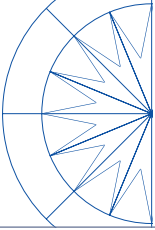




Delivering best practice





The Compliance Group

The Compliance Group is a specialist provider of Employer Services. As the name suggests, our focus is solely on the highly specialised area of corporate compliance. That is, helping our clients meet their obligations under the increasingly complex regulatory, legislative and statutory environment for companies in the UK.

The Company was formed in 1999 by highly experienced corporate compliance professionals, having many years of experience within large corporations, holding senior corporate governance positions. With our niche market skills, highly professional staff and high-value business proposition we have grown rapidly, developing a significant client base across public and private sectors throughout the UK.

Since inception, TCG has recognised that success depends upon making an important contribution to the success of our clients.

We pride ourselves on the flexibility and range of our tailor-made Employer Services, enabling us to deliver best practice to meet almost any corporate compliance need. We work as an extension to your organisation.

The service we provide means that you have the control and flexibility of an in-house service without having to commit staff, training, equipment and resources to the process and in the full knowledge of a professional and cost effective service.

Our Range of Services – Delivering best practice

Best Practice lies at the heart of all our services. We strive to deliver the services our customers want - we ensure they are:

- Flexible
- Tailored to suit
- Service focused
- Highly price competitive

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TCG Pay

TCG-Pay is one of The Compliance Group's core services - our people are payroll experts. The Payroll is probably one of the most onerous business processes an employer has to undertake. It must be accurate, on time every time, despite ever-changing employee details, never-ending 'exceptions' and with constant amendments to statutory requirements that just cannot be ignored.

The cost of the in-house payroll burden is unreasonably disproportionate to acceptable costs of doing business.

TCG – Pay – multiple options, flexing to your needs

- BACS service
- Bespoke bureau services
- Fully/partial managed services
- Full out-sourcing
- Legislative compliance
- Pension management
- End of year processing
- On-line access
- Integrated HR function
- Bespoke reporting
- Payroll training

The benefits:

- Peace of mind
- Higher degree of professionalism
- Lower costs
- Service options to suit your needs
- Full history
- No security problems
- No need to keep up to date with legislation changes
- A quick, efficient and professional service
- Time saving and cost effective
- Allows you to concentrate on your core activity

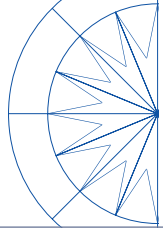


Human Resources

The ability to administer your Human Resource function in an efficient manner is crucial both in terms of ensuring delivery of your obligations to your employees and also in minimising the exposure of your organisation to potential claims. Employment issues in the UK cover a wide scope from the Employment Act through to Data Protection and Human Rights.

Our Human Resource services are designed to ensure your organisation is protected from potential problems, at the same time providing a valuable service, both to your employees and the development of your organisation. Services are provided on the basis of single incidences (e.g. restructuring, redundancies) through to a fully outsourced Human Resource function. Examples of the areas covered are as follows:

- Recruitment & selection
- Job descriptions/assessments
- Staff handbooks
- Staff procedures manuals
- HR intranet
- Time & attendance
- Benefits & motivation
- Appraisals
- Staff administration
- Disciplinary & grievance
- Employee analysis
- Restructuring
- Training & development
- Succession planning
- Absence management
- Legislative compliance
- Assistance in policy making
- Training
- Testing & assessments



Employment Law

With the ever increasing burden of Employment Legislation on employers, it is necessary to be as up to date as possible with your obligations to your employees. Getting it right first time is the key to better employment relations. Our services take a proactive approach to Employment Law compliance.

In summary, our service levels provide:

- Contracts of employment
- Telephone advice
- Sample letters
- Compromise agreements
- Guidance on best practice policies
- Attendance at disciplinary hearings
- Handling of Employment Tribunal claims
- Representation at Tribunals
- Industrial relations
- Legislative compliance
- TUPE agreements



The Administration Bureau

This provides the combined services of Payroll, Human Resources, Management Accounting and General Administration.

The service is designed to provide a fully outsourced administration function incorporating everything an organisation could ever need in terms of admin support. This service will allow you to concentrate on your core activity in the knowledge that the services that are essential to the running of your organisation are being handled in a professional way.

The benefits:

- A professional service at a fraction of the cost of an in-house operation
- No need to worry about holiday cover - ever
- We are available throughout the year, whenever you need us



Corporate Governance

The Compliance Group is a specialist provider of Corporate Governance Services. Services related to Corporate Governance include:

- Financial management
- Corporate restructuring
- Companies House monitoring
- Compliance audits
- Legislative compliance
- Policy setting



Health & Safety

Employers must meet an array of health and safety obligations. If they have 5 or more employees, employers must have a written health and safety policy, which records their health and safety procedures. The Compliance Group can help employers to meet their health and safety obligations. Health & Safety services include:

- Risk assessments
- Ensuring best practice
- Corporate documentation
- General advice
- Legislative compliance
- Procedures documentation

Thank you for reading our literature.

Please call us to discuss any of our services and how we can tailor them to suit your needs.

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