



Book your FREE initial HR Consultation today!

Essential CMZ-HR Consultancy Package (1-10 Employees)

Ideal for start-ups, small teams & owner-managed businesses:

CMZ-HR Consultancy Package	Number of Employees	CMZ-HR Hours per month	Price (Excl. VAT) per month
Essential	1-10	4	£200

Please note that the following list is for demonstration purposes only.

Legal HR Documents (Compliance)

- ✚ One annual HR Compliance Check
- ✚ Customisable Employment Contracts
- ✚ Letter Templates (e.g. offer letters, warnings, etc.)
- ✚ Review and update existing key policies (up to 5 policies per year)

Key HR Policies

- ✚ Disciplinary & Grievance Policies
- ✚ Sickness & Absence Policy
- ✚ Annual Leave & Holiday Policy
- ✚ Equal Opportunities / Anti-Discrimination Policy
- ✚ Health & Safety Basics

GDPR & Data Protection policies and procedures

Key HR Process Templates

- ✚ New Starter Checklist (Right to Work, DBS if applicable, references)
- ✚ Probation Review Template
- ✚ Performance Review / Appraisal Form
- ✚ Exit Interview Template
- ✚ Disciplinary/Grievance Meeting Notes Template

Ongoing HR Support

Up to 4 hours a month email/phone/video HR advice:

- ✚ Support with onboarding and leavers
- ✚ Holiday, sick pay, and absence
- ✚ Disciplinary & grievance issues
- ✚ Sickness or capability concerns

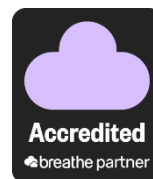
Breathe HR (Optional)


Free setup and ongoing support for Breathe HR (**Core package**)

Breathe HR software is a perfect solution for keeping on top of your day-to-day HR tasks.

CMZ-HR is an accredited **Breathe HR** Software Partner.

Core **Breathe HR** can be included in the **Essential** CMZ-HR Consultancy package for as little as *£22 (excl. VAT) per month (*savings with a yearly plan) which includes:



Core HR 	<ul style="list-style-type: none">Self-service platformLine manager permissionsPeople profileHoliday managementSickness managementTraining recordsTask listPayroll exportFlexible working requests
Performance management	<ul style="list-style-type: none">Company NewsAppraisals / One-to-onesObjective setting & Kudos
Document management	<ul style="list-style-type: none">Company documentsPeople documents & Reporting
Reporting	<ul style="list-style-type: none">Reporting library
Modules	<ul style="list-style-type: none">Custom fields & API integrations
Support and training	<ul style="list-style-type: none">Self-service knowledge baseFree support by chatFree getting started webinars

Other **optional** Breathe HR modules are also available as add-ons (excl. VAT):

Breathe Rota, Time and Attendance

Maintain your competitive edge

- ✓ Create weekly rotas in minutes
- ✓ Generate timesheets
- ✓ Track overtime and cover shifts with shift swap
- ✓ Record clock in/clock out times

From £10 a month / business

Breathe Learn

Strive for continuous learning and development

- ✓ Bite-size courses suitable for all learning styles
- ✓ Streamline the new hire onboarding experience
- ✓ Tailor training for every individual
- ✓ Stay compliant across your organisation

From £12 a month / business

Breathe Recruitment

Find and nurture the best talent

- ✓ Assess the performance of your job postings
- ✓ Track the applicant journey from application to shortlist
- ✓ Optimise your recruitment process

From £21 a month / business

Breathe Expenses

Team expenses made easy

- ✓ Upload and track claims with ease
- ✓ Single view of all expense submissions

From £12 a month / business