

## Human Resources Audit



### What is a Human Resources Audit?

A Human Resources (HR) Audit is an examination of the company's current documentation in order to discover any non-compliance with effective employment regulations and address any matters which may entail financial losses and harm the company's reputation.

### Does your company comply with labor regulations?

Recent practice shows that the absence of legally required documents governing labor relationships between an employer and its employees may create serious exposure to protracted and costly conflicts between the said parties with the participation of state bodies.

### What can we do to assist you?

Independent Deloitte legal specialists will help the employer to make sense of how to correctly maintain and complete HR records and will assist in the prevention of potential employment legislation violations and the ensuing negative consequences.

Moreover, an HR Audit may be useful when starting a business or choosing new strategic company objectives as well as in case of organizational change; such as further growth and company development.

Depending on the state of HR records we can offer you the following types of HR Audit:

- Full HR Audit: review of all types of contracts and obligatory HR documentation;

- Thematic HR Audit: review of particular areas of HR management, selected types of contracts and HR documentation;
- Consulting on particular matters identified by the company's HR department.

On completion of an HR Audit, Deloitte will issue a detailed report describing the potential risks identified and ways to minimize them which include the following:

- Identified violations and inconsistencies in the company's activity with regard to current labor legislation
- List of legally required HR documents missing from the company
- Recommendation on how to correct violations which have been identified
- HR document templates drafted in accordance with current labor legislation

### What can be done to better manage HR documentation?

Introduction of an optimal company HR documentation system which includes drafting and standardizing the following documents with respect to labor legislation:

- labor contracts
- collective contracts
- internal policies and company regulations
- material liability agreements
- standard orders (hiring, dismissal)
- staff schedule
- job descriptions
- other templates and documents which are legally required (labor book keeping, time-sheets, etc.)

The documents listed above may be drafted in both Azeri and English languages.

Furthermore we can offer you full legal assistance and advice on an ad-hoc basis regarding employment law issues as well as termination procedures and labor dispute resolution.

An independent valuation of HR documentation carried out by the Deloitte legal team will help to significantly minimize the risk of potential conflicts, prevent sanctions from state bodies and, most importantly, maintain the company's transparent image.

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