



**Welcome to 14 India Street &
Gravitate HR in 2011**

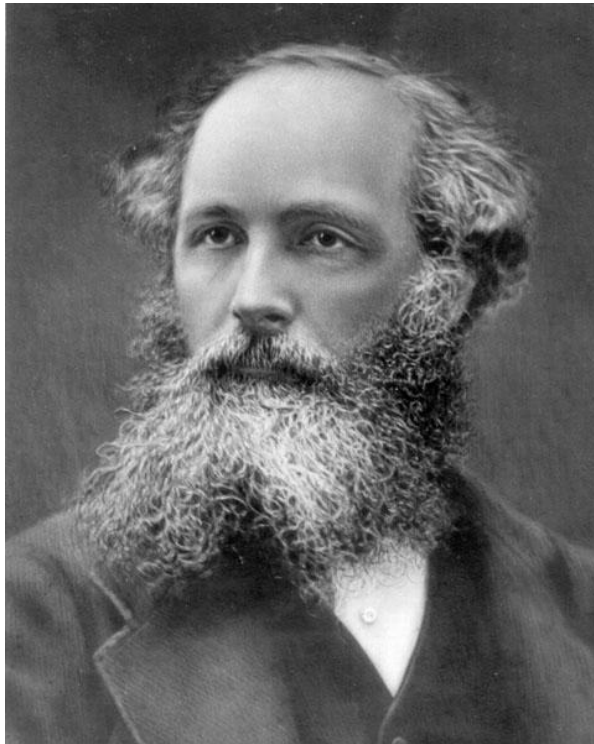
The Gravitate HR Team

Outline

- Welcome to the home of James Clerk Maxwell and share a little of his history and the work of the James Clerk Maxwell Foundation
- Tell you about the range of projects that we have been working on
- Share some of our plans for 2011
- Introduce GRACE
- Spend time with you in a relaxed party kind of a way!

