

## YourHR.space – What’s included with the different versions?

Choose the version that’s right for you. A ‘Lite’ site if you have just a few employees or you are just starting out, ‘Wellbeing’ if you are looking to promote wellbeing or ‘Professional’ to cover everything you need.

### FUNCTIONALITY AND FEATURES SUMMARY:

FUNCTIONALITY & FEATURES	PROFESSIONAL	LITE	WELLBEING
Branded Portal	✓	✓	✓
Tailored Content	✓		
Ongoing Updates to Content	✓	✓	✓
Notifications	✓	✓	✓
Holiday Management	✓	✓	
Employee Database	✓	✓	
Announcements	✓	✓	✓
Online Forms	✓	✓ (some)	✓ (some)
Online Induction	✓		
Reports	✓		
Equal Ops Training Video	✓	✓	✓
GDPR Training Video	✓		
Whistleblowers Training	✓		
HR Dashboard / Audit	✓		
Reminder Calendar	✓	✓	
2 Free Updates Per Month	✓		
Initial Set Up – User Logins	✓		
Managed Implementation	✓		
Set Up Assistance (Zoom)	✓		
How To Manuals	✓	✓	✓

### CONTENT SUMMARY:

CONTENT	PROFESSIONAL	LITE	WELLBEING
<b>Employee Handbook</b>			
Codes of Conduct	✓		
Holidays	✓		
Absence and notification	✓		
<b>HR Policies</b>			
Equal Opportunities	✓	✓	✓
Bullying and Harassment	✓	✓	✓
Sexual Harassment	✓	✓	✓
Disciplinary Procedure	✓	✓	
Grievance Procedure	✓	✓	
<b>+ 20 HR Policies*</b>	✓		
<b>+ 10 Family Policies*</b>	✓	✓	✓
<b>Wellbeing Content</b>			
Wellbeing Policy	✓		✓
Menopause Policy	✓		✓
Mental Health & Wellbeing	✓		✓
Physical Health & Wellbeing	✓		✓
Financial Wellbeing	✓		✓
Domestic Abuse Policy	✓		✓
Domestic Abuse Awareness**	✓		✓

*\*\*List of policies on following page.*

*\*Awareness videos for employees and managers, plus signposting.*

**YourHR.space – HR Policy Documents**

**ADDITIONAL HR POLICIES PROVIDED WITH PROFESSIONAL**

Training & Development	Managing Absence	Alcohol and Drugs	Bad Weather	Home Working
Video Conferencing	Computers and Internet	Social Media	Artificial Intelligence	Travel on Company Business
Company Vehicles	Expenses	Data Protection (GDPR)	Data Access Request	Data Retention
Social and Corporate Events	Bribery and Corruption	Tax Evasion	Whistleblowers	Modern Slavery

**FAMILY FRIENDLY POLICIES (WITH ALL VERSIONS)**

Maternity	Adoption	Antenatal Appointments
Shared Parental Leave	Parental Bereavement Leave	Paternity Leave
Parental Leave	Time Off for Dependents	Carers Leave
	Flexible Working	

**Ongoing employment law updates to content**

All policy documents provided are kept up to date with changes in employment law and any changes are communicated to employees. Your ‘handbook’ will never be out of date again.

New content and policy documents are also recommended when there are changes in social trends or new legislation.

**Easy Communication**

If you don’t communicate policies and terms to employees, you cannot rely on them! YourHR.space provides effective and easy communication to employees, with ongoing scheduled notifications to remind them about specific content or to revisit training videos.