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Legislation governing employee welfare is becoming increasingly strict, and nowhere is this more prevalent than in dealing with a diverse workplace. Every organisation contains employees who can be considered diverse. Diverse employee can include pregnant women, people with illnesses, young and old workers and those with disabilities. In today's society, where more people with disability and illness are entering the workplace, it is essential for both the organisation and the employee that managers are able to deal effectively with a diverse workplace. Tolley's Managing a Diverse Workplace provides

unrivalled guidance on complying with the legislation and regulations specific to the management of diverse employees. Aimed at both HR and health and safety managers, this unique handbook comprehensively covers the key legislation that affects this important area. Other important features include:

- Legislation, regulation and the employer**
- Legislation, regulation and health & safety**
- Managing the employment aspects of diverse employees**
- Managing the health & safety of diverse employees**
- Management systems / tools**
- Managing changing relationships**
- The future of diverse employees**

With corporate social responsibility being such a hot

topic, the effective management of diverse employees is high on most companies' agendas. This one-stop reference guide will ensure that organisations are sufficiently equipped to identify those workers considered to be at risk, and manage these risks to their mutual benefit.

As a result of recent high-profile disasters the area of Disaster Management is becoming increasingly significant and recognises within both the public and private sectors, spanning the areas of health and safety, occupational health and risk and facilities management. A growing number of organisations are undertaking measures to protect themselves against potential disaster, and many find

themselves faced with this daunting responsibility. Tolley's Handbook of Disaster and Emergency Management: Principles and Practice collates all the key components of Disaster and Emergency Management in one handbook. Written specifically for professionals with responsibility for Health and Safety, Crisis, Disaster and Emergency Management and Incident Prevention, it is designed to help readers understand and formulate a Disaster and Emergency Management Policy for their workplace. It will also help organisations plan to ensure business continuity and safeguard the health and safety of their staff in the event of a

Disaster. This second edition has been updated to include: * A new chapter on the subject of Disaster Recovery: Creating Crisis Resilient Communications and Information Systems * A new chapter on Investigations and Inquiries * Detailed information on SARS * Information on the Civil Contingencies Bill * Details on Terror Legislation, including the Terrorism Act 2000 and the Anti-Terrorism, Crime and Security Act 2001

"The small town of Azalea Springs that has lived in seemingly charmed ignorance for generations finds itself floundering in a modern era of hate and revenge. Gary Tatum battles intolerance, racism, and ethnic superiority while Azalea

Springs' least favorite son, Rusty Wicker, battles to keep the power that he has won through murder, intimidation, and the local drug trade. Russell Vaughn is the big-time, small town lawyer who secretly struggles with his desire for revenge. Michael and Grace Fleming are the newcomers who are thrust into a conspiracy that pits Old South ideals against the progress of the New South"--Page 4 of cover.

**Research in Rural Organization
Tolley's Risk Assessment
Workbook Series: Utilities
Tolley's Capital Gains Tax
Planning (Part of the New
Tolley's Tax Planning Series)
Principles and Practice
Accounting & Business**

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Slow Cities: Conquering Our Speed Addiction for Health and Sustainability demonstrates, counterintuitively, that reducing the speed of travel within cities saves time for residents and creates more sustainable, liveable, prosperous and healthy environments. This book examines the ways individuals and societies became dependent on transport modes that required investment in speed. Using research from multiple disciplinary perspectives, the book demonstrates ways in which human, economic and environmental health are improved with a slowing of city transport. It identifies effective methods, strategies and policies for decreasing the speed of motorised traffic and encouraging a modal shift to walking, cycling and public transport. This book also offers a holistic assessment of the impact of

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speed on daily behaviours and life choices, and shows how a move to slow down will - perhaps surprisingly - increase accessibility to the city services and activities that support healthy, sustainable lives and cities. Includes cases from cities in North and South America, Europe, Asia, Africa and Australasia Uses evidence-based research to support arguments about the benefits of slowing city transport Adopts a broad view of health, including the health of individuals, neighbourhoods and communities as well as economic health and environmental health Includes text boxes, diagrams and photos illustrating the slowing of transport in cities throughout the world, and a list of references including both academic sources and valuable websites Occupational safety and health

