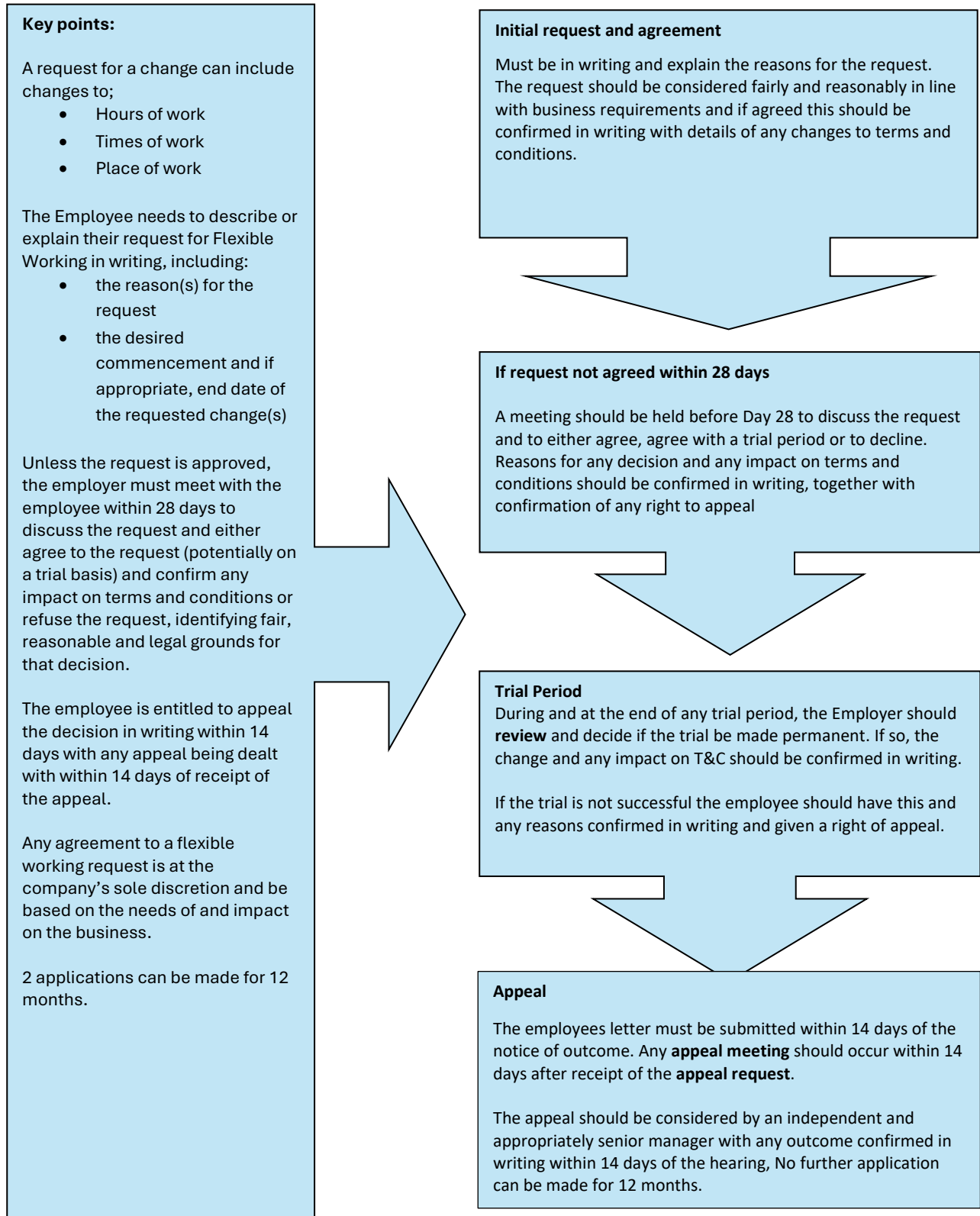


Appendix - HR Toolkit for Startups & SMEs

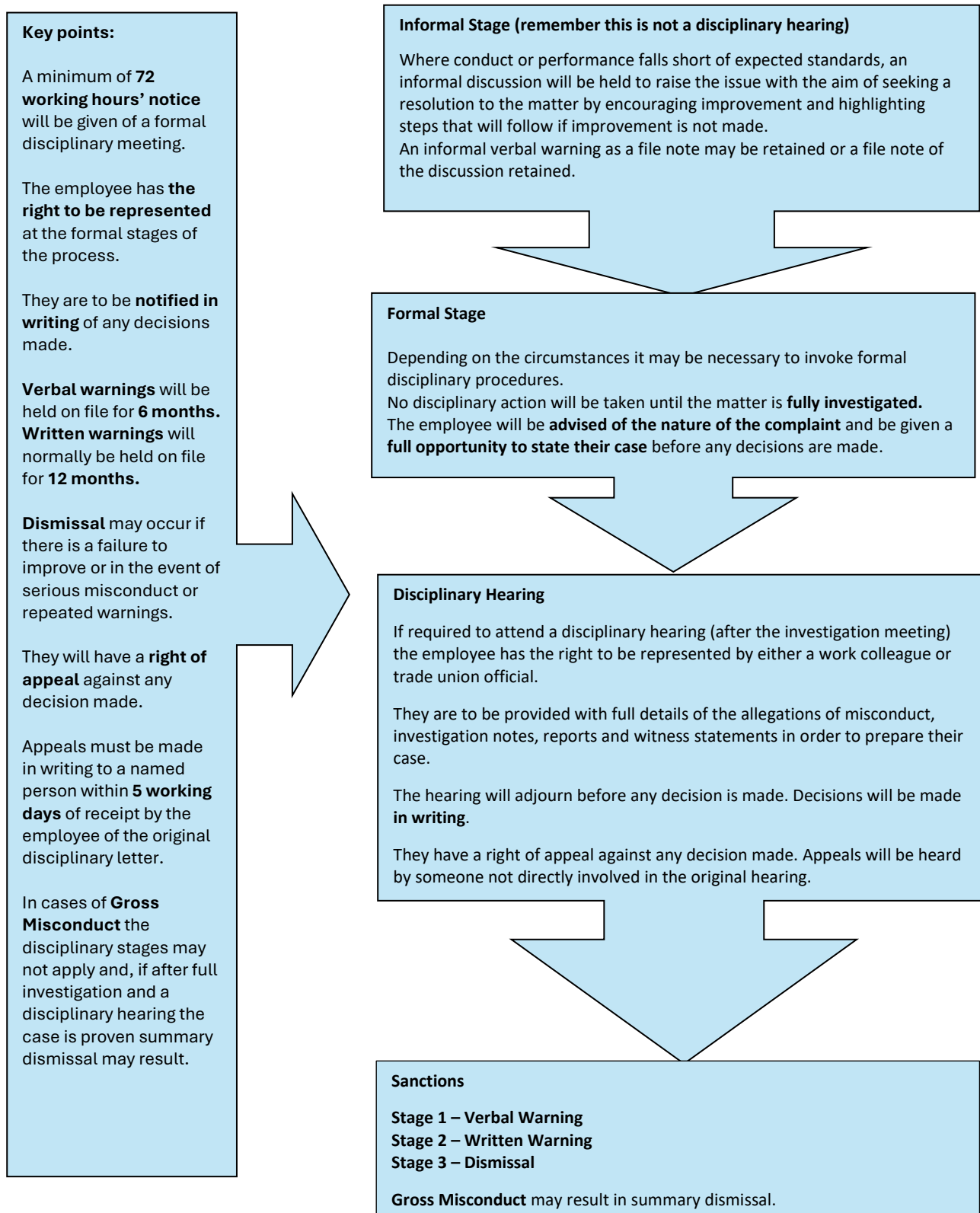
Flexible working request Flowchart

When dealing with a request for flexible working, it is important to follow a clear and proper process to ensure consistency, transparency, fairness and compliance with the law and Codes of Practice. **The stages are outlined here:**



Disciplinary process Flowchart

When dealing with disciplinary matters the importance of following a clear and proper process is essential in order to ensure that objectivity, consistency and fairness is maintained. Depending on the issue and circumstances the process may be implemented at either an informal or formal stage. For full details please refer to the full Disciplinary Procedures. **The stages are outlined here:**



Grievance Process Flowchart

When dealing with grievances it is essential to follow a clear and proper process to ensure that objectivity, consistence, fairness and compliance with employment law is maintained. Depending on the the issues and circumstances the process maybe implemented at either an informal or formal stage. **The stages are outlined here:**

