

BPIF

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THE HEART OF
BRITISH PRINT

WHY USE BPIF HUMAN RESOURCES

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INVESTING
IN OUR
INDUSTRY,
TOGETHER

The BPIF is the UK's leading trade association for print. Amplifying the voices of print professionals to decision makers and supporting businesses through everything from health and safety compliance to apprenticeship training, we are always at the heart of the print industry.

We operate around our three key pillars:

- ◆ We represent, connect and develop the industry through government lobbying, ongoing research, environmental awareness and a host of vibrant communities.
- ◆ Our industry expertise supports the smooth running of your businesses in areas such as HR, health and safety and the environment.
- ◆ BPIF training is so much more than a training provider; we're a partner that builds careers and provides a competitive advantage. As the UK's largest provider of print industry apprenticeships, we are proud of both our heritage and our ability to work throughout the industry to build changing careers and nurture talent for the future.

Investing in our Industry, Together.

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PROFESSIONAL SERVICES

Our practical, comprehensive services range from instant online resources to one-to-one expert advice, taking the complications out of specialist topics. We know every business operates differently, so our experts tailor solutions to you and your needs.

WE UNDERSTAND YOUR BUSINESS

We are experienced within print and have a detailed understanding of the HR issues your business may face.

EXPERT ADVICE

Our team understand the specific risks impacting the printing industry. We're here to work with you on your risk reduction action planning.

COMPLIANCE

We provide access to comprehensive tools and resources covering a variety of specialist topics to enhance compliance and best practice to support your operation.

GENERAL SERVICES

Members have access to user friendly resources and downloadable templates easily adapted to your business.

CONSULTANCY SERVICES

Our consultants will tailor their services to your specific business requirements.

EMPLOYMENT LAW

We provide support and representation in the case of an Employment Tribunal, as well as quick and helpful advice over the phone when you need help with a legal issue.



MEET THE TEAM



MANDY ROBSON

Mandy has worked in Health and Safety for over 20 years, and entered the printing industry in 2012 as European H&S Manager for a specialist printing and packaging company. Interacting with the BPIF as a member company, Mandy worked closely with the BPIF National Safety Committee, attended Forums and Conferences, utilising and utilised many of the BPIF tools. In 2014 Mandy joined the BPIF, initially as an HS&E Adviser, moving on to Head of Department in 2017.

“Every day is a learning experience, no day is the same and every member interaction is different which I think is great! Learning from member interactions, I work with my team to develop additional tools which will provide ongoing support for members.”



IAN DALTON

Ian has been working with the BPIF since May 2019 as our HR helpdesk adviser, but has over 30 years of HR and L&D experience.

Ian started his career in HR working for British Telecom (as it was known at the time) and since then has worked for companies and charities of all sizes including Relate and Phones4u.

“In a number of my roles I have had operational responsibility so fully understand and appreciate the challenges you face on a day-to-day basis. I've recently embarked upon training in basic HS&E so that I can support members even more.”



JUDITH HOUSTON

During Jude's time at the BPIF, she has been involved in all aspects of employee relations, but has particular experience with industrial relations, restructuring exercises, TUPE, and performance management, as well as effectively coaching managers through day-to-day HR procedures like disciplinary, grievance and absence management.

Jude is a qualified Associate of the CIPD and has undertaken training with the BPIF to be a Business Partner Practitioner. She has also undergone training in negotiation skills, job evaluation, Prism Brain Mapping and Level 5 Leadership and Management.

“I am proud to be a part of the Print community and of its long history, and working for the BPIF allows me to support our member print companies to be the very best that they can be. It is always exciting to see how member companies continue to adapt to the ever-changing landscape of service provision and the many challenges that they have faced over the years.”



YOLANDIE GIBBS

Yolandie is a HR Adviser covering the South, London and Southeast. She started with the BPIF in May 2019 after working with a consultancy-based company and gaining several years of HR experience.

Yolandie's knowledge of HR includes Employee Relations, Recruitment and Onboarding, Risk and Change Management, HR Management, Employment Documentation, Operations Management, Staff Training and Development just to name a few.