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management theory is now rightly focused on pro-activity, risk assessment and management. But it remains important that organizations know what they need to do when accidents happen, both to comply with legislation and to extract all the information from the incident to improve their health and safety management. Tolley's Workplace Accident Handbook presents in a single volume what needs to be done when an accident occurs – from emergency procedures and legal reporting requirements through to formal investigations and possible legal proceedings. In this new edition, chapters on first aid and accident investigation reports have been added and the rehabilitation chapter has been updated to cover the latest insurance industry initiatives. The

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Handbook also shows how to learn from the accident data gathered and how to implement recommendations into a company's health and safety management system. The text is supported by checklists, case studies and ready-to-use forms and templates. Health and Safety practitioners in all industries will find this Handbook is packed full of practical and legal advice. It will also be of use to lawyers dealing with accident claims, insurance risk managers, emergency planning, first aid, and enforcement officers, as well as to students on health and safety and specialist accident investigation courses. Mark Tyler is a Chartered Safety and Health Practitioner and a leading Solicitor in the area of health and safety law who has worked on numerous high profile cases such as rail crashes and

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legionnaires disease. His expertise is supplemented with the practical knowledge of other experts in their individual subject areas.

With a wide range of contributions from America, Australia, Europe as well as the UK, *Creating Sustainable Transport* sums up many of the lessons learned and how they can be applied in improved planning. Non-motorized transport planning depends on combining improvements to infrastructure with education. The book examines both national strategies and local initiatives in cities around the world, including such topics as changes to existing road infrastructure and the integration of cycling and walking with public transport. The contributors consider topics such as developing healthier travel habits and ways of promoting cycling and walking

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as alternatives to the car.

Tolley's Journal of International

Franchising & Distribution Law

Tolley's Handbook of Disaster and

Emergency Management

Tolley's Managing a Diverse

Workforce

Planning for Walking and Cycling in

Urban Environments

A Field Guide for Applied Research

The latest edition of this key title

sees Tolley live up to its

reputation as the authority on tax

matters. It contains all the

information required to achieve

the most cost-effective,

convenient and effective estate

planning. The esteemed editorial

board help you formulate

strategies for the provision,

holding and devolution of

personal and family resources.

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Clear subject headings and straightforward explanations of routine and complex topics make for fast, effective research.

Following the tax planning series' straightforward and easy-to-read style with clear headings, this guide includes worked examples, tables and a comprehensive index. A practical step-by-step case study illustrates the benefits of careful planning and incorporates many points discussed throughout the book.

'A refreshing complement to more venerable textbooks. Indeed, being both reflective and accessible, it is arguably a better first resort for aspirant hacks'

Times Higher Education Supplement 'It is written in a clear and user-friendly style,

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avoiding the legalistic language that can be a problem with so many law textbooks. Particularly well written are the case studies that Ursula Smartt explains in each chapter' - Writing Magazine

Media Law for Journalists functions as both an introduction and a reference guide to the main legal issues facing journalists. It is intended as a course textbook for students, first and foremost. However, it is also intended to help keep journalists out of jail and on the right side of the law. The book presumes no prior legal knowledge, but covers all the relevant areas including: defamation, privacy, contempt of court, freedom of expression, and intellectual property. It also looks at the difference between the

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English and Scottish legal systems as they pertain to the media. This book will be essential reading for all students of journalism as well a welcome guide to professional journalists. This comprehensive and in-depth review covers the tax planning opportunities that are afforded by business and agricultural property relief, available against Inheritance Tax. Designed to contain all the relevant information required, it includes sections on what constitutes business property and agricultural property, interaction with other reliefs, Lloyd's underwriters, companies, woodlands and planning ideas. The book has numerous worked examples and case studies and can be used as a

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*companion to Tolley's Roll-over,
Hold-over and Retirement Reliefs.
Tolley's Managing Fixed-Term &
Part-Time Workers*

*Tolley's Estate Planning 2022-23
Tolley's Managing Email &
Internet Use*

Current Law Index

*Tolley's International Taxation of
Upstream Oil and Gas*

A practical guide for managers responsible for ensuring that their staff are adequately protected, trained to deal with conflict and understand their rights under the law. This book includes industry-specific case studies.

Risk assessment is the key to successful management of health and safety at work. Risk assessments

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are carried out in order to quantify and evaluate the significance of workplace hazards so that appropriate control measures can be put in place. Usually, a written record of the assessment is required, detailing the following information:

- * The hazards and how much risk is associated.
- * The risk with appropriate control measures.
- * Deadlines to follow-up the risk assessment to ensure the risk is managed.

