

SACKO CONCEPT

HR & Business Documents Pack

Free Customer Preview

Explore the larger workbooks, company-ready branding and expanded HR policy library before purchase.

500

rows per register

33

document templates

9

expanded policies

Version 3.0 / 6 Excel files / Editable Word / Captioned video

Sensitive employment drafts require qualified local review.

What changed in Version 3

Improvement	Included
Larger registers	500 prepared rows in every input register; automatic formulas and native chart sources within that range.
Expanded onboarding	A full people summary and chart pages of eight employees, up to 500 people within task capacity.
Deeper documents	33 templates: nine detailed policies/procedures with annexes, plus 24 two-page templates with targeted instructions and fictional filled examples.
Company branding	Company Setup in every workbook and a matching company profile, Word header fields and customization guide.
Sensitive drafts separated	Seven templates grouped in LEGAL_REVIEW_REQUIRED. The employment outline remains a drafting brief.
Customer resources	Updated guide/catalog, troubleshooting, single-organization license, 30-day support and a captioned MP4.

All screenshots below are genuine renders of the files. Demonstration names and records are fictional. No claim of country-specific legal compliance is made. Support: contact@sackoconcept.com for 30 calendar days after purchase; first substantive response within three business days. Local legal suitability and Excel desktop acceptance remain to be checked.

