



Overview of Services



PENINSULA

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PENINSULA is on your side

We've got you covered.

When you run a small business, the most valuable commodity of all is the hardest one to find: time.

Time to concentrate on doing the things you do best. The things that made you set up in the first place. The things that make your business grow. Because nobody sets up a business to spend their time learning about employment relations or making sure they are up-to-date with their health & safety. Nobody except us, that is.

Peninsula help small businesses take care of the details leaving business owners free time to see the big picture.

We're here to build partnerships for the long-term. For the day-to-day and when the unexpected happens, too. You can trust Peninsula to bring the expertise you need to solve your problems. We're always here to help.

To put it simply, Peninsula puts big company backup at your fingertips.

How can we support you?

Wouldn't it be handy to have in-house expertise without the cost of in-house expertise?

Peninsula has experience in a wide range of business sectors, each with their own unique issues. Our services are provided by qualified professionals who are leaders in their fields. So whether you're in child care or retail, food service or manufacturing, or whether you need support on HR or health & safety we're here to help.

You can expect the same high standard of service for your business across all subject matters.

We provide employers with the confidence you need to make those important decisions that affect your bottom line. Whether that means dealing with an employee issue or ensuring that you have the right policies and procedures in place, we've got you covered.

Our team are handpicked, highly qualified, and have extensive experience across a wide range of sectors and industries. There is always someone on the end of the line, day or night, every day of the year to provide advice. Whatever your question, the answer's just a phone call away.





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Our Services

HR & Employment Relations

Our dedicated team of consultants are available day or night to answer any questions and offer the advice you need to handle any employee problem that occurs. You will receive unlimited guidance from our HR consultants who are trained to give commercial and pragmatic help across all industries and professions.

Health & Safety

Just like employment relations, the rules and regulations around health & safety can be complicated and hard to manage. The Peninsula health & safety team provide on-site reviews of processes and procedures, as well as a comprehensive management system and 24/7 support.

Documentation

We carry out an on-site review of your current workplace documentation and processes and identify specific gaps and solutions. Our experienced consultants will gain an understanding of your business, and then prepare your documentation needs, such as, contracts of employment and employee handbooks.

Online HR Software

BrightHR is an online portal for managing your services with Peninsula. This award-winning absence management system streamlines people management and provides a one-stop employee hub to store all employee records securely in the cloud.

Legal Protection and Insurance

With Peninsula on your side, everything is taken care of by professionals who are there to put your business first. Our insurance coverage is backed by industry leader, DAS and Peninsula will cover your legal costs against wrongful dismissal, breach of contract, human rights and health & safety claims.*

**Subject to the terms & conditions of the policy and services subscribed to.*





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Are you managing all your risks?

Have a go at our quick checklist and see:

HR & Employment Relations

	Yes	No
Do all your employees have a written contract of employment?	<input type="radio"/>	<input type="radio"/>
Do you have an employee handbook covering all aspects of work?	<input type="radio"/>	<input type="radio"/>
Has your employment documentation been reviewed in the last 6 months?	<input type="radio"/>	<input type="radio"/>
Are changes to policies and procedures communicated to all staff?	<input type="radio"/>	<input type="radio"/>
Are copies of the handbook available for all employees to view?	<input type="radio"/>	<input type="radio"/>
Is the Employment Standards Act poster displayed on your premises?	<input type="radio"/>	<input type="radio"/>
Do you get expert practical advice on handling employee problems?	<input type="radio"/>	<input type="radio"/>
Do you have access to HR policies and procedures tailored to your business?	<input type="radio"/>	<input type="radio"/>
Is your business at risk financially if you were to face an unexpected legal bill from an employment related matter?	<input type="radio"/>	<input type="radio"/>
Do you have insurance coverage in case of employee litigation?	<input type="radio"/>	<input type="radio"/>
Are you confident you know your employment obligations?	<input type="radio"/>	<input type="radio"/>

If you're not ticking all the "yes" boxes, it might be worthwhile speaking to one of our consultants.

The Peninsula team has helped more small to medium businesses than anyone else. We're here to help yours too, whatever you need us for.

Health & Safety

	Yes	No
Do you have a written health & safety management policy?	<input type="radio"/>	<input type="radio"/>
Do you update this policy on a regular basis?	<input type="radio"/>	<input type="radio"/>
Are all employees provided with health & safety awareness training during induction?	<input type="radio"/>	<input type="radio"/>
Do you have ongoing training for existing staff on health & safety responsibilities?	<input type="radio"/>	<input type="radio"/>
Are the required health & safety posters prominently displayed?	<input type="radio"/>	<input type="radio"/>
Do you have a workplace violence and harassment policy and do you review it annually?	<input type="radio"/>	<input type="radio"/>
Do you have a workplace investigation procedure in place?	<input type="radio"/>	<input type="radio"/>
Do you have an internal responsibility system (IRS) in place?	<input type="radio"/>	<input type="radio"/>
Do you have a system of accident reporting and recording?	<input type="radio"/>	<input type="radio"/>
Do you have 24 hour access to specialist advice on health & safety matters?	<input type="radio"/>	<input type="radio"/>
Do you comply with the terms and conditions of your liability insurance?	<input type="radio"/>	<input type="radio"/>



What next?

From our first assessment, the Peninsula team make a point of getting to know your business personally.

That way, we can make sure that you have everything you need to keep you and your business legal and fully covered.

One of our consultants will visit your business, conduct a review of your current documents and processes, and recommend solutions for workplace compliance. We shall then, utilizing our tailored suite of documents, help you establish a framework to effectively manage your business better.

For around-the-clock, tailored, and trusted support in all areas of HR and health & safety, join thousands of growing businesses that are supported by Peninsula.



There's no such thing as a silly question.

If you have any questions or require any additional information about any of our services, please don't hesitate to contact our expert team on:

1-833-247-3652

info@peninsula-ca.com



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