



HR Services

HR Consulting Department
UHY-YANS Audit

SERVICES:

HUMAN RESOURCES AUDIT

MEASURES TO ELIMINATE VIOLATIONS

SUPPORT DURING INSPECTIONS BY THE STATE LABOR INSPECTORATE (SLI)

STAFF RECRUITMENT

ASSESSMENT AND TESTING OF WORKING PERSONNEL

ABOUT THE FIRM

UHY Yans-Audit is a Russian corporate group **founded in 2000** and an independent member of the **UHY International network** of audit and accounting firms.

According to the Expert RA ratings agency, our firm is a market leader and one of Russia's **25** largest audit and consulting companies by revenue.

WHY CHOOSE US

When you work with us, you:

- ✓ **save time and resources;**
- ✓ receive professional support from experienced specialists;
- ✓ reduce the risks associated with violations of labor legislation (fiscal, criminal, administrative risks);
- ✓ raise the efficiency of your human resources department and the use of labor resources.

HUMAN RESOURCES AUDIT

This is an expert evaluation of the system of HR record keeping for compliance with labor legislation and the company's internal standards. As concerns document management, the evaluation is conducted with a breakdown by: existence, completeness, correctness of preparation and drafting, adequacy, and legal validity.

The purpose of the HR audit is to identify risks related to violations of labor law standards and to make recommendations on eliminating these risks.

Result:

- ✓ a description of identified violations of labor law and how serious they could be (with an indication of liability and the size of potential penalties);
- ✓ a list of absent mandatory documents and instances of non-compliance with the Labor Code of Russia;
- ✓ recommendations on correcting the identified violations and the work of the HR function.



Professional assistance in all areas of HR: from staff recruitment to an HR audit!



MEASURES TO ELIMINATE VIOLATIONS

Our specialists in HR recordkeeping, occupational safety, and personal data processing and our lawyers will help you to quickly and expertly eliminate violations of labor law.

Measures include:

- ✓ developing and approving the necessary forms for missing documents and completing them in accordance with established standards;
- ✓ making amendments to existing documents, correcting any errors (in HR recordkeeping and accounting of wage payments, document management related to the requirements of labor law and the processing of personal data);
- ✓ taking the necessary measures stipulated by Russian legislation, and their documentation.

SUPPORT DURING INSPECTIONS BY THE STATE LABOR INSPECTORATE (SLI)

Representation of the client's interests and provision of the necessary consulting services to officials of the client during inspections by the SLI, including:

- ✓ prompt provision of the required documents for examination;
- ✓ preparation and provision of copies of requested documents;
- ✓ extension of the term for scheduled field inspections and issue of the relevant directive;
- ✓ receipt and analysis of the results of the inspection (Inspection Report and directive on eliminating violations, with deadlines);
- ✓ assessment of whether the actions of SLI officials comply with the requirements of Federal Law No. 294-FZ, with the drafting of a list of grounds for terminating the inspection and/or revoking the inspection results;
- ✓ drafting and submission of objections to the Inspection Report.

The effectiveness of support for an SLI inspection will depend directly on the prompt performance of full-scale measures to prepare the organization for inspection, which will make it possible to substantially reduce the fiscal burden and other risks.





SVETLANA V. KOSTYAEVA
Director of Human Resources

Two post-secondary degrees:
first in economics (Plekhanov
Russian Economic Academy);
second in psychology (Lomonosov
Moscow State University).
Total experience in human resources
management – more than eight
years.
Head of projects on HR audits,
recovery and conduct of HR
accounting.
Performs staff recruitment and
personnel assessment for corporate
clients and UHY Yans-Audit.

STAFF RECRUITMENT

Staff recruitment includes:

- ✓ creating a “portrait” of the candidate (definition of the client’s needs, analysis of the position and requirements on the candidate);
- ✓ discussion of the most appropriate candidates, with comprehensive commentary, and the results of professional and psychological testing;
- ✓ organization of interviews with selected candidates in the Client’s offices;
- ✓ assistance in preparing hiring offers for the approved candidate (Job Offer, etc);
- ✓ coordination of the process of hiring the new employee;
- ✓ regular contacts with the client and the new employee over the warranty period,
- ✓ subsequent consulting on issues of choosing, adapting and assessing personnel.

ASSESSMENT AND TESTING OF WORKING PERSONNEL

Personnel assessment is needed to understand:

- ✓ whether employees are capable of quickly and properly carrying out their assignments, and of being independent and responsible;
- ✓ whether employees have sufficient abilities, knowledge and skills to successfully cope with their duties;
- ✓ what is the potential and what are the limitations of each employee.

Assessment are conducted using:

- professional testing;
- psychological testing;
- employee interviews;
- completion of questionnaires.

After tests are interpreted and data analyzed, a Report is written with conclusions and recommendations:

- ✓ on structural optimization (transfers, dismissals, etc.);
- ✓ on training for specific employees;
- ✓ on making job duties more specific;
- ✓ on developing separate procedures and documents governing management processes;
- ✓ on creating incentive systems and corporate programs for rewarding and motivating employees.

UHY YANS - AUDIT

1, 8 Marta str. Building 12, block 3
Business center “TRIO” 4th floor
Phone: +7 (495) 103 10 51
+7 (495) 103 10 52
Email: yans@uhy-yans.ru



Quality is our first priority: we aim for quality in all that we do!



SUTISFIED CLIENTS INCLUDE:



Tonline (system integrator; supplier of integrated IT-solutions)



Termoform (installation of engineering equipment)



TsZhTN (transportation and logistic complex for the carriage of oversized cargo)



Be Fresh (wholesale and retail company trading in food products)



Silgan Metal Packaging Enem (production of metal packaging)

Audit and Consulting Group UHY Yans –Audit is a member of Urbach Hacker Young International Limited, a UK company, and forms part of international UHY network of legally independent accounting and consulting firms. UHY is the brand name for the UHY international network. The services described herein are provided by UHY Yans –Audit and not by UHY or any other member firm of UHY. Neither UHY nor any member of UHY has any liability for services provided by other members.