The James Clerk Maxwell Foundation

Professor David Ritchie & Professor David Milne



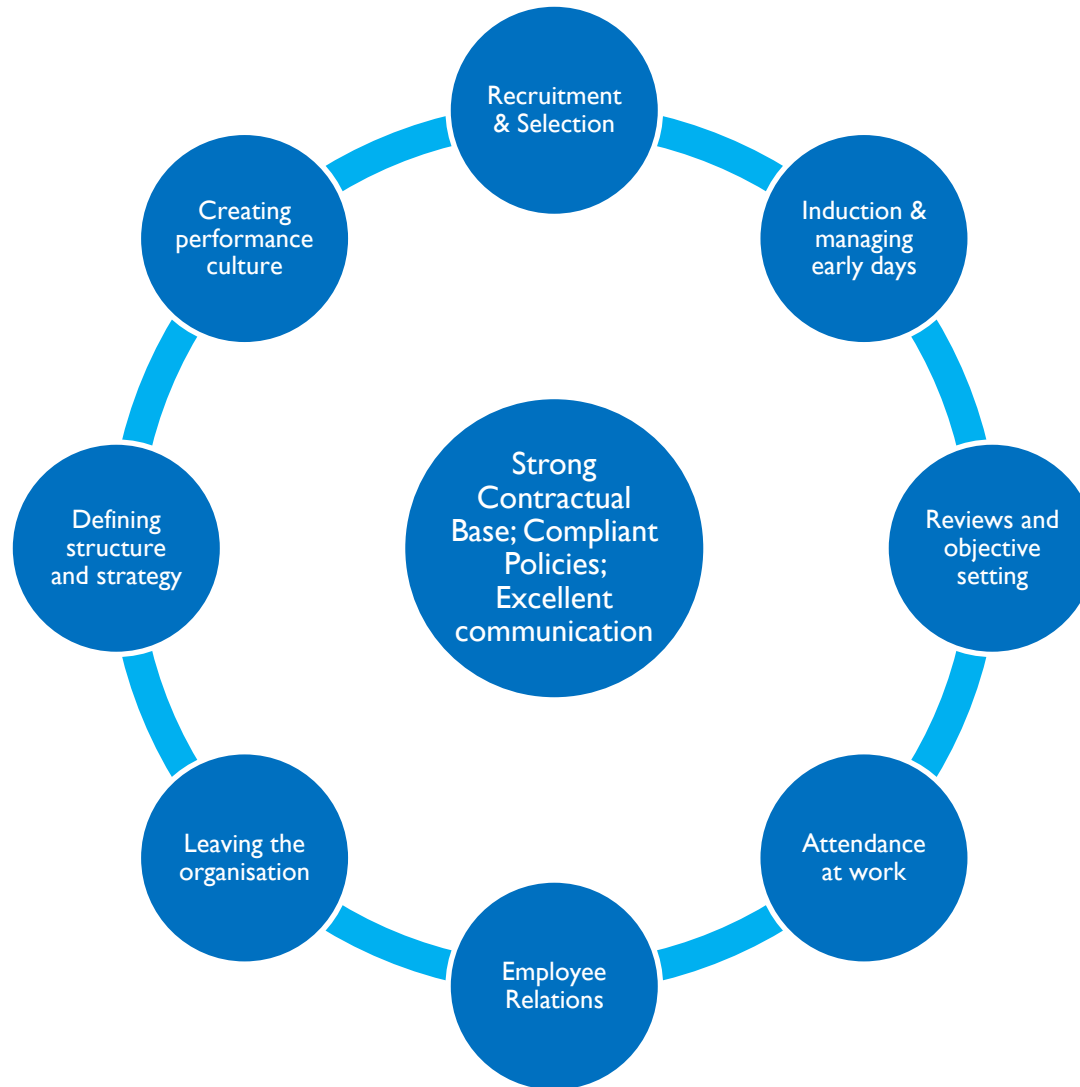
James Clerk Maxwell

What have we been doing?

During 2010 we have been working with clients on a range of projects in different sets of circumstances.

- Need for efficiency and improved productivity
- Clarity in role expectations and work based communication
- Requirement to meet external expectations/compliance
- Less movement in job market so more need to actively manage

Managing the Employee Life Cycle

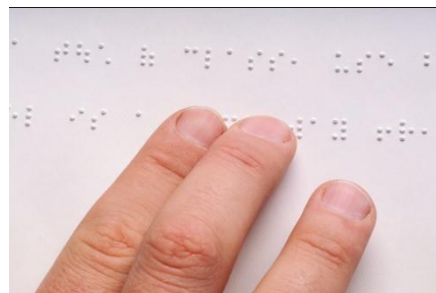


HR related projects

- Restructure and HR strategy to allow the organisation to meet the requirements of funders
- Recruitment of specialist roles especially in software engineering; marketing and business development
- Development and implementation of assessment centres for selection purposes
- Creating induction processes that allow for clear communication of employers expectations at all levels, role, team, and company standards
- Building customised appraisal / review processes; training employees and managers on using and benefitting; supporting with 360 feedback and administering review processes
- Managing case load – absence; disciplinary; grievance; investigations
- Facilitating mediated discussions to avoid statutory processes
- Redundancy programmes and alternatives to redundancy

