



**Human Resources**

Representing tomorrow

Deloitte Legal 2017



Deloitte Legal offers the following Human Resource services to businesses:

- Human Resource
- Audit Human Resource Outsourcing
- Human Resources Advisory

Human Resource Audit The purpose of an HR Audit is to minimize the risks connected with potential violation of employment legislation, which may include financial losses and reputational damage to your company.

### **Are you sure that your company complies with employment regulations?**

Recent practice shows that the absence of legally required documents regulating employment relationships between an employer and an employee may lead to protracted and costly conflicts between the said parties, with the participation of state bodies.

### **What can Deloitte Legal do to assist you?**

The independent and well-reasoned opinion of Deloitte Legal will enable your company to make sense of the rules regarding the correct maintenance and completeness of HR documentation, and assist in the prevention of potential violations of employment legislation and the negative consequences thereof.

HR Audit may be especially useful when selecting new strategic objectives, or when undergoing organizational changes such as further growth and development of your company.

Deloitte Legal offers a range of HR Audit services to assist you at any stage of the HR documentation process including:

- Full HR Audit: review of all types of contracts and obligatory HR documentation
- Thematic HR Audit: review of certain types of contracts and HR documentation
- Consulting on specific issues regarding the activity of your company's HR department.

Once the HR Audit has been completed Deloitte Legal will deliver a detailed report, which will include:

- Identified violations and inconsistencies between your company's activity and the current employment legislation
- List of legally required HR documents that are absent in your company's records recommendations for addressing the violations revealed
- Templates for HR documents, drafted in accordance with the current employment legislation.

### **What could be done to enhance HR compliance?**

Ensuring the appropriate level of HR compliance involves, among others, drafting the following documents and bringing them into compliance with the employment legislation:

- Employment contracts
- Collective contracts
- Company internal policies and regulations
- Material Liability Agreements
- Standard orders (hiring, dismissal, leave)
- Staff schedule
- Job descriptions
- Other templates and documents which are legally required (labor book, time-sheets, etc.).

All our deliverables may be provided in both Azerbaijani and English.

In addition, we would be pleased to offer you full legal assistance and advise on an ad-hoc basis regarding employment law issues, as well as with termination procedures and the resolution of employment disputes.

Independent valuation of HR documentation, implemented by Deloitte Legal, will help to substantially minimize the risk of potential conflicts, prevent state sanctions and, most importantly, protect the image of a law-abiding company.

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