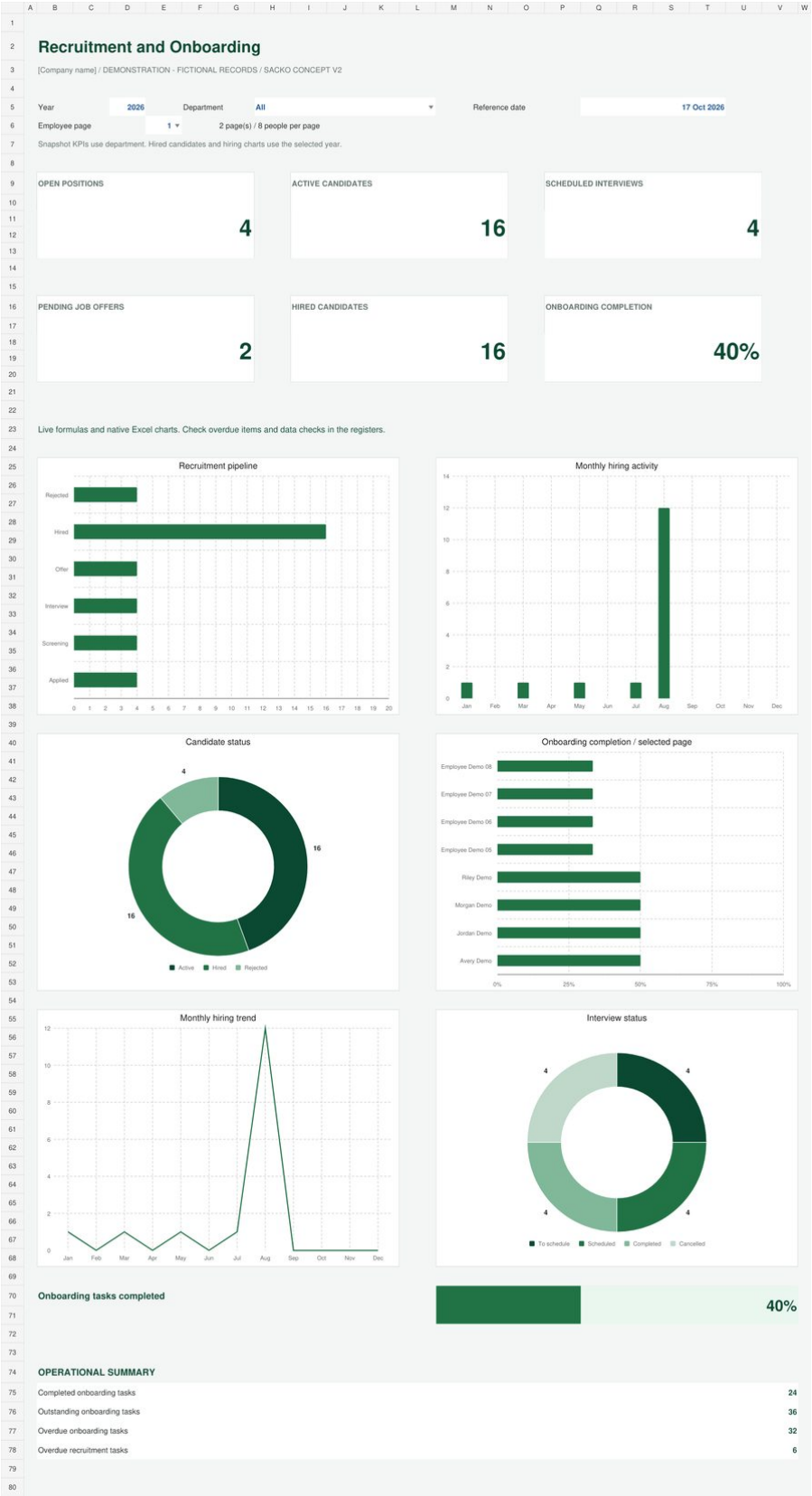
HR Document Control Center

Six KPI cards and six native Excel charts. The dashboard is editable in the workbook; this page is a screenshot preview.



Recruitment and Onboarding

Six KPI cards and six native Excel charts. The dashboard is editable in the workbook; this page is a screenshot preview.



