

All too often, employment law advice is sought once an issue has already become a problem, potentially making it more expensive to resolve. Selecting one of our prism options gives you the flexibility to access the exact level of advice you need without the worry of incurring unexpected fees – and enabling you to deal with matters before they get out of hand.

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Each of our options provides you with employment law advice on a fixed fee basis, removing concerns that the clock is continually ticking and giving you greater budget control and confidence that your team has access to precisely the kind of expertise that's needed.

Whether you deal with us face-to-face or over the phone, you'll receive advice from a lawyer who specialises in employment law. At the same time, you'll develop your own employment law expertise, which will improve your capacity to deal with certain employment law matters in-house.

Several of our options connect you to our prism helpline, meaning that immediate advice is just a phone call away. You needn't worry that you're upping the fee every minute you stay on the line. It's all part of the package, no matter how many times you contact us.

Our clients tell us that having access to expert employment law advice is the first step to feeling in control of their HR issues. Our role is to work with you to lay the foundations for growing a successful business and help you to avoid leaving yourself open to unnecessary employment risks. prism can help with the groundwork, especially if you don't have the need

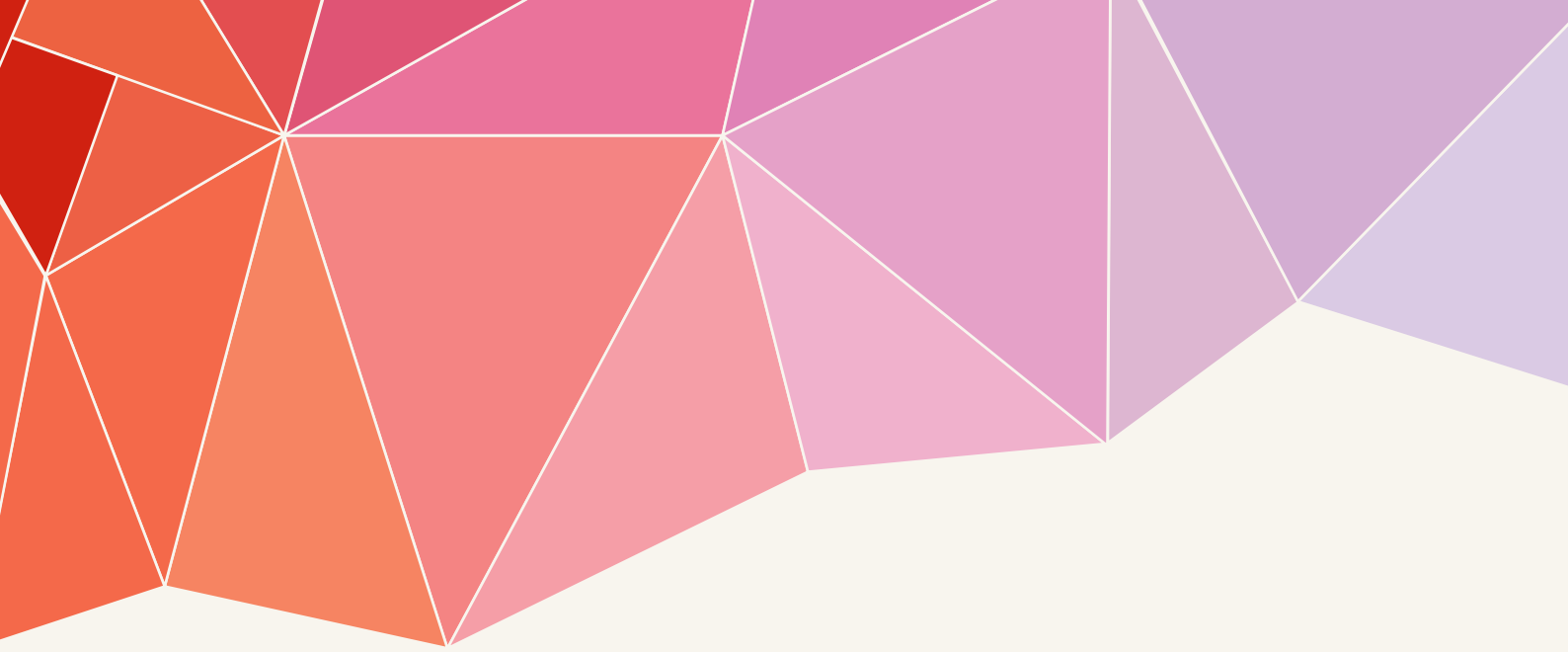
or the means to employ a dedicated in-house HR professional. Even if your business has an established HR function, prism gives your in-house team additional flexibility and backup.

