy Williams Layton LLP**.

We are a firm of solicitors that have been providing quality legal advice for decades. During this time we have built up our reputation by listening to our clients, understanding their individual needs, and providing tailored legal advice. We remain committed to preserving the best aspects of true personal service. We are also committed to adapting to the changing needs of the legal market.

This is why we created **HR Guy** and **HR Guy +**

Our team comprises only qualified employment lawyers. So you can be confident that you are getting the very best legal advice.

### Your Team

#### Steve Davies

Steve is an Associate Solicitor and an employment law specialist. Steve has many years' experience acting for companies of all sizes and he deals with a full range of employment related matters. Steve is the main point of contact for HR Guy and employment law generally.

#### Michael Sandys

Michael is a Partner and has over 20 years' experience in providing commercial law advice to businesses of all sizes, including employment matters. Michael has acted for well-known household names, including Matalan, Henri Lloyd and Co-op Bank. He also acts for SME's in the Liverpool City Region and North West.

#### Chris Emery

Chris is a Trainee Solicitor who studied Employment Law on his Barrister's training course. Chris provides helpful knowledge and assistance.

Our team is also supported by two vastly experienced Legal Secretaries in Karen Sandys and Paula McClemens.

### Next Steps

To arrange a free no obligation consultation, please contact us today.

- Call us on 0151 236 7171
- Email us at [hrguy@gwl.co.uk](mailto:hrguy@gwl.co.uk)
- Visit our website [www.gwl.co.uk](http://www.gwl.co.uk)



**Guy Williams Layton LLP**  
**Our business is looking after yours**

HR Guy™ is a trading style of Guy Williams Layton LLP  
Registered office address:  
Pacific Chambers 11/13 Victoria Street, Liverpool, L2 5QQ.  
Limited Liability Partnership Registration Number: OC401033.  
Solicitors Registration Authority number: 627437.

