

Secure and maintain employees' trust and positive relations

HR teams need to improve confidence at work

Employees need to safely communicate about their work life issues

HR teams need to securely manage DEI&B and offer employees tools to support them



Solutions Description

- Employee Relations automates both processes, grievance & disciplinary in line with the HR best practices.
- The **grievance** procedure allows employees to formally raise a complaint to their employer. Different types of grievance can be raised, nonpayment salary, workplace harassment, working hours, and more. This process will structure and guide employees to go through different steps so HR teams can manage the situation accordingly. Employees **can appeal** to the outcome if they don't feel comfortable with the decision.
- The **disciplinary** procedure is used by an employer in case of misconduct of an employee or a performance issue. To manage disciplinary, Neocase provides to HR people a process with every steps to track and update information. Employees **can appeal** to the outcome if they don't feel comfortable with the decision.

Key benefits :

- Offer a safer workplace to your employees
- Build culture of trust, openness and transparency in you organization
- Determine and prevent structure or managerial threats like discrimination or harassment
- Help your employee to raise their voice and solve their problems by using a digital tool
- Reduce outcome risk with formal procedure that fits with the latest ACAS requirements

Modules included :



Knowledge base module



Portal Module



BPA Module With 2 preconfigured processes (disciplinary, grievance)



Connect Module



Advanced Document Generation (with templates for hearing invitation and outcomes)



Standard Reports & Dashboards Module



Analytics Module

Associated services:

Personalization, Training and Support.

Learn more about our solutions:

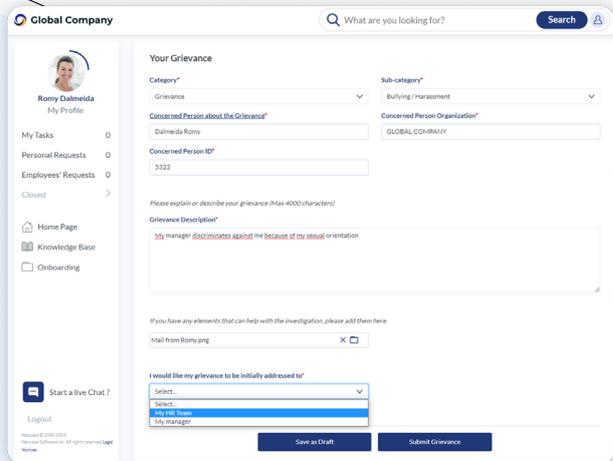


Offer a safer work place

Workplace has to be secure and employee must feel safe. HR teams can easily implement grievance and disciplinary preconfigured processes in line with HR best practices. Every step of the process can be personalized depending of the company's policies and needs. Each process include an appeal if employees disagree with the outcomes, that a dedicated appeal team can monitor and manage.

Secure every steps of the process

By using a dedicated tool to manage grievance and disciplinary processes allows HR teams to fully automate every steps of the processes. The personalization offers the ability to match the unique organization of the company and automation provides tools to send alert and easily monitor every steps of the way .

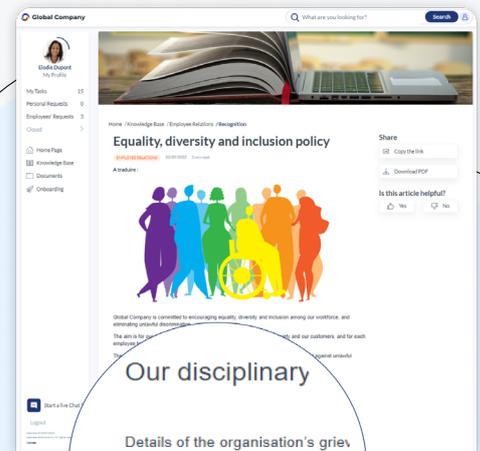


Provide employees all the information

HR teams have the ability to share policies and every kind of information in the knowledge base to guide employees. Employees and managers will have access to personalized information depending on employee role and responsibilities.

Reduce outcome risks

Every steps are monitored and documents, evidences and outcomes are automatically stored. In case of the employee later makes a claim to the court, can be used to reduce compliant risks.



Our disciplinary

Details of the organisation's griev policies. This includes with whom

Use of the organisation's griev claim to an employment tribunal

[Raise a grievance](#)

Intergrated with:



ABOUT

Neocase provides Neocase HR, an innovative cloud-based HR Service Delivery solution for mid-sized companies and large groups with or without a shared services center. Neocase HR allows HR Teams to digitize their HR services.

The solution contains 3 main modules : Employee Relationship Management (ERM) with collaborative Case Management & Intelligent knowledge base, BPM a simple and flexible no code tool to digitize HR Processes, and EDM a RGPD-compliant Employee Document Management module. The solution

includes pre-delivered processes able to be personalized such as the Employee Journey (from preboarding to offboarding), Employee Relations. With Neocase, HR can deliver operational excellence that improves employee experience and satisfaction while reducing costs and the risk of error.

With 15 years of experience, Neocase currently manages HR departments for more than 150 of the world's largest companies, serving over 6 million employees worldwide.