Failure to carry out risk assessments punishable by law is often due to lack of a suitable risk assessment system. Tolley's Risk Assessment Workbook Utilities provides that system, both in the form of key background information

on how to carry out a risk assessment □ understanding relevant legislation and regulations □ but most importantly by providing: *

- * Checklists □ highlighting key industry-specific hazards and control measures.
- * Questionnaires □ highlighting key questions the risk assessor should ask when analysing the risk posed by the hazard.
- * Action Plans □ to ensure the risk assessment is followed up and completed.

The Workbook offers a practical risk assessment system: it shows you how to comply with the law and gives you the foundations of a logical procedure that can be understood easily, put into place quickly where necessary and

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adapted to your organisation's needs. Tolley's Risk Assessment Workbooks is a series of practical Workbooks providing you with all the information you need to conduct risk assessments in industry-specific areas including: Manufacturing, Retail, Leisure, Education, Offices, and Construction. A special Risk Assessment Workbook on Stress has also been developed in order to facilitate management of this issue which is of key concern to all organisations.

Email and Internet use is increasingly topical as employers and employees test the boundaries of acceptable use of new communications technology in the

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workplace. The potential legal liabilities make this a crucial decision-making area for all involved in human resources management. Tolley's *Managing Email and Internet Use* will provide you with the essential legal guidance and practical advice to establish, implement and enforce a policy for internet and Email use in your workplace. Tolley's *Managing Email and Internet Use* analyses and interprets (in plain language) the law on monitoring employees' Email and internet activity, the use of confidentiality notices, privacy, harassment and Email interception by employers. It also provides information on the key regulations

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and guidelines which affect Email and internet policy, including the Human Rights Act 1998, Data Protection Act 1998 and the Regulation of Investigatory Powers Act 2000. Tolley's Managing Email and Internet Use is the only practical guide to offer you: - strategic guidance on implementing, policing and maintaining an effective Email and internet policy - Current thinking on managing Email and internet use - Sample policies, disclaimers, rules and procedures to assist in establishing your own guidelines - A practical approach featuring questions and answers, checklists and case studies - An accessible read regardless of

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previous legal experience - Latest case law from recent cases involving Email and internet policy Tolley's Managing Email and Internet Use is a complete reference source for Email and internet policy in the workplace.

Media and the Coverage of Race in Canadian Politics

A Case Study

Media Law for Journalists

Qualitative Methods in Public Health

Practical Manual of Thyroid and Parathyroid Disease

Tolley ' s Managing Fixed-Term and Part-Time Workers is an essential tool for HR directors and managers, and their advisers. This timely handbook

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contains comprehensive coverage of the legal and practical implications of the new Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the EC Directive on Fixed-Term Work. With almost a quarter of the total UK working population engaged on part-time contracts, there has never been a greater need for employers to understand the latest rights and duties owed to those who work on a part-time, intermittent or job-share basis. This invaluable resource will show you how to deal fairly with agency temps, contractors, freelancers, casual workers, seasonal workers, students working during vacations, part-time employees and temporary workers engaged to cover short-term absence. Combining coverage of the legal background with practical advice on

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how to ensure your policies and procedures comply with the law, this handbook will enable you to: - understand the laws that impact upon successive fixed-term contracts - treat part-time staff fairly and avoid claims of unlawful discrimination from women who form the majority of the UK ' s part-time workforce - draft your own documents using key sample documents – letters of employment, contract clauses and employment policies - save time by giving you access to comprehensive legal and tactical information in one unique handbook, featuring questions and answers, checklists and case studies for ease of use - ensure you are complying with the laws governing equality of treatment for fixed-term and part-time workers This accessible guide explains the latest legislation

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and case law and offers an array of practical tips and tools to help ensure fairness of treatment for fixed-term and part-time employees.

This text offers guidance on the tax treatment, tax compliance and tax planning of Names under the much-altered Corporation of Lloyd's taxation regime. It covers all the technicalities of the subject in a text that makes locating information simple and fast, with numerous cross-references. The new edition includes: a case study and planning for tax utilisation of losses; ongoing CGT rollover and taper considerations; and other developments since the last edition. Tolley's Capital Gains Tax Planning is practical guide for successful CGT planning and outlining. Using worked examples and case studies, it pinpoints exactly how to make the

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most of each of the key CGT reliefs and avoid common pitfalls.