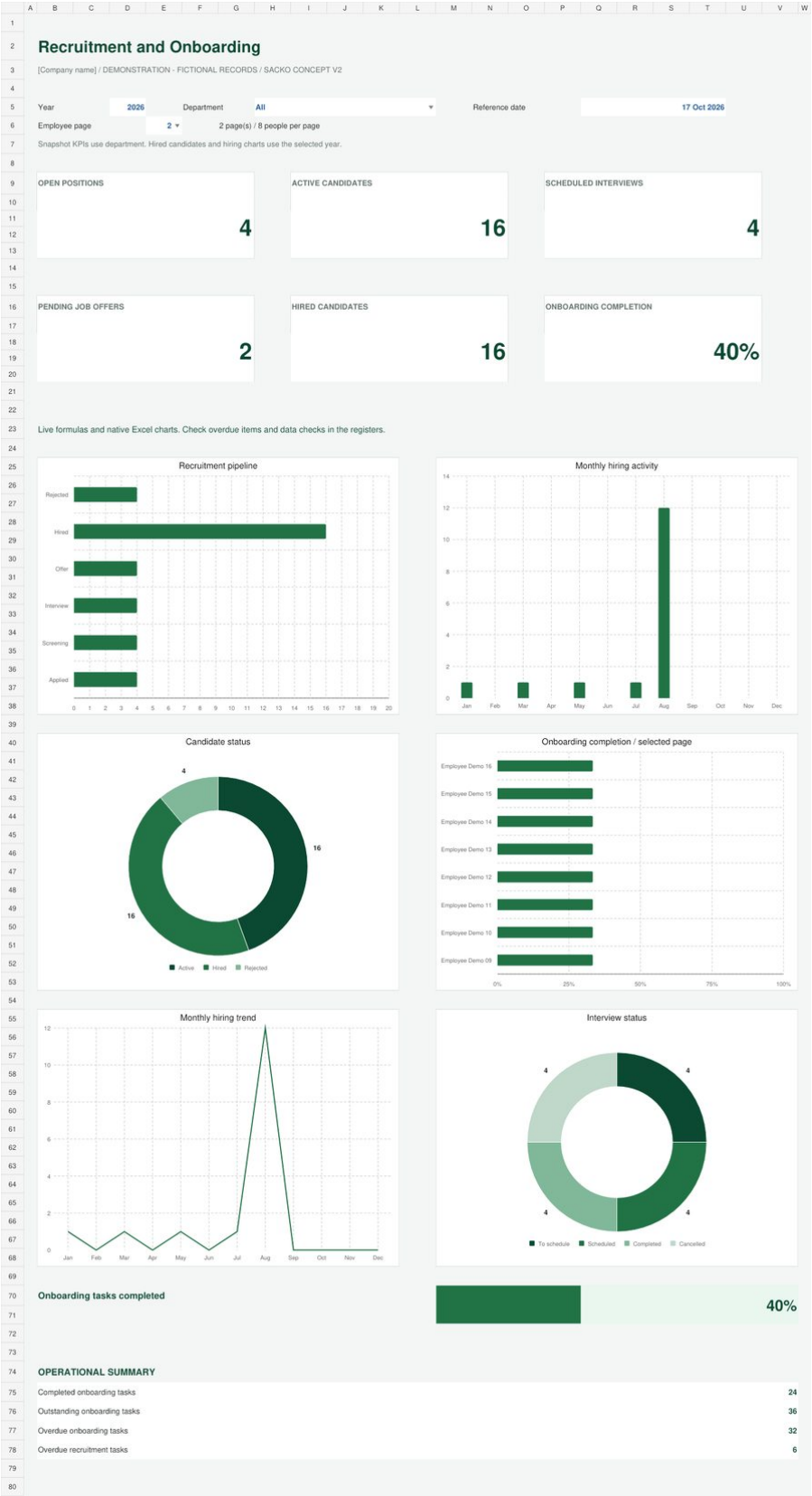
Performance and People Operations

Six KPI cards and six native Excel charts. The dashboard is editable in the workbook; this page is a screenshot preview.



Browse beyond eight employees

The same chart displays the next group when Employee page changes. The complete Onboarding People table remains available for the selected department.



Company configuration

	A	B	C	D	E	F	G	H
1								
2	Company configuration							
3								
4								
5	Company name			[Company name]				
6	Trading name			[Trading name]				
7	Address			[Address]				
8	Country and work locations			[Country / jurisdictions]				
9	Website			[Website]				
10	Business contact email			[Business email]				
11	Support contact			[Support email or page]				
12	Phone			[Phone]				
13	Policy approver			[Role and name]				
14	Document owner			[Role and name]				
15	Company version			1				
16	Effective date			[Date]				
17								
18								
19								
20								
21	Edit the yellow company fields. The company name appears on the dashboard. Copy the same approved profile into each workbook; configuration is not synchronized between files.							
22								
23								
24								
25	Logo: use Insert > Pictures in Excel to add your logo near the dashboard title or on this sheet. Logos are not inserted automatically. Keep a clean master before branding client copies.							
26								
27								
28								
29	Word templates use matching [Company name], [Company logo] and contact placeholders. Complete Company_Profile.docx first, then replace matching placeholders using Word Find and Replace.							

Expanded information security policy

[Company logo] [Company name]

Information Security Policy

Company: [Company name] Policy owner: [Role and name]

Reference: [Policy ID] Version: [Company version] Effective date: [Date]

Draft for company approval and applicable local review

Establish accountable controls for business information, systems and service providers, with an actionable incident and exception process.

Purpose and scope

This policy applies to employees, contractors and other authorized users handling [Company name] information, whether working on site, remotely or through an approved supplier. It covers electronic records, paper files, devices, cloud services and verbal disclosures. The information owner identifies the sensitivity and permitted use of each dataset. A system owner manages the technical service; these responsibilities may be held by the same person in a small organization, but approvals and evidence must remain identifiable.

Classify before sharing

Use the approved labels [Public], [Internal], [Confidential] and [Restricted], or replace them with the company classification scheme before adoption. Public information requires approval for release. Internal information stays within authorized business channels. Confidential and Restricted records require named access, an approved sharing method and periodic access review. Employee, identity, financial and health records must not be placed in unrestricted shared folders. The data owner records any special handling requirements.

Control access and change

Grant the least access needed for an assigned role. Use individual accounts, approved multifactor authentication and controlled privileged access. Managers request joiner, mover and leaver changes; IT records approval, implementation and verification. Test changes before production where practical and record the rollback plan. Emergency changes are documented and reviewed afterward. Access must not continue solely because a former team member still appears in an old mailing list.

Protect availability and suppliers

Keep an inventory of important systems, owners, dependencies and recovery priorities. Define backup scope, frequency, storage separation and restoration tests according to business need. A successful backup job is not proof that restoration works. Before a supplier receives information or system access, review its approved purpose, access, security controls, subcontracting arrangements and exit process. Document the agreement and the owner responsible for ongoing review.

Usable policy annexes

[Company logo] [Company name]

Annex A Security incident and exception records

Copy this working record for each relevant case, request or control review. Complete the fields with actual facts and evidence references. Do not place unnecessary identity, health, banking or other sensitive details in the log. Use the approved secure case location for restricted attachments.

