



# METAMORPHIC HR LTD.

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*Company  
Handbook*



# COMPANY HANDBOOK

## *The Metamorphic HR Catalogue*

### **METAMORPHIC HR'S EMPLOYEE HANDBOOK SERVICE**

AT METAMORPHIC HR, WE CREATE TAILORED EMPLOYEE HANDBOOKS ESSENTIAL FOR SMOOTH ORGANIZATIONAL OPERATION.

**FOR EMPLOYEES:** OUR HANDBOOKS PROVIDE A CLEAR ROADMAP OF EXPECTATIONS, BENEFITS, AND RIGHTS, FOSTERING CLARITY AND EMPOWERMENT WHILE ENSURING FAIR AND CONSISTENT POLICY APPLICATION.

**FOR THE COMPANY:** A WELL-CRAFTED HANDBOOK PROTECTS AGAINST LEGAL CHALLENGES BY CLEARLY DOCUMENTING POLICIES AND ENSURING REGULATORY COMPLIANCE, REDUCING RISKS AND FINES.

**THE OUTCOME:** OUR SERVICE PROMOTES A POSITIVE, PRODUCTIVE ENVIRONMENT WHERE EMPLOYEES FEEL INFORMED, RESPECTED, AND ENGAGED, SETTING THE STAGE FOR COLLECTIVE SUCCESS. LET METAMORPHIC HR GUIDE YOU TO A HARMONIOUS AND EFFICIENT WORKPLACE.



# Hey There

Welcome to Metamorphic HR LTD

At Metamorphic HR LTD, we specialize in transforming HR and business processes for companies of all sizes. Our expert services ensure compliance, optimize processes, and foster a positive work environment, allowing you to focus on growing your business.

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*Krissy-Ann Maloney*

***CEO & Founder/  
Primary HR Consultant***



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# WHY CHOOSE US:

## Company Handbook

Our service is designed to create a tailored handbook that acts as a guiding compass for both your employees and your company, ensuring clear communication and mutual understanding.

Our tailored handbooks serve as a definitive guide for your employees, outlining their rights, benefits, and expectations while ensuring consistent policy application. By partnering with us, you'll not only enhance transparency and empowerment within your team but also safeguard your company against legal challenges. Together, we'll create a positive and productive environment where everyone can thrive.

We are more than just an expert advisor; we're your dedicated partner. We integrate with your team to understand your specific goals and challenges, crafting personalized solutions that empower you to achieve them. Enjoy ongoing support and a trusted partner to lean on.



# HOW CAN BUSINESSES BENEFIT: Company Handbook

Businesses can greatly benefit from Metamorphic HR's Employee Handbook Service by gaining a comprehensive and customized guide that ensures clear communication and mutual understanding between employees and management. This service promotes fair treatment and consistent policy application, reducing confusion and favoritism. Additionally, it provides robust legal protection by clearly documenting policies and ensuring regulatory compliance, thereby minimizing risks and fines. Ultimately, our handbooks foster a positive, productive work environment where employees feel informed, respected, and engaged, setting the stage for collective success and organizational harmony.

## What you'll get:

- ✓ Customized Solutions: Tailored handbooks specific to your company's needs and culture.
- ✓ Regulatory Compliance: Ensures adherence to laws and regulations, reducing risks and fines.
- ✓ Clarity and Transparency: Clear communication of employee expectations, benefits, and rights.
- ✓ Enhanced Employee Engagement: Informed and respected employees who feel empowered and engaged.
- ✓ Fair Treatment: Consistent application of policies to minimize confusion and favoritism.
- ✓ Positive Work Environment: Fosters a harmonious and productive workplace.
- ✓ Legal Protection: Comprehensive documentation to safeguard against legal claims of unfairness.
- ✓ Expertise and Experience: Leveraging extensive HR knowledge to deliver high-quality handbooks.
- ✓ Continuous Support: Ongoing assistance to keep your handbook up-to-date with any policy changes or legal updates.
- ✓ Peace of Mind: Confidence that your organization is well-equipped with a robust and effective employee handbook.



# Our Pricing

## Company Handbook Creation

Metamorphic HR offers a tailored Employee Handbook Service designed to meet the unique needs of your organization. Our handbooks serve as a vital tool to ensure smooth operations, clear communication, and mutual understanding between employees and management.

**\$2,500**

**Company Handbook Revision and Update: \$300 per policy**



# Company Handbook Service Roadmap

## Our Step-by-Step Service Guide

01

### Initial Consultation

**Contact us:** Reach out to us via email, phone, or through our website's contact form to express your interest in our service. Provide us with some basic information about your business and your specific needs.

**Schedule a Meeting:** We will arrange a convenient time for an initial consultation to understand your needs and objectives.

