


Core HR Policy Review from AdviserPlus



Your HR policies play a key role in defining your organisation's culture, ensuring your people are supported, and protecting your business against risk.

It's becoming more important than ever for HR to foster cultures of trust, fairness and inclusion. HR policies play an important role in supporting such cultures.

CIPD¹

However, if your suite of policies is out-of-date, overly complex or not aligned with your organisation's goals, they could be doing your organisation more harm than good.

We've identified five key questions to ask – a simple assessment that will help you decide if it's time to review your policies:

1. Are your policies accessible and well understood?
2. Do you have effective processes in place to support them?
3. Is everything aligned with your company values?
4. Do your policies align with your overall business strategy?
5. Can you measure the impact of your policies?

¹<https://www.cipd.co.uk/knowledge/fundamentals/people/hr/policies-factsheet#7702>

Reviewing your core HR policies

Our approach to HR policy review follows a three-step process, which your consultant will tailor to match your organisation's individual requirements.

STEP 1:



Understanding your needs

For some organisations, we'll create a whole new suite of policies; for others, we'll update or harmonise policies that are already in place. Often, the project requires a combination of both approaches.

Your consultant will run a one-day discovery session with your HR team, to identify your challenges and how we can help. We'll also:

- Carry out a legal compliance assessment to ensure you're managing risk effectively
- Take the lead and manage the relationship when negotiating with Trade Unions
- Review and benchmark against your industry peers to highlight areas for improvement

STEP 2:



Creating, rewriting and harmonising your policies

Creating new policies

If our discovery session identifies a need for new policies, your consultant will focus on understanding your HR strategy to ensure everything we create is in line with your organisation's values and objectives.

Your dedicated AdviserPlus policy team will then build a comprehensive suite of clear, succinct and engaging policy documents from scratch.

Rewriting existing policies

We'll recommend rewriting one or multiple policies if:

- They're no longer legally compliant
- They don't match up with your values or objectives
- The documents lack clarity
- There's an opportunity for business efficiencies

Your policy team will then redesign your policies in line with best practice to ensure they're compliant, aligned with your organisation's culture and strategy, and easy to understand.

Harmonising existing policies

If your organisation is aiming to harmonise a varied suite of policies, we'll help you produce comprehensive, streamlined policy documents that apply to all your employees.

STEP 3:



Delivering extra support

Alongside reviewing, rewriting and creating policy documents, our team can also help you roll out your new policy suite across your organisation, with:

- Training sessions (remotely or onsite)
- Organisation-wide communications via our eComm platform
- Supporting documents, such as letters and checklists
- Practical guidance for managers and employees
- A bespoke Knowledge Portal website to host all policies and templates
- Ongoing support, maintenance and analytics

We'll save you time at every step

To accelerate the review process, we'll first draft a single framework policy. Once we've agreed on the format, style and tone, we'll use this as a template for the rest of your documents.

A dedicated project manager will also actively drive your project forward, hosting regular stakeholder calls.

In a recent project with a UK-based education and manufacturing partnership, this approach let us deliver a full suite of new policies – across specialist, technical and support roles – in just two weeks.

Case Study

Policy harmonisation at a major pharmaceutical company

In less than four months, we delivered:

- A full new policy suite, condensing 39 policies into 10 core documents
- A comprehensive set of supporting documents for each
- Tailored policy guidance for HR, managers and employees
- Practical workshops to improve line manager capability and confidence