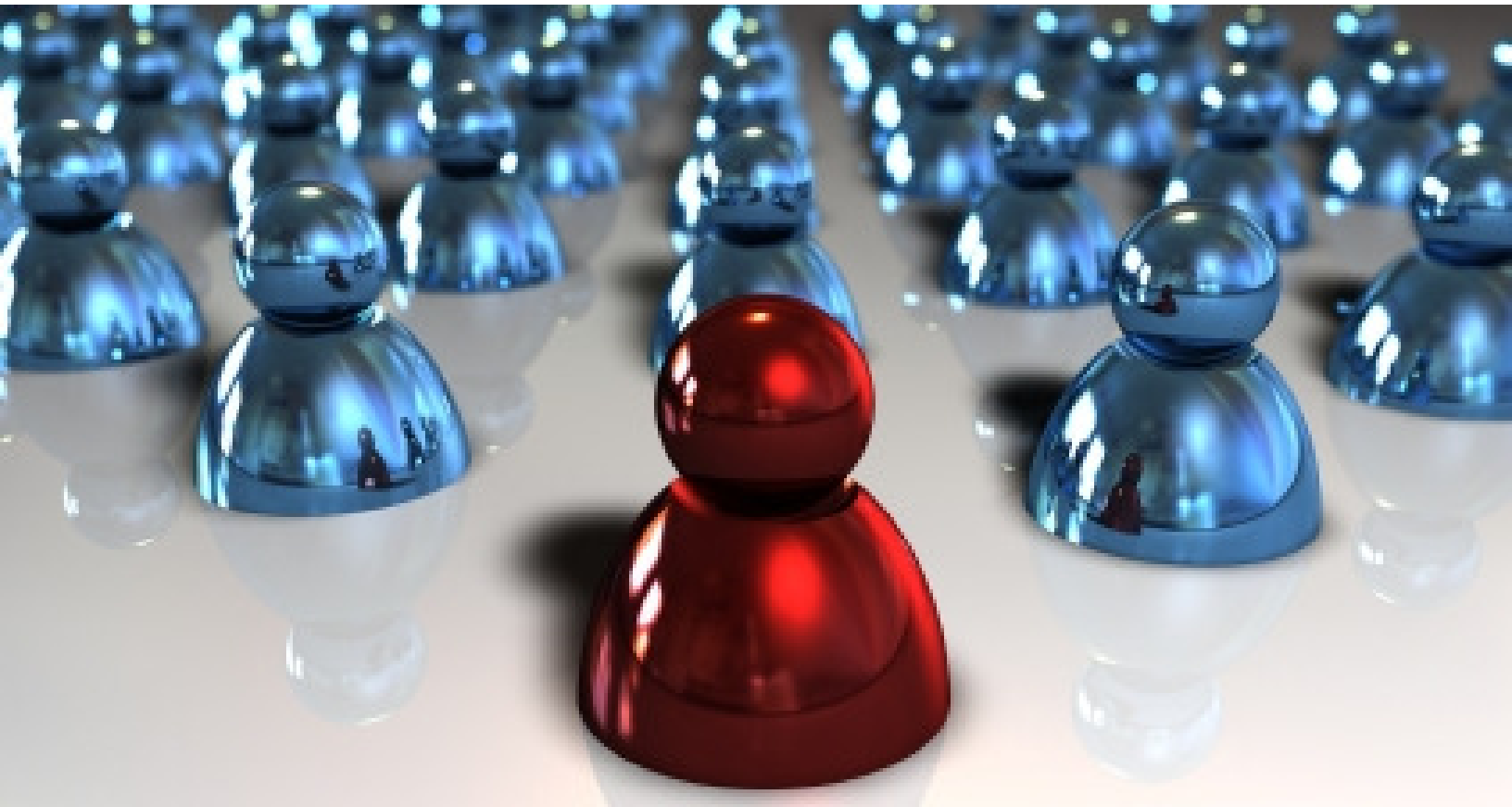


Employers, are you prepared for a NERA* Audit?



RBK HR Solutions can assist employers meet their compliance requirements under employment legislation.

We assist employers prepare themselves for employment audits by NERA* where non compliance may lead to fines and penalties.

*The National Employment Rights Authority (NERA) was established to achieve a national culture of employment rights compliance. Inspectors actively audit employers to ensure this compliance.

Why RBK

- Assisting you meet your compliance requirements
- Identify potential risks that exist with your current staff policies and procedures
- Recommend tailored advice on practical solutions for your business
- We provide independent and confidential advice, specific to your industry, to ensure that you are prepared, should a NERA Inspector 'knock on your door'.

We are currently offering a free HR Review, see over for details.

Introduction

The day to day challenges facing businesses seem endless and ensuring compliance with Employment Law can be challenging.

To become legally compliant is important for businesses in order to protect both employees and you the employer.

Few businesses can afford the risk of penalties and damaged reputation of non compliance.

In helping you understand your compliance requirements so as, you can ensure you are **'protecting your business'**, we have set out some factual information, which we hope, will be of benefit to you.

Who are NERA?

NERA was established in 2007 by the Government 'to secure compliance with employment rights legislation and to foster a culture of employment rights compliance in Ireland'. In simple terms, NERA's role is to audit businesses to ensure employees receive certain basic employment rights.

Inspectors

Today, NERA have over **90 inspectors** nationwide, speaking over **13 languages** and carried out almost **28,000 calls, interviews and inspections** in 2008. They have the power under legislation to enter any premises at a reasonable time and inspect records with or without notice.

Various levels of penalties apply for non compliance and latest reports illustrate NERA have collected significant fines.

Practical Requirements

To demonstrate compliance with employment rights legislation, you may be asked to produce the following records and documentation for all your employees:

- Terms & Conditions of Employment
- Payslips to include deductions
- Records of hours worked, breaks, rest periods, Annual Leave and Public Holiday entitlements

We provide independent and confidential advice, specific to your industry, to ensure that you are prepared, should a NERA Inspector **'knock on your door'**.

WHAT OUR CLIENTS SAY

"Russell Brennan Keane have provided a prompt, personal and professional service at all times. Their HR Solutions team, following a HR Audit, helped me implement thorough HR Policies and Procedures, customised to meet our specific business requirements. This along with their expertise of HR and employment law, provides me with practical solutions, in line with legislation, allowing me more time to focus on the core activities of my business."

PATRICK KAVANAGH,
MANAGING DIRECTOR,
Kavanagh Crane Hire Ltd, (2008)

"We have been working with Russell Brennan Keane for over 12 years and have always found them to offer a professional and progressive service. Their HR Solutions team have assisted us greatly in understanding legislation and implementing the correct HR procedures, by having an in-depth knowledge and personal approach. Although highly professional their staff are at all times courteous and more than eager to help".

BARBARA SMYTH,
OPERATIONS MANAGER,
Silverline Cruisers (2008)

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DUBLIN | ATHLONE | ROSCOMMON

What can RBK HR Solutions do for you?

Our advice is to be pro-active, seek professional advice and ensure legal compliance. To avail of a **FREE HR AUDIT**, please contact Irene Colclough.

Other relevant services available:

Recruitment | Payroll | IT | Taxation | Accounts

For more information, please visit
RBK.ie