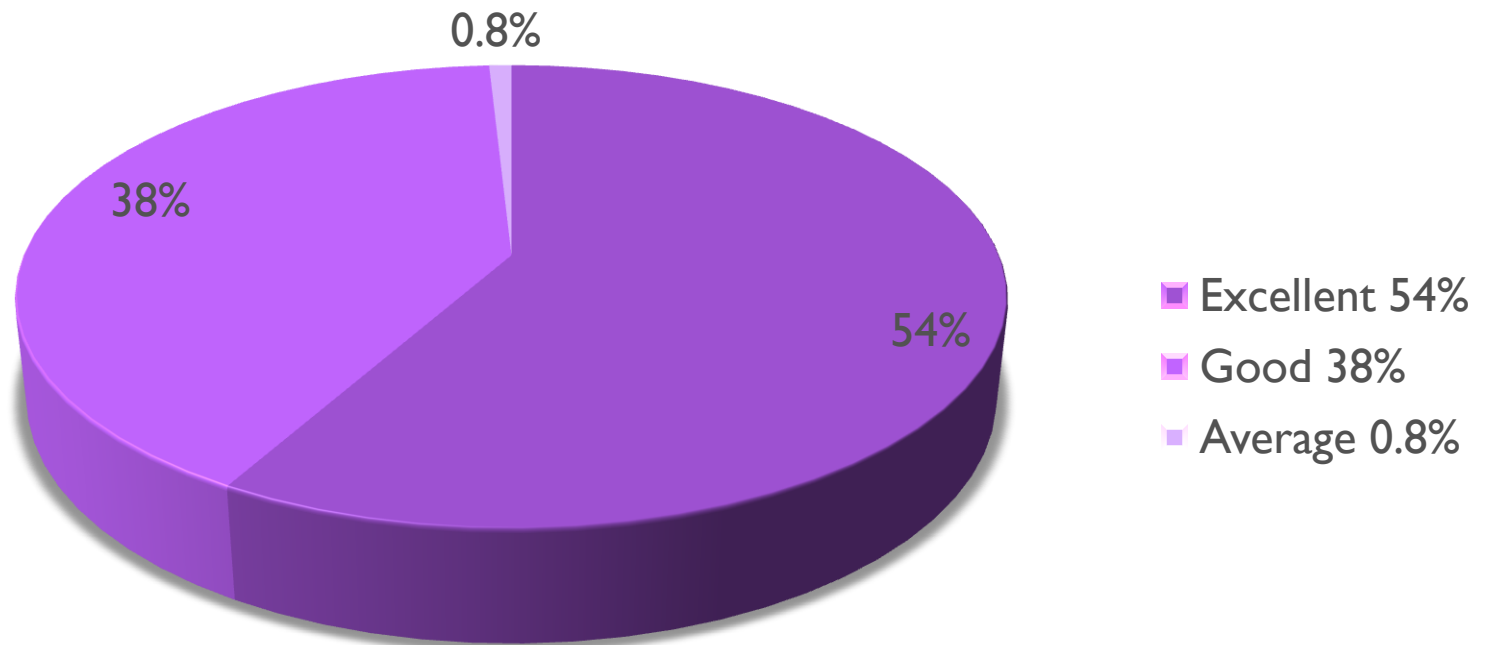
HR Support – every day

- Evolving and implementing policies and procedures to keep ahead of legislative changes and best practice
- Giving advice on the spectrum of issues that crop up day to day
- Running workshops to inform, develop managerial competence and improve communication
- Administering contractual information; letters; documentation
- Managing process and case load – absence; disciplinary; grievance; investigations
- Problem solving and acting as a sounding board
- Facilitating meetings employee / employer
- Sourcing and managing candidates
- Communicating email, telephone, eflyer, blog, and getting out on site
- Building relationships



What have our clients said about us?

Overall Service



What have our clients said about us?

Great support with setting up systems. Great HR support at the end of the phone.”

“Your service is excellent.”

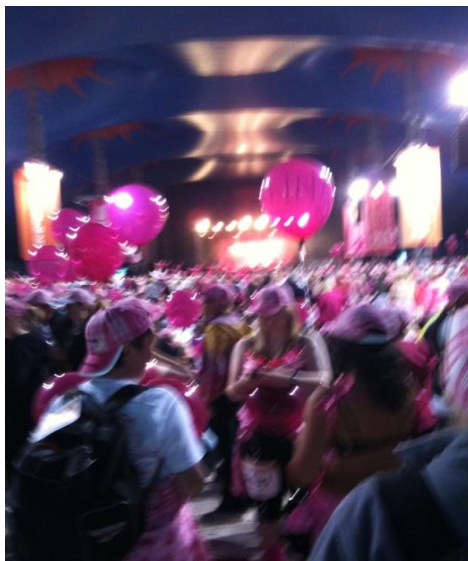
“Protection for potential legal action in terms of ensuring that the company complies with legislation...”