Sustainable Transport

Journal of Economic Literature

Slow Cities

Women, Power, and Political

Representation

Framed

Qualitative Methods in

Public Health: A Field

Guide for Applied

Research, 2nd Edition

provides a practical

orientation to

conducting effective

qualitative research in

the public health

sphere. With thorough

examination and simple

explanations, this book

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guides you through the logic and workflow of qualitative approaches, with step-by-step guidance on every phase of the research.

Students learn how to identify and make use of theoretical frameworks to guide your study, design the study to answer specific questions, and achieve their research goals.

Data collection, analysis, and interpretation are given close attention as the backbone of a successful

study, and expert insight on reporting and dissemination helps you get your work noticed. This second edition features new examples from global health, including case studies specifically illustrating study design, web and mobile technologies, mixed methods, and new innovations in information dissemination. Pedagogical tools have been added to help enhance your

understanding of research design and implementation, and extensive appendices show you how these concepts work in practice. Qualitative research is a powerful tool for public health, but it's very easy to get it wrong. Careful study design and data management are critical, and it's important to resist drawing conclusions that the data cannot support. This book shows you how to conduct high-quality

qualitative research
that stands up to
review.

Why should you buy
Tolley's International
Taxation of Upstream Oil
and Gas Third
edition This title sets
out the significant
international tax issues
for upstream oil and gas
operations, and with an
emphasis on tax risk
management and related
tax planning. Readers
will develop skills in
identifying tax
exposures and
opportunities, managing

tax negotiations, and applying tax planning solutions. The book is intended to benefit accountants, lawyers, economists, financial managers and government officials, and is the first choice for new starters in upstream oil and gas taxation. The book serves as a great introduction to international tax issues relating to upstream oil and gas, enabling the reader to analyse and understand new situations and

circumstances. This third edition explains recent key developments, including the changes in United States upstream oil and gas taxation, the implementation of the OECD Base Erosion and Profit Shifting (BEPS) measures, and the application of the 2017 OECD Transfer Pricing Guidelines, together with related practical case study examples. Limited resources in health care mean that the value of counselling is decided in a highly

competitive economic arena. Keith Tolley and Nancy Rowland have written a practical guide to the basic principles of evaluating cost-effectiveness to enable counsellors and service providers to carry out analysis for themselves. They provide helpful definitions of technical terms and use case studies to demonstrate how to apply the theory in different contexts.

Tolley's Workplace
Accident Handbook

Scope and Method

Tolley's Practical Risk

Assessment Handbook

Canadian and Comparative

Perspectives

Bulletin

Framed is a wake-up call for those who think that race does not matter in Canada. The first book on the media's coverage of race in Canadian politics, it provides an empirical analysis of print media combined with in-depth interviews of elected officials, former candidates, political staffers, and journalists. While there may be few

examples of overt racism in newspapers, Erin Tolley reveals how racial assumptions and narratives frame news stories and the experiences of those who enter political life. Connecting the dots, she argues that current reporting trends are weakening Canada's commitment to a robust, inclusive democracy. Edited and authored by international experts, A Practical Manual of Thyroid and Parathyroid Disease presents concise, evidence-based, multi-disciplinary guidance

relevant for a global audience. Where appropriate, chapters include an evidence appraisal section which critically assesses the level of the evidence available for different treatment options. Reflecting the latest in clinical research and showcasing techniques pioneered by the contributors, the book includes chapters dedicated to advances in: cytology radiological assessment molecular biology and treatment rationale in thyroid

cancer surgical technique including minimally invasive modalities
Designed to be user-friendly, the book contains key points, case studies, color photographs and diagrams throughout. Multiple choice questions included at the end of each chapter enable self assessment. The book will be relevant to the medical undergraduate, postgraduate and clinical nurse specialist. Primary care physicians will find this an excellent resource for reference purposes and it will update specialists

involved with treating thyroid and parathyroid disease in the fields of Pathology, Radiology, Oncology, Endocrinology and Surgery.

