

TURN-KEY HUMAN RESOURCES



# HUMAN RESOURCES POLICY REVIEW AND FORMULATION SERVICE

UNLOCKING  
WORKFORCE  
FULL-POTENTIAL

# OVERVIEW

HR policies and procedures drive and regulate your organisations HR practices

Outdated or incomplete policies can expose your organisation to legal risks, hinder employee relations, and impede your ability to attract and retain top talent.

Our HR policy review and formulation service provides a comprehensive solution.

We meticulously review your existing policies, identify gaps, and collaborate with you to develop clear, consistent, and legally compliant HR policies that empower your organisation and protect your workforce.

Whether you're a growing startup or a well-established company, our service ensures your HR policies are a strategic asset.

***"Streamline  
Your  
Workplace  
with Clear,  
Compliant HR  
Policies"***

# BENEFIT

## 01 **Future Proof Compliance:**

Don't get caught off guard by changing laws and regulations. We stay current with the latest employment laws and industry best practices, ensuring your policies are compliant and minimise the risk of legal challenges and costly penalties.

## 02 **Proactive Risk Management:**

Mitigate potential risks associated with unclear or outdated policies. Our comprehensive review identifies and addresses potential loopholes and areas for improvement.

## 03 **Enhanced Employee Relations:**

Foster a positive and productive work environment with clear expectations and consistent employee treatment. Transparent policies promote trust, open communication, and a culture of fairness, which translates to a more engaged and motivated workforce.

## 04 **Employer Brand Advantage:**

Demonstrate your commitment to ethical and responsible employment practices. Attract and retain top talent by showcasing a well-defined HR framework prioritising employee well-being and professional development. This builds a strong employer brand that resonates with today's job seekers.

## 05 **Streamlined HR Operations:**

Simplify policy administration with well-organized and easy-to-understand policies. Ensure consistent application across the organisation to save time and resources. Empower your HR team to prioritise strategic initiatives rather than deciphering ambiguous policies.

***"Proactive  
Compliance,  
Mitigated  
Risks, and a  
Thriving  
Workforce"***

# OUR APPROACH

## REVIEW AND FORMULATION



### IN-DEPTH ASSESSMENT

We work closely with your leadership team to identify your company's specific policy goals and challenges.



### THOROUGH POLICY REVIEW

We meticulously examine your existing policies for gaps, inconsistencies, and compliance issues.



### INDUSTRY BENCHMARKING

We leverage our expertise and industry research to ensure your policies reflect current best practices.



### CLEAR AND CONCISE COMMUNICATION

We draft or revise policies in plain language, avoiding legalese, to ensure clarity and understanding for all employees.



### STAKEHOLDER INVOLVMENT

We believe in open communication. Key stakeholders are actively involved in the review and feedback process.

***"Tailored  
Solutions  
Through a  
Collaborative  
Process"***



# OUR APPROACH

## ROLLOUT AND EMBEDDING

### POLICY ROLL-OUT COMMUNICATION



We assist with the distribution and communication of your newly formulated or revised policies to all employees. We develop clear and concise communication materials to ensure everyone understands their rights and responsibilities under the new policies.

### TRAINING AND EDUCATION



We can provide training sessions to equip your HR team and management with the knowledge and skills to effectively implement and enforce the updated policies. This training empowers your team to answer employee questions, address concerns, and ensure consistent application across the organisation.

### ONGOING SUPPORT



We understand that HR policies are not static documents. We offer ongoing support to ensure your HR policies remain compliant and relevant. We can assist with updates as needed to reflect legislative changes, evolving business practices, or industry best practices.

***"Seamless  
Onboarding  
for Effective  
Policy  
Integration."***

# IMPACT

## PEACE OF MIND AND REDUCED LIABILITIES



Gain the confidence that your HR policies comply with legal requirements, mitigating risk and potential liabilities. This lets your organisation focus on core business activities without worrying about legal challenges or costly settlements.

## EMPOWER HR TEAM



Equip your HR department with the tools and resources to manage employee relations effectively and ensure consistent policy application. This will free up valuable time and resources for your HR team to focus on strategic initiatives and talent management programs.

## EFFECTIVE



Foster a positive work environment that promotes employee satisfaction, productivity, and retention. Clear, well-defined policies establish expectations, ensure consistent treatment for all employees, and empower managers to address workplace issues effectively.

## SCALABLE



Our adaptable framework grows with your organisation, ensuring your HR policies remain relevant as your business changes. We design your HR policies to be modular and adaptable so they can be easily updated to accommodate future growth and changes in your workforce.

***"Cultivate a  
Compliant,  
and  
Thriving  
Workplace"***

# WHY TURN-KEY



***"Incorporated in 2004, we have an established track record of adding real value to our clients through continuous innovation and a personalised approach to delivery."***

***Years in Business 20+***

***Years Experience 75+***

***Continents of operation 3***

First and foremost, we work with our clients as **trusted advisors**. Then, as skilled implementers.

Our training is designed around **adult learning principles** and delivered using process facilitation, resulting in a **highly immersive and interactive** learning experience

Our implementation approach factors in both the **value added** to the client and the **sustainability** of the implementation.

All recommendations are derived from **rigorous diagnostic analysis** tools built around hard business logic.

Our solutions are always **co-created** with our clients.

**Change management** is built into all our products, ensuring a smoother transition and greater sustainability.



# **ACT TODAY FOR A TRANSFORMATIVE TOMORROW**

**CALL US FOR A FREE CONSULTATION**

Contact: Robyn Pienaar  
Email: [robynp@turnkeyhr.co.za](mailto:robynp@turnkeyhr.co.za)  
Tel: +27 83 643 3400