

Celebrating One Year in Business

 **“A valuable Member of your team” and “We will help you gain control of your most important asset – your people”**

As you might be aware, the above statements are our business ‘strap lines’ or ‘catch phrases’ that help explain to our clients what they can expect from Steele HR Services.

We are extremely happy to report that we have received very favourable and positive feedback from our clients to say that we have indeed met their expectations.

This makes us extremely proud that all our hard work over the period has indeed made a difference and we have been successful.

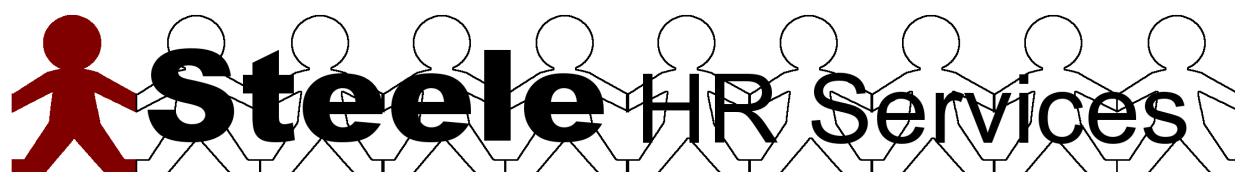
The next 12 months will be no different. Indeed we aim to continually and further improve our services to ensure that we can report similar this time next year.

 **New Services due to be launched in August for Individuals**

Steele HR Services was initially set up to support all types of business. Over the past year however, support to individuals has made up a significant proportion of our clients.

With the current economic environment, individuals have been contacting Steele HR Services to assist them in a number of ways. With effect from August 2009 we have decided to formally introduce a suite of services for individuals into our Strategic & Business Plan. To provide you with a special insight please refer to the list below. We are always receptive to feedback from our customers so if there is a service which you would like to see here, please let us know via the contact us section of the website.

- Assisting individuals make well informed career choices throughout life (formulating life & career goals, Career Development Action Plans, Salary Market Research, Job Opportunity Analysis, C.V. job application process including interview preparation)
- Succeeding and progressing in work
- Guiding individuals through the redundancy process
- Guiding individuals regarding their rights at work. (Contracts of employment, disciplinary matters, grievance handling, public interest disclosure act, pension, health and safety, pay, terms & conditions of employment, redundancy etc)



- Supporting individuals with a particular matter at work which is concerning them.
- Supporting students (school, university, mature aged) with career choices and job opportunities

Continuing to support Social Enterprise, volunteer and other worthy Charity Causes

Steele HR Services has reconfirmed that there is a demand and real need to support not for profit organisations. This has been borne out of the number of client requests coming from this sector of industry.

During the last year, Steele HR Services developed and introduced a number of initiatives to support this sector:

- Implementing a significantly reduced charge rate for services to this sector.
- Widening services to include grant application and fundraising advice & guidance
- MD became a qualified generalist adviser at Citizens Advice Bureau and attended weekly drop in clinics to support the local community on a wide variety of matters
- Steele HR Services continued to support and develop others in the profession of Human Resources by offering to be a mentor within the Australian Human Resources Institute centre of excellence programme. As well as continuing to support the local branch of the Chartered Institute of Personnel & Development.
- Significant time and professional support has been given to a local community project who aim to convert a B listed building into a multi-functional venue for all the community.
- A small number of organisations in this sector have received advice and guidance free of charge. (over the telephone, email & face to face) Assisting them in developing a strategic people plan, specific employment law or employee relations matters, guidance on policy and procedure.

This aligns to the company's strong code of ethics and Corporate Social Responsibility Policy and further demonstrates our commitment to assist where we can.

A special Thank You from the Managing Director of Steele HR Services

I wish to thank our clients, our network of colleagues and other businesses who have helped us to achieve this success. I can unequivocally say that as a team we could not have had this success without your contribution and support.



Background Information for this article:

Based just outside of Edinburgh in Scotland, Steele HR Services provides confidential contracted HR advice and services to organisations and individuals operating throughout the UK, Europe and Australia.

Services:  Employment Law  Employee Relations  Policy & Procedure Guidance 
Business & People Management  Career Management  Occupational Health & Safety 
Management & Interim Management  Recruitment  Generalist HR Support  Strategic HR
Support  Remuneration & Reward Strategy  Change Management & Training Services.

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