

Existing Employer?

We can help you make sure you don't have any pieces missing:

HMRC responsibilities

Up-to-date policies

- Employee Handbook
- Health & Safety and more



Current contracts
for new & existing employees

Dealing with
Flexible Working
requests



Funding

Keeping right in the eyes of the law

- Discipline
- Grievance and more


Effective **business structure & staffing strategy**

Terms & Conditions

- Holiday Pay
- Sick Pay and more

Training opportunities

Don't just take our word for it!



"Our Adviser was very **helpful** and **seamlessly assisted us** with the whole process: from **advertising through to recruiting** the right candidate."

Helen Walker – Positive People



"We genuinely found this programme to be of **absolute value**. The process itself, and all interaction with Business Gateway, was very **user friendly** and not at all bureaucratic."

Sandy Macarthur – ITP Solutions



"Without Business Gateway's **excellent advice** and [The Highland Council's] financial support, it would not have been possible to recruit anyone.... I would **encourage other companies to contact Business Gateway** to find out more."

Jason Hamilton – Scrabster Harbour

Contact your local Highland Recruitment Adviser



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This advisory service is fully funded, so is FREE for local businesses.

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