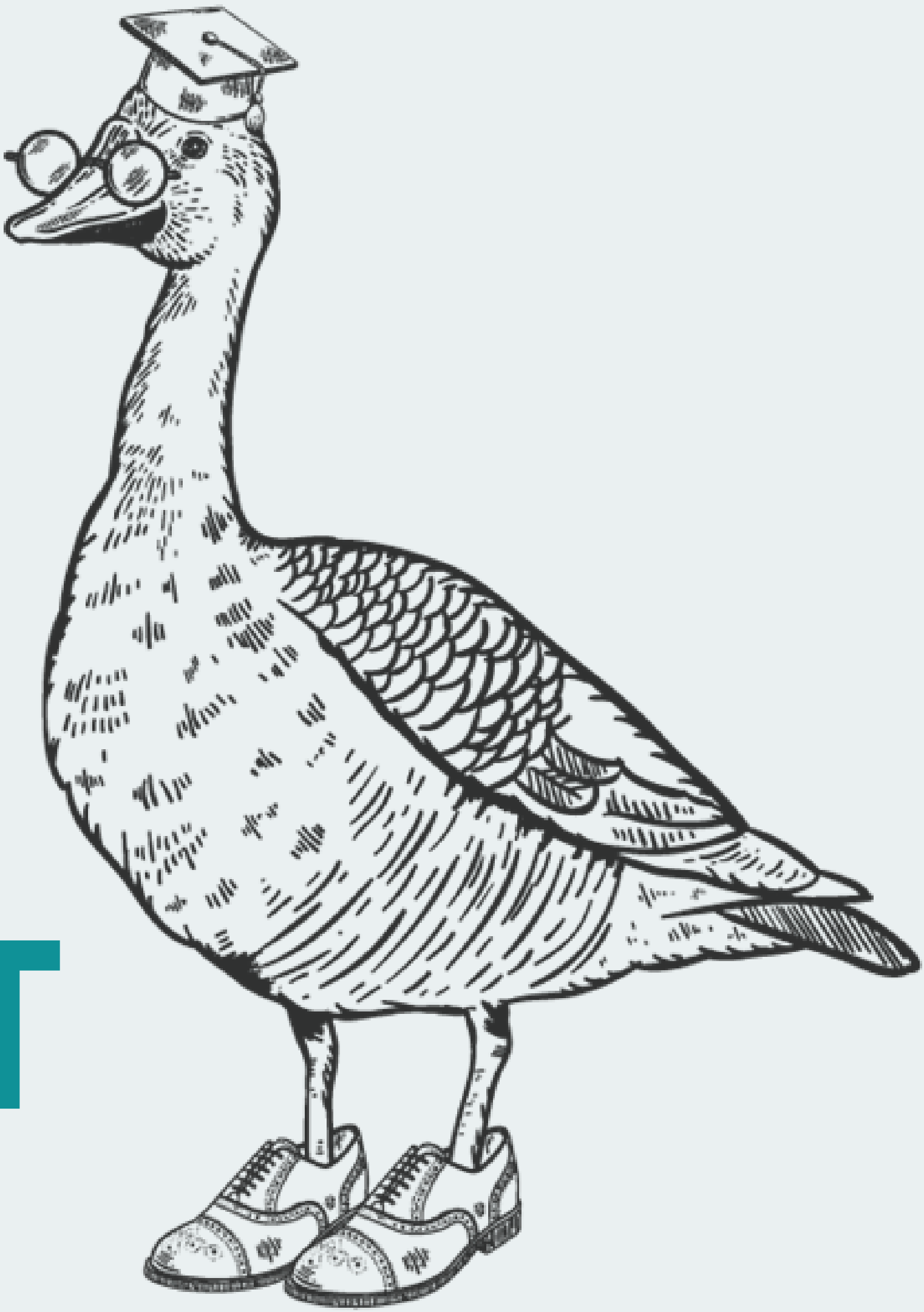
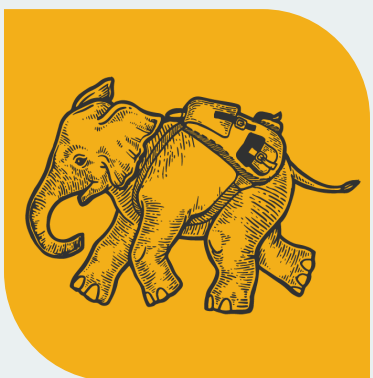


