

## ACTIV HANDBOOK

# Sharing your policies with your people.

**Activ Handbooks** is accessible through a cost effective annual Software as a Service (SaaS) contract, meaning we take care of data security, confidentiality and system updates. You provide the documents and the system takes care of the rest. Activ Handbooks distributes policies and documents to your staff as required.

### Be Compliant

With Activ Handbook, you can make sure your organisation is compliant by publishing your staff handbooks online. This enables you to put acknowledgment upfront to all your staff.

Security of information is paramount and the system will require employees to log in using their passwords to access all necessary documents. By including electronic links in Activ Handbook stored documents you can connect the policies and information to commonly used company forms or documents.

### Keep Staff up to Date

When there are any legislation changes that require any policies and procedures to be updated and published to ensure staff comply with statutory requirements, Activ Handbook can alert employees to the changes.

The documents will be easy to find as Activ Handbook will store your documents centrally. An automated email will be sent to the employee with a direct link to the online handbook and latest versions.

### Protect Yourself

Having an accurate, up to date handbook has many advantages. It provides employees and managers with guidance on how to handle different situations as they arise. Consistent application of your policies throughout the organisation can also mitigate risk to the organisation.

Even if risk is not an issue, your staff will benefit from clear guidelines on the behaviour you expect.



### Benefits Summary

- Store and manage any HR documents online
- No more out of date paper hard copies documents gathering dust
- Employees can read and become familiar with policies quickly & easily
- Mitigate risks with providing access to the right information
- Provide access to company information online anytime anywhere

Call us today on **0845 643 5066** or visit **[www.activpeoplehr.co.uk](http://www.activpeoplehr.co.uk)** to arrange your free online demonstration.

