

**BFPA BUSINESS
SUPPORT**



BENEFITS BOOKLET

FOUR SERVICES

**FOR YOUR PROTECTION AND PEACE OF MIND
IT'S TIME TO FIND OUT, WHAT'S IN IT FOR YOU?**



BRITISH FLUID POWER ASSOCIATION

HR ■ LEGAL ■ HEALTH & SAFETY ■ TAX

THE HR SERVICE

UNLIMITED ACCESS AND INCLUDED IN YOUR MEMBERSHIP FEE

THE SERVICE

1. Advice line – 24/7, 365 days – experienced advisors
2. HR Document Library – 450+ template documents and information

THE BENEFITS

- **Manage Problems** – disciplinary issues / persistent absence / disability issues / grievances / redundancy / dismissal / equal pay / capability / long term sickness etc
- **Get Answers** – vaccinations / hybrid working / variations in sick pay /
- **Stay Compliant** – contracts of employment / employee handbooks / understanding responsibilities / changes in legislation
- **Supporting Staff** – changes to working practice / maternity / paternity / holidays / training
- **Save money** – you may not need to outsource HR services
- **Peace of Mind** – help at the end of the phone / do the right thing – doing the wrong thing can be very expensive



Call BFPA on 01608 647900 for the dedicated BFPA Advice Line telephone number.

THE HEALTH & SAFETY SERVICE

UNLIMITED ACCESS AND INCLUDED IN YOUR MEMBERSHIP FEE

THE SERVICE

1. Advice line
2. H&S Document Library – 130+ template documents

THE BENEFITS

- **Manage Problems** – accident management / incidents / reporting accidents
- **Get Answers** – do's and don'ts / your responsibilities / safe working environment etc
- **Stay Compliant** – HS Document Library has all the key compliance documents / risk assessments / policy documents etc.
- **Staff Safety** – working at heights / hazardous substances / fire risk / lone workers
- **Save Money** – access to advice and documents are included in your membership



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THE LEGAL SERVICE

UNLIMITED ACCESS AND INCLUDED IN YOUR MEMBERSHIP FEE

THE SERVICE

1. Advice Line
2. Legal Document Library – 180+ template documents

THE BENEFITS

- **Manage Problems** – contract disputes / debt recovery / legal disputes / property issues / landlord or tenant problems / small claims court procedures etc
- **Get Answers** – the law / your rights / guidance and what to do next
- **Protecting Your Business** – GDPR guidance / commercial law / company law
- **Legal Requirements** – company documents / company notes / partnership documents
- **Save Money** – you may not need to pay for advice or support



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THE TAX SERVICE

UNLIMITED ACCESS AND INCLUDED IN YOUR MEMBERSHIP FEE

THE SERVICE

1. Tax advice line – access to tax specialists
2. VAT advice line - access to VAT specialists

THE BENEFITS

- **Manage Problems** – HMRC enquiries / tax returns
- **Manage Tax Liability** – benefits in kind / corporation tax calculations / property income / stamp duty liability / VAT exemptions / inheritance tax
- **International Trade** – advice on changes to VAT and duty following Brexit / recovery of foreign VAT / EU reverse charge mechanism etc.
- **Save money** – you may be able to get free advice to resolve your issue



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**Book a freeOne2One meeting with a Quest
Buisness Support Manager - to find out
more email enquiries@bfpa.co.uk**

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