

Mentor 90 day Advice Service

Employment Law & HR and Health & Safety Advice Helping UK SMEs through the coronavirus pandemic

If you need advice and support to manage your employees and protect your business during this difficult time

Your needs

Many business owners are feeling confused and anxious, so to support businesses during the coronavirus pandemic the Government announced the Job Retention Scheme (JRS) which may help support your business if you have been forced to close or revise your working practices.

To help you navigate the coronavirus outbreak, Mentor has created a 90 day service that provides:

- Access to Employment Law & HR advice service Mon to Fri 8am till 8pm
- Access to Mentor Advice - our digital self-service tool for Employment Law & HR advice. Mentor Advice can help in:
 - **Resolving your HR issues:** by following a series of simple steps and actions
 - **Getting the latest expert guidance:** on the JRS, short service dismissal, performance management, and maternity leave
- Access to Health & Safety advice service 24/7
- Unlimited access to our online platform **MentorDigital** where you will find a coronavirus hub which contains support materials to help you in :
 - **Maintaining jobs & pay:** changing employee terms & conditions, furloughing employees and the JRS
 - **Maintaining cashflow:** options for managing staffing
 - **Maintaining / re-opening business operations:** business continuity plans, managing health & safety, risk assessments, home and lone working, social distancing, hygiene measures and Display Screen Equipment (DSE)
 - **Managing staff sickness, isolations and time off**
 - **Supporting employees wellbeing**
- Free regular Webinars delivered by our consultants

- Access to **MentorLearn** our online learning portal where you will find an extensive range of eLearning modules to help protect your people and your business. These include such topics as Homeworking, Lone Working, Risk Assessments and DSE with many of the Health & Safety modules Royal Society for the Prevention of Accidents (RoSPA) approved. It also includes access to a **Coronavirus Pandemic Awareness** eLearning module

Costs

We have a simple payment structure, where payments are paid upfront to cover the 90 day period of the service

Employee banding	Price (excluding VAT)
1-20	£192 + VAT
21-50	£348 + VAT
51-100	£600 + VAT
101+	£936 + VAT

Find out more

Please call us on **0800 634 7005**.

Customers with hearing and speech impairments can contact us on the Relay UK using prefix **18001**.

Your call may be recorded

Please note that Mentor's services incur a cost.

Royal Bank of Scotland Mentor is a trading name of National Westminster Bank Plc.
Registered in England and Wales No. 929027. Registered Office: 250 Bishopsgate, London EC2M 4AA.
National Westminster Bank Plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.