

HR Support That Saves You Time, Money & Headaches



HR Solutions for **Small Businesses**

Let us focus on the HR so you can get back to growing your business.

An HR department for less than you think. EC provides **HR Services & Compliance Support** to keep your small business on track. You don't need to figure out HR alone – whether you're growing your team, cleaning up documentation, or protecting yourself from risk, we're here to help. **Let us focus on the details so you can focus on growing your business.**

Some of what we offer:



Hiring & Onboarding Support

Employment contracts, offer letters, and proper documentation to ensure smooth and compliant new hires.



HR Compliance & Policy Development

Custom employee handbooks and policies aligned with Ontario employment laws to keep your business protected.



Termination & Offboarding Guidance

Expert help with resignations, layoffs, and terminations to reduce legal risk and ensure respectful exits.



Ongoing Employee Management

Support for conflict resolution, performance improvement plans, and coaching managers through day-to-day issues.



HR Administration & Recordkeeping

Attendance tracking, vacation management, and organized digital employee files so nothing slips through the cracks.



Why Outsource HR?

Because You've Got a Business to Run

When you're trying to run a business, managing HR can feel like a full-time job – and a risky one at that. One wrong step with a hire or compliance form can lead to fines, lawsuits, or bad hires that hold your business back. Especially in today's changing workplace, HR duties are more complex than ever – the pandemic brought additional uncertainty and pressures on businesses. It's no wonder many small companies **outsource HR to alleviate stress on owners and focus on growth.** Simply put, you shouldn't have to choose between **staying compliant and growing your business** – we help you do both.

Real HR Help, Real Results – *Made Simple*

HR doesn't have to be complicated. We make HR simple: no software to figure out, no confusing systems – just real people helping your business succeed. Unlike other companies that might push you into using all-in-one HR software with dozens of features to learn or AI chatbots for canned advice, EC keeps it personal and straightforward. You'll talk directly to friendly HR experts who understand your business.

Here are a few ways we support business owners like you every day:



▶ **Hired without a proper contract?**

We'll fix that fast – before it becomes a legal issue.

▶ **Worried about firing a poor performer?**

We guide you through it the right way, **without risking a lawsuit.**

▶ **Just need some time back?**

Let us handle time-tracking, vacation requests,

▶ **Dealing with an employee complaint?**

We step in to resolve the conflict and help protect your company's interests.

Cut Costs

HR Expertise Within Your Budget

Hiring a full-time HR professional can cost **\$60,000–\$100,000 a year**. That's a lot for a small business. Our plans start at a **fraction of that cost** – giving you a team of seasoned HR pros for less than your monthly phone bill.

By getting things right the first time, you **save money by avoiding costly legal disputes or compliance penalties** down the line. We provide **big-business HR support on a small-business budget** – so you get peace of mind without breaking the bank.





Save Time

Get Back to What Drives Your Business

No more scouring Google for templates or deciphering the latest Ontario employment rules on your own. **HR paperwork and compliance admin can eat up hours of your week** – hours better spent serving customers and growing your company. We give you that time back. EC takes care of the tedious HR tasks for you: drafting documents, updating policies, tracking employee data, and more – **freeing up your time to focus on what actually drives your business forward**. Our clients often tell us it feels like a weight lifted off their shoulders. With our help, **you can focus on your core business while we handle the HR details**. Think of it as reclaiming your schedule and eliminating the HR guesswork. Your time is valuable – we help you spend it where it counts most.

Stay Protected

Reduce Risk & Stay Compliant

Small HR mistakes can have big consequences. We make sure your contracts, policies, and procedures are **legally sound and compliant** with Ontario's employment. Whether it's a new **work-from-home policy** or an accommodation request, we ensure you're doing things right. **Workplace regulations and standards evolve** (from safety rules to overtime laws), but with EC you'll always be up to date. If something does go wrong – an unforeseen termination dispute, a tricky harassment complaint, an inspection notice – we're **right there by your side to handle it properly and protect your**. Unlike impersonal hotline services, we know your company and can respond with tailored guidance in critical moments. Our goal is to **prevent problems before they happen**, and quickly resolve those that do. With us in your corner, you can operate confidently knowing you've got expert backup to keep you on the right side of the law.



The EC Difference

Your Own HR Team, Not Just a Service

We don't just give advice and disappear – **we become an extension of your team.** Think of us as **your own HR department down the hall**, available when you need us. **Unlike other companies**, we won't treat you like just another number or make you navigate a clunky app for help. Outsourcing HR doesn't have to feel impersonal. We take time to learn about your business, your team, and your unique challenges.

Have you ever called a support line and spoken to a different stranger every time? That won't happen with us. You'll get to know **your dedicated HR consultant**, and they'll get to know you. We pride ourselves on being **approachable, responsive, and truly invested in our clients' success.** We also speak in plain language – no legalese overload – so you always understand your options. With EC, you're not outsourcing to a faceless corporation; **you're gaining a trusted partner** who shares your goal of seeing your business thrive.



What We Handle for You

Full-Service HR Support

With EC, you get full-service HR support covering all the bases. **No tech platforms to learn – just expert support and tools handled for you.** You'll never have to Google "How do I write a termination letter?" again. Here are some of the key HR tasks we take off your plate:

▶ **Attendance Tracking**

Keeping tabs on hours, overtime, and time-off so nothing falls through the cracks.

▶ **HR Compliance & Legal Protection**

Ensuring your practices meet Ontario Employment Standards and safeguarding you from liability.

▶ **Terminations & Offboarding Support**

Guiding you through letting an employee go the right way, with proper documentation to minimize risk.

▶ **Performance Reviews & Coaching Frameworks**

Setting up feedback processes that actually work, to develop your team and address performance issues early.

▶ **Employee Records & Document Management**

Organized, secure record-keeping of all employee files and HR documents.

▶ **Hiring Documents & Employment Contracts**

Creating offer letters, contracts, and onboarding packets based on best practices and current laws.

▶ **Conflict Resolution & Employee Relations**

Handling tricky workplace issues, investigations, or complaints with professionalism and care.

▶ **Custom HR Policies & Employee Handbooks**

Crafting policies tailored to your business (remote work, dress code, you name it) and compiling them into a clear handbook for your team.

In short, if it's HR-related, we've got you covered. You get the convenience of one-stop HR support for all your needs – no need to juggle multiple tools or consultants.

Ready to Move Your Business Forward?

Let's Chat

You've worked hard to build your business. Don't let HR headaches stall your momentum. With our help, you can save time, save money, and stay protected – all while giving your employees a professional, positive experience.

If you're ready for HR support that is affordable, human, and tailored to small business reality, let's talk. We'd love to show you how, unlike other companies, we make outsourcing HR feel like an upgrade, not a compromise

Contact us today to schedule a free consultation or just ask a question. We promise a friendly chat with no obligation – just real advice to help your business thrive.



(647) 367-4311 | (855) 660-9966

solutions@elephant-castle.ca

hr.elephant-castle.ca