

# Bird & Bird & HR Audit People, Process & Strategy

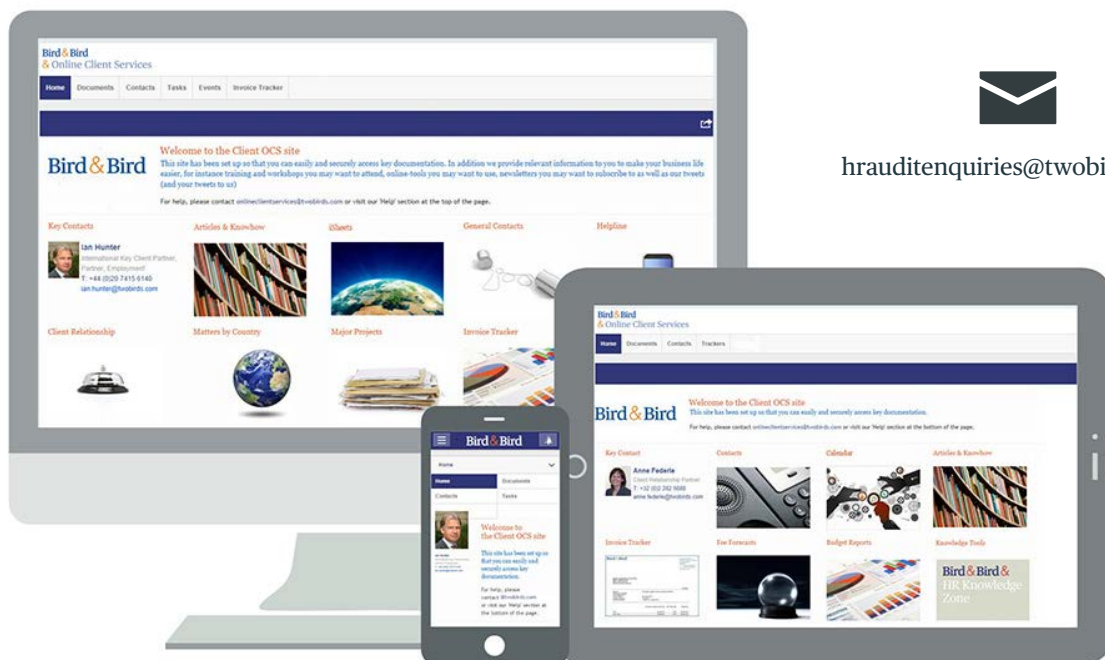
## The Challenge

Managing a workforce that is located across multiple countries is undoubtedly a challenge. Unfamiliar employee protections and frequently changing laws can lead to HR headaches, not to mention the difficulty in gauging what is industry standard and a good outcome for your business in workplace matters.

## The Solution

Bird & Bird has developed a user-friendly, bespoke audit product, HR Audit, to help you manage your HR practice, not only with legal compliance in mind but also to take into account the commercial and strategic objectives of your business.

Through HR Audit we can review your organisation's employment arrangements and processes and provide a report to help you adapt or improve those arrangements and processes where necessary.



## The Benefits

- Fully co-ordinated, in-depth review of your organisation's HR arrangements and processes across all countries where you operate
- Traffic-light reporting alerting you to areas of risk
- Practical advice on how to resolve any identified issues to ensure legal compliance
- Expert knowledge of local practices, industry expertise and market awareness
- Guidance on employment legislation changes and know-how

## The Review

We will review the following:

- *Recruitment processes*: Review of a job advert, application form and immigration checks
- *Contracts*: Review including employment and director contracts, service agreement and shareholder agreement
- *Employment status*: Analysis of status of any contractors, consultants or other contingent workers
- *Privacy and data protection*: Review of internal processes for handling and disposing of personal data and any monitoring activities
- *Employee incentives*: Review of a commission and bonus plans
- *Policies*: review of policies
- *Terminations*: Review of processes for previous exit of employee and a termination agreement

# What is the process?

*The process is simple:*

- 1 Scoping Session**  
We work with you to identify which documents and information around which processes you should send to us to review.

- 2 Information Sharing**  
You collate and send the relevant information to us using a custom-made online platform. Key features of the platform include:
  - Easy document upload
  - Secure site with personalised user permissions across personnel
  - 24/7 access to project documentation

- 3 Planning Session**
  - You highlight any particular areas of concern
  - We flag and explain legal developments and industry hot topics and trends that may affect your business
  - We agree timeframes for the review and for progress updates
  - We create an internal project team, using local lawyers with industry expertise
  - We appoint a project lead person so you have a single point of contact

- 4 Traffic-light report**  
We produce a fully synchronised traffic-light report, outlining our conclusions, highlighting red flags and including practical advice for addressing any issues that we identified.

- 5 Follow-up and reviews**  
Follow-up and reviews to ensure you can streamline your internal processes and prevent possible disputes.



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