When you sign up to prism, there's no long-term tie-in involved. We want to establish a longstanding relationship with you because you appreciate the quality of advice you receive and enjoy working with us. You can switch packages as your business expands or your needs otherwise change, and at any time you can ask us to assist with an ad hoc employment law matter on a short-term, fixed fee project basis. We only ask you to make a time commitment if you choose an option that includes insurance, as the policy involves a one-year contract.

We work in partnership with expert health and safety consultants which allows us to extend each of the prism packages to also include health and safety advice and consultancy services.

Lindsays is a full-service law firm, with offices across Scotland. If you face an issue that falls outside the scope of your prism employment law advice package, our other teams will be happy to assist in any way they can.

[lindsays.co.uk/prism](https://lindsays.co.uk/prism)



“Lindsays Employment team provides ‘excellent advice within responsive timeframes’, and a ‘superb overall level of service’.”

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The Legal 500 The Clients Guide to the UK Legal Profession

“They take the time to get to know their clients and understand their environment, background and culture.”

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Chambers 2018

“They always give balanced advice and we certainly have a lot of faith in the ability of the team.”

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Chambers 2017



## prism at a glance

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### Foundation

#### Includes

Drafting of a generic employment contract template specific to your business

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Additional clauses for unusual circumstances

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Staff handbook, including policies and procedures

#### Benefits

Help you comply with all basic employment law requirements

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Set employee expectations

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Protect your business

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Cost certainty

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Especially useful for smaller businesses and start-ups

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### Virtual HR Manager

#### Includes

24/7 online access to a comprehensive range of legally compliant HR documents

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Initial and annual audits of employment law related paperwork

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Regular employment law updates, articles and case comment by email

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Drafting of a generic employment contract template specific to your business

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Additional clauses for unusual circumstances

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Staff handbook, including policies and procedures

#### Benefits

Stay on top of current legal obligations in employment law

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Feel confident that all employment related paperwork is legally compliant

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Maintain ongoing compliance with our help

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Budget control

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Ideal for businesses with no HR function or only a small team, or those wanting to save time and effort

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### Prism Advice

#### Includes

Access to the 24/7 prism telephone helpline

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Advice from a dedicated employment law specialist

#### Benefits

Cost certainty: one fixed monthly cost that can be built into your budget

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Access immediate help to resolve an issue before it gets worse

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Enjoy peace of mind that advice is just a call away, whatever time of day or night

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### Prism HR Software\*

#### Includes

A complete employee database that can be customised to your requirements

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Holiday planning and absence management tools

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A workforce management dashboard

#### Benefits

Deliver company insights that will help you understand the real business impact of your workforce

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Flexible reporting that helps answer any question involving workforce statistics easily

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\*Delivered by peopleHR

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## Prism Tribunals

### Includes

Preparatory work and hearing representation as required

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Select assistance at any or all stages of the employment tribunals life cycle

### Benefits

Flexibility to specify legal input at the level you require

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Phased payments of fixed fee to avoid a 'big hit'

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Package can be taken out on its own or sit alongside another

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Provides some security and certainty during an unsettling time

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Supplements in-house expertise to whatever degree necessary

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Cost certainty in respect of a particular claim enables clear consideration of commercial settlement

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## Prism Projects

### Includes

Fixed fee advice, support and consultancy services from employment law and HR specialists in answer to a specific need

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Ask us to quote for assisting on any employment law related matter on a fixed fee basis

### Benefits

Dedicated assistance when you need it, at the level you require

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Protect your business

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Flexibility to call on employment law expertise as required

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Fixed cost solution aids budget control

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## Full Spectrum

### Includes

Access to advice from a dedicated employment law specialist via the round-the-clock prism telephone helpline, by email or in person

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Optional legal expense insurance covering legal costs incurred in defending the tribunal claim and any compensation awarded

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24/7 online access to a comprehensive range of legally compliant key documents

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Initial and annual audits of employment law related paperwork

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Regular employment law updates, articles and case comment by email

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Drafting of employment contracts template specific to your business

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Additional clauses for unusual circumstances

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Staff handbook, including policies and procedures

### Benefits

Stay on top of current legal obligations in employment law

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Feel confident that all employment related paperwork is legally compliant

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Access immediate help to resolve an issue before it gets worse

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Fixed price, low-cost advice

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A no-risk solution, provided our advice is sought and followed and legal expense insurance is taken out

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Enjoy peace of mind that advice is just a call away, whatever time of day or night

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Save time and effort, and enjoy added reassurance



# lindsays

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[www.lindsays.co.uk/prism](http://www.lindsays.co.uk/prism)

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