“My favourite aspect of working as a HR Adviser is that every day is different, and I enjoy advising on a variety of HR matters, gaining knowledge of the printing industry, and building strong working relationships.”



STACEY BROMLEY

A truly committed and experienced HR Adviser with over 30 years working in an HR environment, Stacey is a commercially focused, credible, and passionate people person who plays a pivotal role in delivering exceptional results and leading large and sustainable transformation and culture change. She has significant experience in all aspects of employee experience, with a blend of strategic and operational delivery, and proven success in developing and influencing senior stakeholders, creating value as a true “business partner”.

“My goal is to add value to the business by driving performance through pragmatic and commercially focused people solutions.”



JO HAIGH

Jo has worked with the BPIF for over 23 years, with the last 14 years being in the role of Regional HR adviser. Having been a chartered member of the CIPD for over 10 years, Jo still views every day as an opportunity to learn. She has a reputation for building and maintaining positive client relationships with a pragmatic approach to advising on many complex people challenges, ranging from long term sickness issues to TUPE transfers and from organisation change to policy development.

“I have a passion for the print industry and have had the pleasure of being involved in management development activities over the years, which has resulted in dynamic individuals rising to the challenge of running successful, profitable businesses today... Long may it continue!”



THE PRINTING CHARITY HELPLINE

The Printing Charity's free, confidential helpline provides both practical and financial support (available Monday to Friday 8am-8pm) and emotional support (available 24/7) for members of the printing sector and their families.

Helpline: 01293 542 820



WE OFFER



SPECIALIST ADVICE

Print industry-specific expert advice from our HR Advisers who are just a phone call away.



HEALTH CHECK

A comprehensive gap analysis health check of your business HR to determine legal compliance and best practice performance. We'll provide you with a simple to read report and action plan advising your next steps.



COMPLIANCE ONLINE

We understand that gaps within compliance could compromise your business, therefore we provide access to step-by-step guidance and resources within a variety of HR specialist topics, from recruitment and termination to trade unions and maternity leave.



VERIFICATION SEAL OF EXCELLENCE

A prestigious BPIF award presented to businesses scoring a minimum of 80% within a health check, which showcases excellent standards. A verification procedure is undertaken prior to providing a Seal of Excellence, which is reviewed every two years.



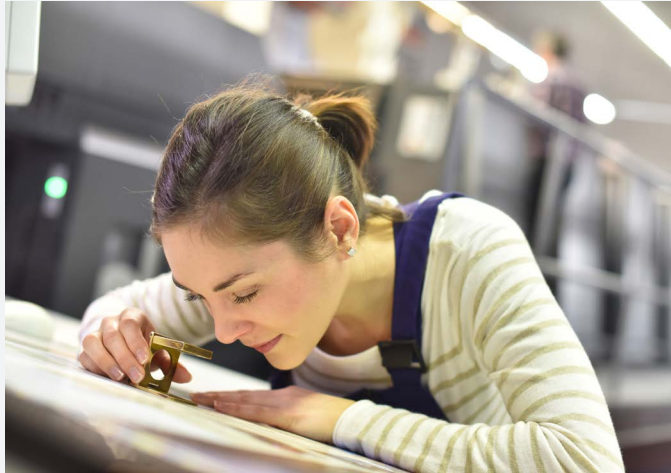
UPDATES ONLINE

To help you understand any changes in HR legislation which is specific to your business.



WORKFORCE PLANNING

Step-by-step guidance for restructuring your business and treating all those involved fairly.



EMPLOYMENT LIFECYCLE

Our expert advisers can offer advice and guidance to help you every step of the way through the employment lifecycle.