Record	Required entry	Owner or approval
Incident ID and reporting time	[ID, time zone and reporter]	[Incident lead]
Information or service affected	[Systems, classification and scope]	[Information owner]
Evidence and containment log	[Action, actor, time and evidence location]	[Incident lead]
Notification assessment	[Reviewer, decision, rationale and reference]	[Authorized reviewer]
Recovery and closure	[Test evidence, residual risk and approval]	[Business owner]
Control exception	[Control, reason, safeguards and expiry]	[Risk approver]

Annex B Adoption and periodic review

Review checkpoint	Company record
Policy owner and approved contacts	[Names, roles and current contact routes]
Applicable work locations and local review	[Jurisdictions, reviewer and review reference]
Related procedures and systems	[Approved policy or system references]
Training and communication	[Audience, method, owner and completion evidence]
Next review and open actions	[Date, owners, due dates and escalation]
Approval to issue	[Authorized signatory, signature and date]

Using and closing the record

At review, check that the required approval, evidence and follow-up actions exist. Where an item does not apply, record a reason rather than marking it complete without explanation. The owner records the review result, transfers any open action to a named person and confirms the next review date. Apply the company's approved retention and legal-hold process to the policy and its working records. This annex does not set country-specific retention periods or legal response deadlines.

Agreement outline with local review warning

[Company logo] [Company name]

LOCAL LEGAL REVIEW REQUIRED - DRAFT TEMPLATE

Employment Agreement Outline

Organization: [Organization name] **Reference:** [Record ID]

Date: [Date] Owner: [Role or name] Version: [Company version]

Organize the terms and issues that a qualified local adviser must turn into an employment agreement.

Customization and qualified local review required before use.

Scope of this outline

This is a drafting outline for review, not a ready-to-sign employment contract. Identify the employing legal entity, employee, intended work location and governing framework before preparing terms. The qualified local reviewer must confirm required disclosures, mandatory rights and whether the proposed provisions are valid for the arrangement.

Core proposed terms

Parties: [legal names and addresses]. Role and reporting line: [details]. Start date and any agreed duration: [details]. Work location and permitted changes: [details]. Hours and scheduling: [details]. Compensation, pay frequency and confirmed benefits: [details]. State whether a separate variable compensation plan applies and identify its version.

Working record

Clause area	Business instruction for reviewer	Local review status
Leave and absence	[Approved policy and proposed terms]	[Review required]
Confidentiality and work product	[Business needs and scope]	[Review required]
Notice and ending employment	[Proposed terms, not final legal wording]	[Review required]
Policies and changes	[Contractual or noncontractual intent]	[Review required]
Dispute and governing framework	[Work location and relevant facts]	[Review required]

Additional review points

Consider any proposed probation, deductions, restrictions, intellectual property, data handling, remote work or cross-border arrangement individually. Do not copy clauses from another country or imply that policy text overrides mandatory rights. Identify related documents, order of precedence and how amendments will be agreed.

Completion checklist

Reviewer confirms the final text, required notices, language, signing method and any formalities. Business approver confirms that pay, benefits and duties are authorized. Issue only the reviewed complete agreement, not this outline. Legal review completed by [name and date]. Business approval [name and date].

Approval and record

Prepared or completed by: [Name and role] Date: [Date]

Reviewed or approved by: [Authorized name] Date: [Date]

Signature or approved confirmation: [Signature or reference]

Record location: [Approved secure location] Next review: [Date or Not applicable]

Targeted instructions and a filled example

[Company logo] [Company name]

Completion guide and filled example

TRAINING EXAMPLE ONLY - FICTIONAL PEOPLE AND RECORDS

Keep the preceding reusable template as your blank master. This page explains onboarding checklist using an illustrative case; remove the guide and example from an issued document.

Complete the template

- 1 Create one task per row with a named owner and due date.
- 2 Record evidence of completion rather than marking a whole phase complete by assumption.
- 3 Escalate an overdue task while keeping its current status visible.

