

# Quest HR Services for Members

Your Business. Your People. Your Safety.



## Welcome to Quest

As a member you have **FREE** access to **FOUR** essential business services:



**HR Services**



**Legal Services**



**Health & Safety Services**



**Tax Services**

## Includes



### **Advice line**

Covering HR, employment law, legal, health & safety, tax and VAT



### **Website**

Featuring a comprehensive library of employment, legal and health & safety documents

## But, did you know that there is more...

Members now have access to a new framework of additional services, the centrepiece of which is our new Employee Management System, which enables you to manage employee sickness, holidays, employee records, performance and much more. The EMS is supported by AdminLite which links the service to the Document Library and allows you to automatically populate and build documents.

**Members now have the option to upgrade their  
Document Library**





## Document Library

- > HR documents
- > Health & Safety documents
- > Legal documents



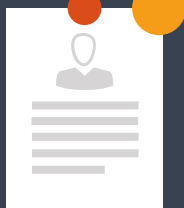
## Employee Management System

- > Manage employee sickness
- > Manage employee holidays
- > Manage employee records
- > Manage employee performance
- > Manage employee training



## AdminLite

- > Build custom library documents
- > Automatically populate documents
- > Save employee documents



## QuestOffice

- > Employee ready documents
- > Document Library
- > Employee Management System
- > AdminLite
- > Access to ASKQ
- > Access to HR and Health & Safety Audits
- > Access to Business Insurance

Access to Quest Office is available to **Bronze**, Silver and **Gold** Quest clients.

# Bronze HR Support



The Quest Bronze package adds additional services to the advice line and document library that are already included in your membership.

## Support

- > **Employee Management System** – Manage employee records, holidays, absences and HR processes in one place
- > **AdminLite** – Quest's unique technology enabling you to create employee specific documents including Written Statement of Particulars
- > **AskQ** – Web chat function, available during office hours to answer your day-to-day HR & Health and Safety queries
- > **Enhanced Health Check** – A simple to use online audit tool that allows areas of non-compliance to be identified. Rapid feedback details potential solutions.
- > **Insurance** – Optional EPI (Employment Protection Insurance) Not limited by a Prospects of Success clause

# Silver HR Support



The Quest Silver package adds additional services to the advice line and document library that are already included in your membership.

## Compliance & Protection

- > **Compliance Audit** – A remote audit completed by a HR Business Partner that highlights areas of non compliance followed by a report
- > **Contracts of Employment** – Make sure that these critical documents are bespoke to your business, with the support of your HR Business Partner. Ensuring that you and your employees have both legally compliant and commercially relevant agreements
- > **Employee Handbook** – Custom built to the needs of your business by your dedicated HR Business Partner
- > **Insurance** – Optional EPI (Employment Protection Insurance) Not limited by a Prospects of Success clause

## Support

- > **Dedicated HR Business Partner** – A dedicated HR Business Partner to work with you to support your business on all HR matters
- > **Dedicated HR Advisor** – Your dedicated advisor will get to understand your business and support you with your day-to-day queries
- > **Employee Management System** – Manage employee records, holidays, absences and HR processes in one place
- > **AdminLite** – Quest's unique technology enabling you to create employee specific documents including Contract of Employment
- > **AskQ** – Web chat function, available during office hours to answer your day-to-day HR & Health and Safety queries

# Gold HR Support



With the Quest Gold package, we not only provide complete access to Quest Office, we also work with you onsite to support you and your business.

## Engagement

- **Compliance and Developmental Audit Review** – This is the platform from which we build our partnership. Your dedicated HR Business Partner will be onsite, reviewing your current business practices to identify areas of both opportunities and risks
- **Dedicated HR Business Partner** – You will be partnered with a HR expert who will be your main point of contact throughout our partnership. They will be supported by a team of fellow professionals
- **Additional Consultancy** – One full day of consultancy support to assist you with any of the recommendations identified in the audit review

## Compliance & Protection

- **Bespoke Contracts and Handbook** – Your dedicated HR Business Partner will use their knowledge of your business to prepare both legally compliant and culturally relevant documents that reflect the nature of your organisation while protecting the business
- **Insurance** – Optional EPI (Employment Protection Insurance) Not limited by a Prospects of Success clause

## Support

- **Dedicated HR Business Partner** – Your dedicated advisor will get to understand your business and support you with your day-to-day queries
- **Advice Line** – 24/7 telephone advice line, 365 days per year to answer your questions and offer advice
- **Employee Management System** – Manage employee records, holidays, absences and HR processes in one place
- **Document Libraries** – 100s of HR & Health and Safety related letters, templates, guides and tips for you to download
- **AskQ** – Web chat function, available during office hours to answer your day-to-day HR & Health and Safety queries
- **AdminLite** – Quest's unique technology enabling you to create employee specific documents including Contract of Employment



**Employee Management System**



**AdminLite**



**Document Library**



**Audit Tools**



**Healthchecks**



**Additional Services**



**AskQ**



**Insurance**

**[www.questcover.com/question-office](http://www.questcover.com/question-office)**

**Contact us** to find out how we can  
support you

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