EMPLOYMENT LAW

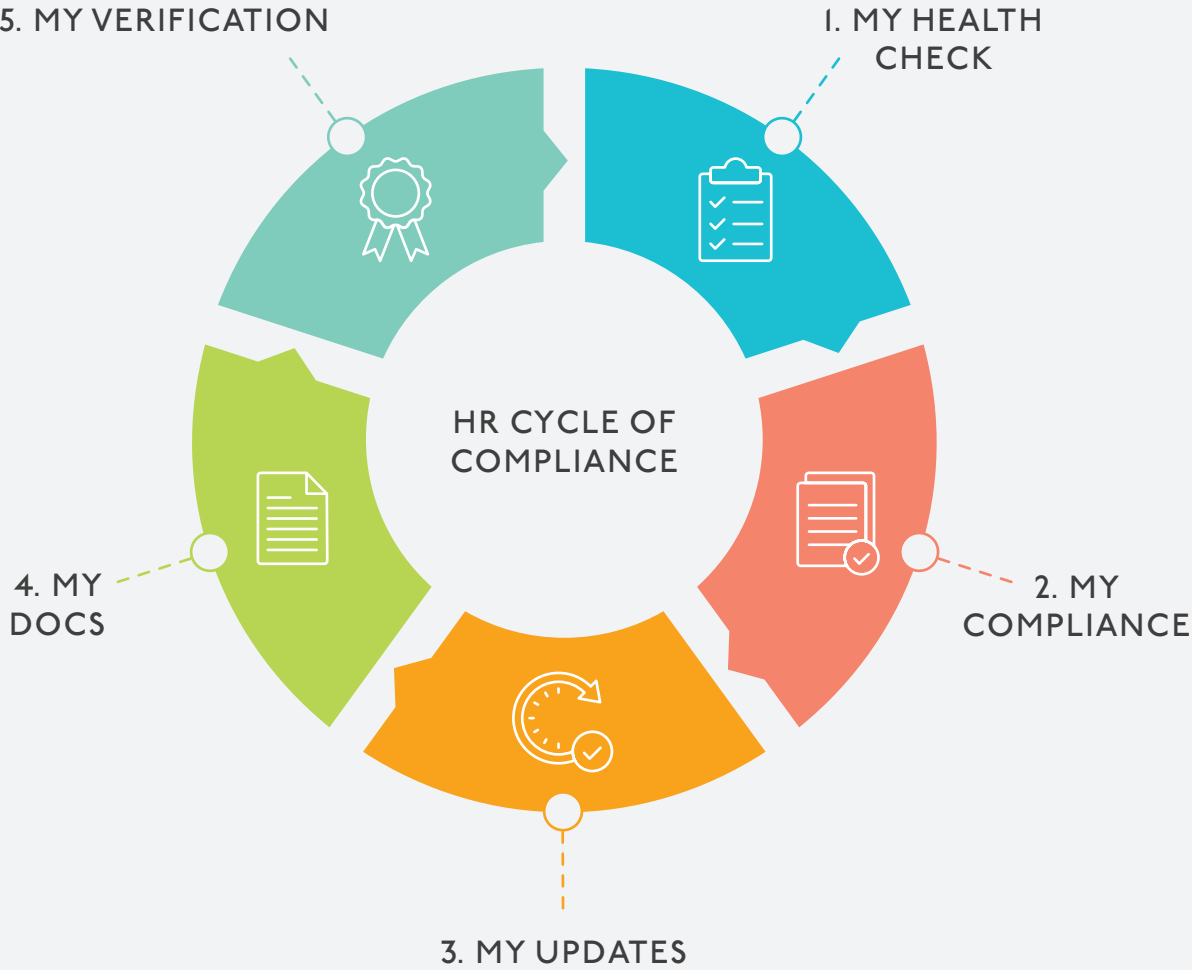
Support and representation should you be taken to an Employment Tribunal, along with telephone advice when you need a quick check on a legal issue relating to; settlement agreements; support with early conciliation; other employment law issues.

HR CYCLE OF COMPLIANCE

All printers want to pride themselves on their HR management, but few measure themselves objectively and even fewer carry out independent reviews.

We'll support you through each step to take the uncertainty out of compliance by:

- ◆ Promoting best practice in the industry
- ◆ Identifying opportunities for specific improvements
- ◆ Assisting with tender documentation
- ◆ Demonstrating that your organisation is managing its obligations





1. MY HEALTH CHECK

The BPIF health check is quick, easy and will provide you with a full gap analysis review of your current processes, and a clear workbook of actions which will allow you to improve where gaps have been identified

- ◆ Focussed on print-specific situations.
- ◆ In-depth review of relevant legislation.
- ◆ Identify shortfalls against accepted best practice.
- ◆ Clear report and action plan provided, advising of corrective actions.
- ◆ Step-by-step guidance, including suggested documents and forms.

