



Are you baffled, confused or just left cold by employment law requirements and how they affect your charity?

Let us take some of the **mystery and mystic** out of that for you and lay out the key requirements of the minimum statutory employment requirements with which you must comply in straight forward terms. We are holding a lunch time information session to guide you through the key areas of Pay and Pensions; Disciplinary and Grievance; Maternity and Paternity Provisions and the Working Time Directive which dictates regulations in relation to hours of work, breaks, annual leave, statutory holidays and working patterns.

- Date:** Wednesday 20th April 2011
Time: 12.30 until 2pm
Where: Gravitate HR HQ – 14 India Street, Edinburgh EH3 6EZ – home of The James Clerk Maxwell Foundation
Speakers: Gravitate HR Team – we will present to you the four areas highlighted
Format: Join us for a sandwich and coffee, presentation and opportunity for questions and plenary discussion. No charge is made.
Attendees: This is specifically designed for directors, managers, and key people in small organisations who do not have access to specialist employment advice or support who feel they would benefit from some direct plain explanation of employment obligations. And the chance of some networking and a break from your desk at lunch time!
- Register:** Please contact on 0131 225 7458 or Elaine@gravitatehr.co.uk to register your interest