Illustrative completed fields

Field	Fictional example
Employee label	EMP-DEMO-014 - Alex Example
Task	Activate the approved account and confirm access
Owner and due date	IT coordinator; 2 November 2026
Status and evidence	In progress; access request IT-DEMO-042
Next action	Owner to verify successful sign-in with the new employee

How the example is used

A submitted access request does not mean the account works. The task remains In progress until the employee confirms access and the owner records the evidence. Use the same unique employee label on every onboarding task so the employee chart groups the rows correctly.

Check before issue

Create the linked candidate record first in the recruitment workbook. Check outstanding tasks and chart completion after updating status; do not enter a percentage as a task status.

International review record

[Company logo] [Company name]

International review record

Complete one copy of this review record for each relevant country and work arrangement before issuing sensitive employment documents. International availability of the toolkit does not establish local legal suitability.

Review field	Actual company record
Employing entity and registration	[Verified legal name, registration and business address]
Country and subnational locations	[Employee work country, state/province and other relevant locations]
Work arrangement and category	[Employee category, work pattern, remote or cross-border facts]
Applicable framework	[Current official legislation, collective terms and reviewer conclusion]
Reviewer and scope	[Qualified reviewer, date, materials examined and reference]
Changes required and owner	[Clause/document, change, reason, owner and due date]
Issue approval and next review	[Approved version, authorized signatory, date and review trigger]

Questions for the qualified reviewer

Confirm required employment terms and language; hours, pay and leave; probation conditions; privacy and personnel records; remote-work and safety arrangements; consultation or representation; disciplinary process; termination grounds, notice and final payments; delivery and signature requirements. Record the actual applicable rule and advice rather than inserting a generic answer.

Release decision

Status: [HOLD / approved for the stated scope]. Open actions: [List or None]. Keep unreviewed country versions on HOLD. A change of work location, employment arrangement or applicable rules triggers a fresh review. The Employment Agreement Outline remains a preparation brief; retain the separately reviewed agreement as the execution document.

Research starting point: ILO NATLEX, a database of national labour and related legislation: <https://natlex.ilo.org/dyn/natlex2/r/natlex/fe/home>. Check current official national sources and the adviser's analysis for the actual case. This record does not certify compliance.

Included document templates

- 01** Job Description Template
- 02** Job Advertisement Template
- 03** Candidate Screening Matrix
- 04** Interview Evaluation Form
- 05** Reference Check Consent Request
- 06** Job Offer Letter - local legal review
- 07** Employee Welcome Letter
- 08** Onboarding Checklist
- 09** 30 60 90 Day Onboarding Plan
- 10** Probation Review Form - local legal review
- 11** Employee Information Form
- 12** Leave Request Form
- 13** Equipment Handover Form
- 14** Policy Acknowledgement Form
- 15** Annual Performance Review
- 16** Employee KPI Planning Form
- 17** Performance Improvement Plan - local legal review

Included document templates

- 18** Training Attendance Record
- 19** Meeting Minutes Template
- 20** Employee Offboarding Checklist
- 21** Employee Code of Conduct (expanded)
- 22** Acceptable IT Use Policy (expanded)
- 23** Remote Work Policy (expanded)
- 24** Information Security Policy (expanded)
- 25** Employee Data Handling Policy (expanded)
- 26** Expense Reimbursement Policy (expanded)
- 27** Employee Grievance Procedure (expanded)
- 28** Conflict of Interest Declaration
- 29** Disciplinary Procedure Draft (expanded) - local legal review
- 30** Employment Agreement Outline - local legal review
- 31** Employee Warning Letter Draft - local legal review
- 32** Employment Termination Letter Draft - local legal review
- 33** Recruitment and Selection Policy (expanded)

Requirements and review scope

Software

Microsoft Excel desktop and Word are recommended; use a PDF reader for guides and an MP4-capable player for the captioned video. No macros or add-ins are required. There are no native slicers, automatic reminders or external integrations.

Prepared capacity

Each input register supports 500 prepared records in rows 8-507. The employee chart uses pages of eight people and the complete people summary. The validated product is not an unlimited-row system; extending beyond row 507 requires coordinated updates and testing.

Review before commercial release

Calculations, chart sources, prepared ranges and file layouts are checked in the creation environment. Microsoft Office desktop compatibility and qualified local review of sensitive material remain release checks. The seller has selected the license and support terms. Purchase-specific statutory disclosures and refund conditions must be checked through the selling process.