We also offer a self-assessment health check, which provides you with an intuitive online tool, and can be used to ensure you stay on top of our recommended working practices. The easy-to-use tool will guide you through developing an extensive action plan for compliance, with tools and resources at hand.



2. MY COMPLIANCE

Focussing on your Health Check action plan, you'll have access to our online tools and resources, providing step-by-step guidance and support to place you on the road to full compliance.

This area will provide you with all resources you'll need to become fully compliant – downloadable policies, guidance, templates, and information.



3. MY UPDATES

Keep abreast of print-industry specific legal updates.

We'll keep you informed about any print industry-specific legal updates to allow a continual improvement plan within your business.



4. MY DOCS

Access to the latest documents, always kept up to date.

You'll have easy access to a range of guidance, policies, forms and more, which are regularly updated so you've always got the latest information.



5. MY VERIFICATION

The BPIF Seal of Excellence Verification is a great way for businesses to demonstrate their expertise.

To achieve the Seal of Excellence for HR, a minimum score of 80% must be scored within the health check and all mandatory/legislation areas must be passed.

Members will be asked to prepare for the verification visit, with feedback provided on the day, and any improvement work discussed. The Seal of Excellence Verification will be carried out every two years and the company score must be maintained or improved during this period.



MY COMPLIANCE

We provide clear guidance covering everything you need to know about becoming and staying compliant. From comprehensive explanations taking you through each process from start to finish, to downloadable resources for your business to use, we provide support with all of the following:

- ◆ HR Responsibility and Policies
- ◆ Recruitment, Selection and Induction
- ◆ Terms & Conditions of Employment
- ◆ Employee Rights – Discrimination
- ◆ Employee Rights – Working Time Regulations
- ◆ Employee Rights – General
- ◆ Discipline at Work
- ◆ Grievances
- ◆ Pay & Benefits
- ◆ Learning & Development
- ◆ Employee Appraisal
- ◆ Trade Union/Employee Relations
- ◆ Sickness Absence
- ◆ Termination of Employment

HR CONSULTANCY

Our team of Advisers are experienced in leading bespoke projects tailored to your business' needs, to ensure excellence.

Placing responsibilities in the hands of your employees can be daunting, but we provide comprehensive training to ensure your teams are both competent and confident when handling specific situations.

Our consultancy covers the creation of high-quality projects:

- ◆ Performance management
- ◆ Specialist training
- ◆ Redundancy support
- ◆ Employment Lifecycle
- ◆ Workforce Planning
- ◆ Management support and more

It's as simple as:

- ◆ Holding an initial conversation to ascertain your requirements, allowing us to produce an outline proposal.
- ◆ At this stage, if we feel an initial health check would be beneficial, this will be discussed.
- ◆ We'll work further on developing the specific programme and documentation required to strengthen your operational arrangements, which will be conducted at a time convenient to you.
- ◆ We'll be available on an ongoing basis to support you and the teams, to ensure that all arrangements continue to be applied in practice.



EMPLOYMENT LIFECYCLE

Our expert advisers can offer advice and guidance to help you every step of the way through the employment lifecycle.



1. ENGAGEMENT

Attracting talent begins long before a position opens. Building up your “employer brand” will help you develop a positive reputation as a good place to work, so that when your next vacancy arises, you’ll already have talent interested.

Tips:

- ◆ Be well known in your industry
- ◆ Showcase your great work culture
- ◆ Offer attractive compensation and benefits



2. RECRUITMENT

When you attract strong talent, you’ll also likely attract unsuitable candidates. As your business’ success relies on the skill of your team, it’s important to choose the right person.