# The gnarly parts of HR sorted. TOTALLY. ALMOST



The complexities of HR can make your eyeballs rattle.

Our CleverGoose HR software tech tool is a pathfinder through the nightmarish labyrinth of real live, in-your face, veins-throbbing-in-the- forehead, HR problems.



## Get started with what you need

even if you don't know where to start, we'll point you in the right direction

Entry Flow

Do you already know which area of HR your issue relates to?

You may already know that your HR case is a disciplinary matter, or that you want to explore the possibility of a redundancy process. if you do you can head into a session straight away.

If you aren't sure we can chat some more to get an understanding of what is going on for you.

Yes

No

Ask for help



## Answer simple questions

to guide you through the labyrinth of HR trickyness

I think there has been an instance of misconduct

Can this be resolved with an informal discussion?

Yes, I think so

No, I don't think that is the right approach to take

I don't know

Next

Choose a single answer



## Get plain talking guidance

simple language, jargon free, that educates as you go

Do you need to meet with the employee as part of the investigation?

You may need to spend some time with the employee to understand their perspective and to be clear about who else you may need to talk to and which facts you need to investigate further.

This meeting is **not** their disciplinary hearing it is a pure fact-finding mission.

Yes - I need to meet with them

No - I don't need to meet with them



## Comply with ACAS guidelines

mixed in with buckets loads of experience and battle scars.

Do you need to suspend the employee?

When a disciplinary issue is being looked into, you might choose to suspend the employee whilst the matter is investigated. This does not happen very often. If it does, it should normally be with pay and you should always tell the employee why they are being suspended.

You would usually only suspend people if the situation is particularly serious and reasonable to do so and often your disciplinary policy will outline where suspension is appropriate. You can sneak a peek at our [policy](#) if it is useful.

It's recommended you listen to [this](#) podcast on suspensions, it's awesome



## Download or auto-create letters

and policies at the moment you need them

Your outcome

Resolved informally

Great, you have chosen to resolve things informally. Not everything needs to be a formal process all of the time, particularly where you know that the issue was a genuine mistake and

Download DP1 - Informal outcome letter 051120

Either download the document template where you can fill in the fields or you can opt to fill them now and download a personalised pre-filled version.

Download Template

or

Smart Fill Document BETA

Cancel

Next



## Set reminders in your diary

for any of your HR actions and link to your calendar - handy

Set reminder / schedule action

Message

Paragraph

B I

Follow-up regarding informal resolution

Done

When

5 Feb 2021

Schedule action

Ask for help



## Record and transcribe meetings

it even types up your meeting notes. I know!

Upload

Upload a file you want transcribed and list the number of speakers.

Name

Formal absence meeting

Number of people speaking

2

File

Drop file to upload

Upload File

Transcribe



## Manage risk around your case

get a report per interaction with things to watch out for

Risks

Edit risk weights

Here are the top five risks. Click on each one to see actions you can take to reduce risk.

Protected characteristic

Here in the UK we are lucky enough to have laws that ensure that everyone has the right to be protected from

Show more

Commercial Impact

This is one of the more nuanced areas when it comes to HR matters and where great HR professionals set

Show more

Manager frustration

When you are faced with someone who has done something they shouldn't have in the workplace it is

Show more

CleverGoose can give your team the knowledge and know-how, to make good employee relations decisions and be epic managers. If you'd like a look, we'd love to hear from you. [hello@clevergoose.co.uk](mailto:hello@clevergoose.co.uk)