“We get a broad perspective of HR at a reasonable cost.”

“Valuable HR Support and guidance”

Time for ourselves

- Ongoing professional development within CIPD
- Account management development
- Strategy sessions – where we are going?
- Team building sessions
- Charity walks / runs / jumps



Teamscapes.
innovative team building solutions

BlueSky
EXPERIENCES

Gravitate **HR**

Our vision 2011 and beyond

To be the preferred destination for outsourced HR professional services in Scotland.

Our mission 2011 and beyond

To be at the leading edge of HR management practice embracing positive change, creativity and competence and to encourage others to follow in our footsteps delivering pragmatic people based solutions and positive work place cultures.

How do we achieve that?

- Continue to evolve and develop our HR Outsourced Offering focusing on bespoke service and quality founded on a standard defined format
- Provide a clear statement of product offering – it is not about sectors in which we work – it is about what we do and how we do it
- Further develop key relationships with 3rd party providers of ancillary services – strategic alliances.
- Be experts in Workplace Dispute Resolution – statutory and mediation
- Be experts in Performance Management processes
- Be experts in HR Policy Development and practice

Programme of Seminars – working with others

- 9th February 2011 – Team Building with Teamscapes – James England
 - 9th March 2011 - Raising awareness of Health and Safety – Phil Marr
 - 6th April 2011 – Building a sales culture in your team - Brendan Walsh
 - 6th May 2011 – Leadership – Audrey Wilson
- Sign up at info@gravitatehr.co.uk

Meet Grace!



Grace is our newest team member! She is here to make it easier to keep track of all your HR related documents digitally. Grace will always make sure you have all the most up-to-date documents right at your fingertips!

How will it help your business?

What does it do?

- Each organisation will have their own site, which can only be accessed by the people you choose. This site will contain all your relevant and up-to-date HR documentation.
- Access information 24/7 – you will always have the most compliant policies and procedures at your fingertips!
- Some subscribers can have signed copies of documents (such as contracts) electronically filed. These can then be easily accessed by both yourselves and Gravitate HR.
- Easier communication between your organisation and Gravitate HR, saving you time.
- It is more secure than e-mail or post – that means your confidential documents stay just that, confidential.

How does it work?

- Once you have paid your set up fee and annual subscription, we will set up your organisation's individual site.
- We will then upload all your documents and assign usernames and passwords for up to 5 people in your organisation.
- This whole process will take about one week to complete.
- Your site will be regularly updated with relevant documents and policy changes.

Security Measures

Your Information is Safe

The logo consists of the word "GRACE" in a bold, purple, sans-serif font, centered within a thin grey circular border.

SSL Certificate:

The padlock symbol beside the address in your web browser indicates the use of an SSL Certificate. This is the same type of security used by banks for internet banking clients. It creates a direct and secure line between our server and your computer.

Dedicated Security Hardware:

This acts as a gatekeeper, and it performs a number of checks each time you log in. This will prevent people from fraudulently accessing your site.

Password Policy:

You will have to create complex passwords, and these will have to be changed every 60 days, ensuring a high level of protection.

Backup:

Your data will be backed up both on- and off-site every 24 hours.

Physical Security:

Our server is locked on our premises. The only way to access it is through a locked door.

The logo features the word "Gravitate" in a purple, sans-serif font, followed by "HR" in a bold, purple, sans-serif font inside a thin grey circular border.

Thank You!

Bye for
now!





Thank You!