



Peninsula Partnership Program



PENINSULA

Partnership Objective

Our objective is to build a reciprocal relationship by providing your members with resources, training and advice to support their practices with all manner of **human resource** and **health and safety** (H&S) needs and requirements.

About Peninsula

Peninsula provides small and medium sized businesses with employer advice, HR and H&S support - an alternative to an in-house HR and H&S team. A unique bundle of complimentary services at an affordable monthly subscription makes it an attractive solution to businesses in and around Hinton and District.

Client Base

Canadian operations commenced in 2017 and services are now offered in Ontario, Alberta, and B.C, with the goal of cross country expansion. Of the over 4,500 clients we currently serve, 70% or more have employee counts of between 2-15, so we fit in perfectly with your membership base. We have been operating since 1983 and have established ourselves as a trusted consultancy approaching 100,000 businesses serviced across five countries in every sector and industry.

Our range of services include:



HR compliance, where an expert will assess your needs and provide tailored documentation to ensure compliance with employment standards legislation.



Online HR Software, through BrightHR an absence management system with clocking-in technology and expense tracking.



SafeWorkCheck review, which is an independent evaluation of health & safety compliance.



Peninsula Protect, which will cover your legal costs if a lawsuit is brought against your business.



Health and Safety, where a consultant will provide you with a framework for managing health & safety in your workplace.



Continuous review of change in law and subsequent notification of these changes to you.



24-hour telephone access, to professional expertise on our advice line.

The information provided in this document is for the sole purpose of providing a comprehensive proposal for HR & OHS Services to their members. Any unauthorized reproduction/sharing of this document, or the contents therein, is strictly prohibited.

Benefits of a Partnership with Peninsula

- Partner with a trusted Canadian market leader in HR and Workplace Health and Safety
- Services, compliance, and peace of mind to member base to mitigate HR and H&S claims
- Joint events and marketing opportunities to reach members and increase engagement
- Enhanced member retention by providing HR and OHS content for internal communications
- Referral rewards – one-time referral reward paid for every member signing up for our services
- Exclusive pricing on our services for members
- Complimentary services for our members
 - Advice and consultations
 - Events and webinars
 - Content and communications

Peninsula Premium Benefits

Our Full Compliance Service

Our service is designed to support employers, managers and supervisors with tailored HR and H&S assistance in the form of 24/7 advice 365 days a year via our client Advice Line, HR software, HR and H&S documentation and Peninsula Protect. Our team of experts are always on standby, ready to help clients with any employment issue.

We are the only HR and H&S service provider in Canada that provides comprehensive protection and peace of mind through our Peninsula Protect service. Signing up for our Full Compliance Protection plan keeps a client's business safe, with legal representation in the event a claim is made against them. This includes the legal costs of defending and contesting any employment or health & safety related case.

Clients receive coverage of up to \$125,000 for legal costs per claim made in a contract year and an annual aggregate limit of \$500,000. If we are unsuccessful in defending against the claim, our discretionary benefit, Peninsula Protect covers their legal fees.

Peninsula's award-winning HR software and support service, BrightHR, allows clients to manage employees' time off, track work hours, and get automatic and accurate calculations. This cloud-based software allows employers to remotely keep track of employees' leave requests and create shifts and schedules.

Our service is meant to be accessible to small and medium sized businesses who cannot afford to employ HR staff but still want expertise in this department. For this reason, we provide our service at a price that is affordable to small businesses, that is significantly lower than the cost of employing even one additional staff member.

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Subscription Service Delivery Model

Peninsula's service and commitment to our clients begins upon finalization of the contract. They receive immediate access to our 24/7 advice line, and within one hour receive a welcome call from our Client Experience team. The welcome call will expediate a client's onboarding and provide them with all their Peninsula account details. Our Client Experience team will schedule the following meetings:

- HR Primary Consultation Meeting
- Health & Safety Primary Consultation Meeting
- Health & Safety Implementation Meeting
- BrightHR/BrightSafe Demonstration Meeting

The HR primary consultation meeting involves a complete top to bottom review and assessment by a HR expert who provides all customized documentation.

The Health & Safety consultation meeting involves two steps. The primary meeting involves a complete top to bottom review and assessment by a Health & Safety expert who will then create a customized solution including required documentation. The second Health & Safety Implementation meeting is scheduled with the Health and Safety expert to review and implement documentation within the client's business.

The BrightHR demonstration meeting involves a complete walk through of our HR management software highlighting key features and use. All documentation is stored within the BrightHR platform for ease of use and accessibility.

Documentation available to members who join:

- Employee Handbook; and
- Employment Contracts
- Policies, Procedures and Forms
- Health & Safety Manual

Pierson Grasby

Employment Relations Specialist

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