02

### Needs Assessment

**Discuss Your Requirements:** Provide an overview of your company's culture, values, and specific policies. Identify key areas to be covered in the handbook.

**Gather Documentation:** Collect existing policies, procedures, and relevant documents that will be included or referenced in the handbook.

03

### Proposal and Agreement

**Receive a Proposal:** We will send you a detailed proposal outlining the scope of work, timeline, and costs involved.

**Review and Approve:** Review the proposal and provide any feedback or requests for adjustments. Once satisfied, approve the proposal and sign the agreement to proceed.

04

### Handbook Development

**Draft Creation:** Our team will begin drafting your customized employee handbook based on the information gathered.

**Review and Feedback:** We will share the draft with you for review. Provide feedback and suggest any changes or additions.

**Revisions:** We will incorporate your feedback and make necessary revisions to ensure the handbook meets your expectations.

05

### Finalization

**Final Review:** Conduct a final review of the handbook to ensure accuracy and completeness.

**Approval:** Once you are satisfied with the content, give your final approval.

06

### Delivery

**Handbook Delivery:** We will deliver the final version of the employee handbook in both digital and print formats (if requested).

**Implementation Support:** Provide guidance on how to distribute and implement the handbook within your organization.

07

### Ongoing Support

**Updates and Revisions:** As laws and company policies change, we offer ongoing support to update and revise your handbook.

**Continuous Assistance:** Reach out to us anytime for assistance or to make updates to your handbook.

# TERMS AND CONDITIONS

## Terms and Conditions for Metamorphic HR's Employee Handbook Service

### 1. Introduction

These terms and conditions ("Terms") govern the provision of the Employee Handbook Service ("Service") by Metamorphic HR ("we", "us", "our") to the client ("you", "your"). By engaging our Service, you agree to these Terms.

### 2. Service Description

Our Service includes the creation of a customized employee handbook tailored to your organization's specific needs. This involves consultations, drafting, revisions, and final delivery of the handbook.

### 3. Fees and Payment

- **Service Fee:** The cost for the Employee Handbook Service is TTD 2500.
- **Payment Terms:** A 50% deposit is required upon acceptance of the proposal. The remaining 50% is due upon final approval of the handbook.
- **Payment Methods:** We accept payments via bank transfer, credit card, or other methods agreed upon.

### 4. Consultation and Needs Assessment

- **Initial Consultation:** We will schedule an initial consultation to understand your requirements.
- **Information Gathering:** You agree to provide all necessary documents and information needed for the creation of the handbook.

### 5. Drafting and Revisions

- **Draft Delivery:** We will deliver a draft of the handbook for your review.
- **Feedback:** You are entitled to provide feedback and request revisions.
- **Revisions:** We will incorporate reasonable revisions based on your feedback. Significant changes beyond the initial scope may incur additional charges.

### 6. Final Approval and Delivery

- **Final Review:** Upon completion of revisions, you will conduct a final review of the handbook.
- **Approval:** Your final approval is required before delivery.
- **Delivery:** The final handbook will be delivered in digital format. Printed copies are available upon request and may incur additional costs.

### 7. Ongoing Support

- **Updates:** We offer ongoing support for updates to the handbook due to changes in laws or company policies. This may be subject to additional fees.
- **Support:** You can contact us for assistance with the implementation or further questions regarding the handbook.

### 8. Confidentiality

We will maintain the confidentiality of all proprietary information shared with us during the course of providing the Service. We will not disclose any confidential information to third parties without your prior consent.

### 9. Intellectual Property

- **Ownership:** Upon full payment, you will own the final version of the employee handbook.
- **Use of Content:** We reserve the right to use non-confidential information for our marketing and portfolio purposes unless explicitly instructed otherwise.

### 10. Limitation of Liability

- **Service Provision:** We will provide the Service with reasonable skill and care.
- **Liability Cap:** Our liability for any claims arising from this Service is limited to the amount you have paid us for the Service.
- **No Warranty:** We make no warranty that the handbook will be error-free or compliant with all legal requirements. It is your responsibility to ensure legal compliance.

### 11. Termination

- **Mutual Termination:** Either party may terminate the agreement with written notice if the other party breaches any material term.
- **Refunds:** If you terminate the Service before completion, you may be entitled to a partial refund, excluding the deposit and any work already completed.

### 12. Governing Law

These Terms are governed by and construed in accordance with the laws of [Your Jurisdiction].

### 13. Amendments

We reserve the right to amend these Terms at any time. Any changes will be communicated to you in writing.

### 14. Acceptance

By engaging our Service, you acknowledge that you have read, understood, and agree to these Terms and Conditions.

### 15. Contact Information For any questions or concerns regarding these terms and conditions, please contact us at:

- **Email:** metamorphichr@krissymaloney.com
- **Website:** [www.krissymaloney.com](http://www.krissymaloney.com)



# Contact Us



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