Tips:

- ◆ Ask for referrals from your team
- ◆ Try different recruitment platforms
- ◆ Make your person specification specific
- ◆ Involve existing employees in the interview process



3. INDUCTION AND TRAINING

Research shows that the more effort managers put into welcoming their new hires and preparing them for their role, the faster they will start to make valuable contributions.

Tips:

- ◆ Have a clear job description
- ◆ Discuss your company values and vision
- ◆ Outline your expectations clearly from the start
- ◆ Regularly check in on progress and wellbeing



4. DEVELOPMENT

Consistently encouraging professional development amongst your team not only keeps your skills pool strong and up to date, but also helps employees pave their career paths for the future.

Tips:

- ◆ Encourage employees to take ownership of their own development
- ◆ Assess skills and knowledge together
- ◆ Reward employees for external learning



5. RETENTION

Retaining your top employees means keeping them both happy and challenged in their role. A poor company culture will result in a high employee turnover rate, and the high recruitment costs that go with it.

Tips:

- ◆ Be sure to hire the right person for the role
- ◆ Build strong relationships through honesty and respect
- ◆ Openly communicate your team mission and aspirations
- ◆ Seek employee feedback frequently
- ◆ Understand what motivates various team members



6. SEPARATION

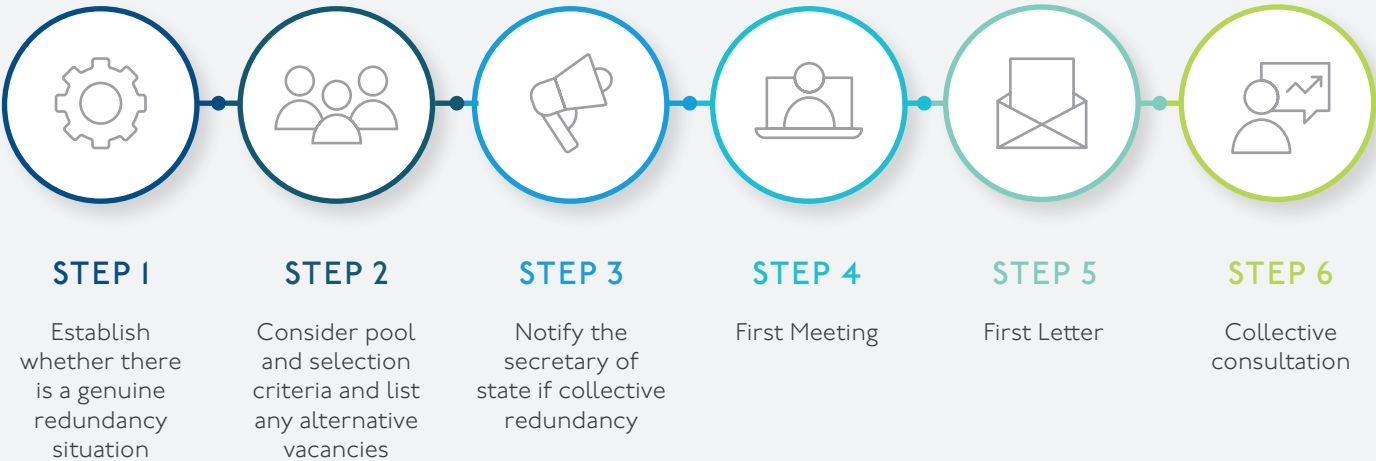
Employees may leave due to retirement, new employment, or for personal reasons. It's important that your separation process is just as strategic as your onboarding process to avoid company disruption.

Tips:

- ◆ Discuss the reason for the resignation
- ◆ Think of it as an opportunity for finding new talent
- ◆ Ask for honest feedback

WORKFORCE PLANNING

Our Workforce Planning process is designed to help you restructure your workforce. We provide prompts covering everything you need to consider, and downloadable documents including forms, policy documents and letter templates.





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ABOUT US

The BPIF is a thriving, best-in-class trade association invigorating a modern, progressive print industry. It inspires those within the UK print, printed packaging and graphic communication industry to see opportunities for growth.

X @BPIF

Instagram @bpifofficial

in BPIF – The Heart of British Print

BRITISHPRINT.COM

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