

How can Deloitte assist you?

The independent and thoughtful opinion of Deloitte Legal will enable your company to make sense of the rules governing HR; our advice will ensure documentation is correctly maintained and complete. We can help prevent potential violations of employment legislation and thus avoid their negative consequences.

Once the HR Audit is complete, Deloitte Legal delivers a detailed report, which includes:

- identified violations and inconsistencies between your company's activity and current employment legislation;
- a list of legally required HR documents missing from your company's records;
- recommendations for addressing the violations revealed;
- templates for HR documents, drafted in accordance with current employment legislation.

Independent valuation of HR documentation will help substantially minimize the risk of potential conflicts, prevent state sanctions and, most importantly, safeguard your image as a law-abiding company. HR Health-check may be especially useful when selecting new strategic objectives, or when undergoing organizational changes brought about by the growth and development of your company.

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Human resources compliance





Human Resource Outsourcing

Complex policies, frequent legislative changes and the nuances of global operations make managing employee relations and compliance with employment law challenging for businesses. Deloitte Legal provides businesses with the advice they need to make informed decisions, comply with a multitude of regulatory and procedural requirements, and minimize their exposure when such requirements are not met.

Deloitte Legal professionals can help your company correctly maintain and complete HR documentation in compliance with relevant employment legislation, including:

- Drafts of employment agreements that reflect the requirements of local laws, the operational specifics of applying industry and commercial terms;
- Design of data consent forms, full financial liability agreements, non-disclosure forms, conviction and conflict of interest disclosure forms, training agreements, etc.;
- Assistance with registration of employment records on governmental portals and implementation of electronic document turnover solutions;
- Advice on statutory limits for working hours and overtime, designing shifts to match industry needs, keeping records of employees working hours and overtime;

- Administration and formalization of all types of vacation (basic, unpaid, study, maternity, etc.), business trips, sick leave; record keeping and calculation;
- Advice on HSE requirements as required by the labor legislation of Azerbaijan and assisting with formalization of employees' HSE awareness and assessment, as well as certification of safe working conditions;
- Obtaining, drafting and maintaining labor books, orders, application forms, social insurance cards, and registration books;
- Pre-audit internal health checks, representation of interests of the company during state labor inspections.



Human Resource Health-check

The absence of legally required documents regulating employment relationships may lead to protracted and costly conflicts between an employer and an employee and even involve state bodies.

The purpose of an HR Health-check is to minimize the risks connected with violating employment legislation, which may include financial losses and reputational damage to your company.



Human Resource Advisory Services

Corporate restructuring, including mergers, transfer of undertakings, downsizing, and de-registration, can create formidable HR challenges. Their complexity, including the alignment of social policies, increases significantly when restructuring involves operations or entities located in multiple countries, and especially within a highly regulated industry.

Deloitte Legal works with businesses throughout these transactions, from helping with strategic decision-making to drafting the required documentation, including:

- Negotiations with the employment authorities and handling various types of collective claims;
- Provisional timetables, communication relating to consultations with workers' representatives, negotiations with trade unions, and drafting all mandatory or optional documentation;
- Acquisition and vendor due diligence and HR compliance reviews;
- Redundancy programs, including employment protection plans, implementation of the termination process, information and consultation with staff representatives and interaction with the employment authorities.

