

Helpline **08457 47 47 47**

**08456 06 16 00**

Helpline for textphone users

**08702 42 90 90**

For ordering Acas publications

**08456 00 34 44**

For questions on managing equality in the workplace

Acas Publications



## Acas can help with your employment relations

### *We inform*

We answer your questions, give you the facts you need and talk through your options. You can then make informed decisions. Contact us to keep on top of what employment rights legislation means in practice – before it gets on top of you. Call our helpline **08457 47 47 47** or visit our website [www.acas.org.uk](http://www.acas.org.uk).

### *We advise and guide*

We give you practical know-how on setting up and keeping good relations in your organisation. Look at our publications on the website or ask our helpline to put you in touch with your local Acas adviser. Our Equality Direct helpline **08456 00 34 44** advises on equality issues, such as discrimination.

### *We train*

From a half-day session on the key points of new legislation or employing people to courses specially designed for people in your organisation, we offer training to suit you. Look on the website for what is coming up in your area and to book a place or talk to your local Acas office about our tailored services.

### *We work with you*

We offer hands-on practical help and support to tackle issues in your business with you. This might be through one of our well-known problem-solving services. Or a programme we have worked out together to put your business firmly on track for effective employment relations. You will meet your Acas adviser and discuss exactly what is needed before giving any go-ahead.

# Order form

You can also order publications online at [www.acas.org.uk](http://www.acas.org.uk)



INVESTOR IN PEOPLE

05/04

[www.acas.org.uk](http://www.acas.org.uk)

Ref: OF

inform

advise

train

work  
with you

Title of publication	Order Code
<i>Acas – how we can help you</i>	A01
A free leaflet about who we are and what we can do for you	

### Advisory Handbooks

Comprehensive and practical guides to the modern workplace: essential reference material for all companies

Employing people: a handbook for small firms	H01
Discipline and grievances at work	H02
The A to Z of work	H03
<b>Full set of handbooks</b>	<b>F01</b>

**Handbooks cost £4.95 or a full set can be bought for £14.85.**

### Advisory Booklets

Useful advice for every stage of your working life – with up-to-date information and Acas' wealth of expertise

Job evaluation: an introduction	B01
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Personnel data and record keeping	B03
Absence and labour turnover	B04
Recruitment and induction	B05
Employee communications and consultation	B06
Employee appraisal	B07
Redundancy handling	B08
Changing patterns of work	B09
Appraisal-related pay	B10
Health and employment	B11
Effective organisations: the people factor	B12
Supervision	B13
Teamwork: success through people	B14
Representation at work	B15
Tackling discrimination and promoting equality	B16
<b>Full set of booklets</b>	<b>F99</b>

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Title of publication	Order Code
<i>Codes of Practice</i>	
The authoritative view on how to follow the law in three key areas of employment practice	

Disciplinary and grievance procedures	CP01
Disclosure of information to trade unions for collective bargaining purposes	CP02
Time off for trade union duties and activities	CP03

**Codes of Practice cost £2.95 each.**

### Self Help Guides

Straightforward guidance on how to draft procedures

Producing a written statement	G01
Producing disciplinary and grievance procedures	G02

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No-nonsense summaries of topical issues affecting employers and employees alike

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Varying a contract of employment	AL02
Holidays and holiday pay	AL03
Bullying and harassment at work – guide for managers and employers	AL04
Bullying and harassment at work – guidance for employees	AL05
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Title of publication Order Code

**Rights at work**  
 Summaries of rights at work with helpful signposting to more detailed information

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| Equality and discrimination          | RW02 |
| Information and consultation         | RW03 |
| Parents at work                      | RW04 |
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Title of publication Order Code

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