Delving into the pressing topic of gender and politics, this volume provides fresh comparative perspectives on "what works" to promote women in politics today. Inspiring and informative, Women, Power, and Political Representation offers a comprehensive overview of the role women play in contemporary politics, and pinpoints the reasons

behind their underrepresentation. Discussing the challenges and opportunities women face when running for office, as well as their experiences as political leaders, this book offers a broad and thoughtful overview of the pitfalls encountered by women, from gender biases to sexual harassment, in the notoriously male dominated political arena. Featuring a range of voices that articulate a path towards women's political advancement and equality, Women, Power, and

Political Representation is an important and timely resource for scholars, students, and women working professionally in Canadian and international politics.

Tolley's Business and Agricultural Property Relief

***Evaluating the Cost-Effectiveness of Counselling in Health Care
Azalea Springs***

Taxation

Research in Farm Management

Risk assessment has become the backbone of Health and Safety management in the UK

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and elsewhere. Employers have a legal duty to prove that risk assessments have been carried out and precautions have been implemented as far as (reasonably) practicable. Mike Bateman demystifies the risk assessment process and how it relates to UK legislation. He covers both the general techniques and the assessment of specific risks, such as hazardous substances (COSHH), noise, manual handling, DSE workstations, PPE, fire, asbestos and work at height. The book is designed to be user-friendly rather than overly legalistic or academic and tells the

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reader how to go about risk assessment, not just what the legislation requires. It contains numerous checklists, forms and worked examples for a variety of hazards and industries. This edition has been updated to take into account the impact of the following regulations on risk assessments: * Work at Height Regulations 2005 - full new chapter * Noise at Work Regulations 2006 * Regulatory Reform (Fire Safety) Order (RRFSO) 2006 * Revisions to Construction (Design and Management) (CDM) Regulations Mike Bateman runs his own health and safety consultancy and specialises in risk

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assessments. He is a corporate member of IOSH and a registered health and safety practitioner. *

Comprehensive coverage of risk assessments and how they relate to UK legislation * Practical approach with numerous checklists and forms - no need to re-invent the wheel!

* Covers all the main hazards and industries

The Civil Contingencies Act 2004 modernised the UK's approach to disaster and emergency management, taking into account the kinds of threats the country faces in the 21st century, including terrorist threats and threats to the environment.

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This third edition of the Tolley's Handbook of Disaster and Emergency Management has been fully updated to cover the topics and themes reflected in the Act, and collates all the key components of disaster and emergency planning for both the public and the private sector, covering both man-made and natural disasters. Written from a UK practitioner's point of view, using case studies and examples, it helps readers to understand and formulate disaster and emergency policies and systems for their workplace. Its practical approach will help organizations to ensure

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business continuity and safeguard the health and safety of their staff in the event of a disaster. The new edition has been updated in line with the latest legislation: * Civil Contingencies Act 2004 * Amendment to the Control of Major Accident Hazards (COMAH) Regulations * Corporate Manslaughter Bill "Qualitative Methods in Public Health, Second Edition, like its predecessor, is a comprehensive introduction and guide that is rich in practical strategies and methods. It provides a thorough yet simple explanation of the logic and

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rationale for qualitative approaches, with step-by-step procedures for every phase of research, such as focussing on a theory, study design, data collection, analysis, interpretation, writing, and dissemination. Written for faculty, students, and practitioners in public health research, promotion, and education, the book will be useful to both new and seasoned researchers, thanks to its vast selection of sample forms and illustrative appendices. Basic tools include guidelines for discussions, sample budgets, and caveats for planning and implementing focus groups,

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and forms. This edition is greatly expanded with examples and applications from global health, cases specifically illustrating study design, web and mobile technologies, mixing of methods, and new innovations in dissemination.

Pedagogical tools to enrich teaching and learning have also been added to each chapter. The authors are all researchers with Family Health International, the renowned nonprofit organization for public health and international development"--

Phonologic Analysis and Intervention

Conquering our Speed

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Addiction for Health and Sustainability

Scope and Method [of Research in Agricultural Economics and Rural Sociology].

Tolley's Taxation of Lloyd's Underwriters

Tolley's Managing Violence in the Workplace

This book considers all aspects of estate planning, showing you how to formulate strategies for the provision, holding and devolution of personal and family resources. The book is packed with practical planning suggestions. The style is straightforward and

easy to read with clear headings. Written by well-known tax planning experts Includes a practical step-by-step case study Worked examples and tables and a comprehensive index included

Tolley's Estate Planning Case Studies of Training Through Technical Cooperation