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Human Resources

Employers Guide to Human Resources

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Introduction

Over the past few years there has been a dramatic increase in the amount of new employment laws, so it's no wonder that many businesses struggle to keep up.

There are currently at least 28 separate pieces of legislation with which employers must comply, including gender, disability, race and now age discrimination, and once a complaint has been registered, the burden of proof is on the business to prove the discrimination *did not* occur. It's serious stuff, particularly as in some cases the business owner or manager themselves can be prosecuted or sued for failing to adequately protect their employees.

The penalties for non-compliance vary depending on the type and severity of the breach, but fines can be crippling. The knock-on effects also mean disaster for a business. As well as the loss of the employees concerned, staff morale is likely to be affected and the negative publicity surrounding a prosecution could result in loss of business, reputation and reduced appeal to prospective employees.

Can your business afford to underestimate Human Resources (HR) legislation?

Fortunately, you do not need to become a legal expert in order to safeguard your business and employees. We have developed a specialist service to help ensure you comply with all aspects of Human Resources legislation, including employment contracts and Human Resources policies. We can also review your existing policies to make sure they are in line with current law. This could help you avoid unpleasant and costly legal action in the future.

The survey below will help you to ascertain how well you currently comply with Human Resource requirements. Once completed please fax this document back to us on **01932 857177** or post it to us and we will contact you to see how we can help you.

Are you HR Compliant?

Use this Checklist to assess how Human Resources compliant your business is.

This checklist is designed to take you step by step through a variety of Human Resource processes, taking into account any legal requirements as well as current best practice.

1. Do you have up to date Contracts and Terms of Employment?

Do your contracts take into account the distinction between an employee and the self employed and do you know what information you (the employer) is obliged to provide to your employee? Do your contracts cover employee's rights where you may wish to change certain terms or conditions, as well as covering contract termination?

Yes

No

Not Sure



2. Do you understand current statutory rates?

Are you aware of the current Statutory Rates and Awards, including SSP, SMP, Minimum Wage Rates, Employment Tribunal Awards etc?

Yes No Not Sure

3. Disciplinary, Grievance and Dismissal

Are you up to date with the statutory procedures relating to disciplinary and grievance issues and do you have a policy set out to comply with these procedures should the need arise?

Yes No Not Sure

4. Employment Legislation

Employment Legislation is the fastest changing area of Human Resources today. Do you understand what Statutory instruments exist today, how they will effect your business and what areas you need to look out for such as Age Discrimination, Sex Discrimination, Sexual Orientation and Religious Belief, Data Protection etc?

Yes No Not Sure

5. Health & Safety

Are you are aware of the health and safety requirements of employers? Such as the obligations you have for handling sensitive issues such as drug and alcohol abuse at work. Do you have a Health and Safety Policy to cover accidents at work, the employment of young people, eye tests, driving, smoking, stress and your responsibilities for health and safety?

Yes No Not Sure

6. Maternity, Paternity & Parental Rights

Are you aware of the procedures and employment rights parents are entitled to when having a baby or adopting a new child?

Yes No Not Sure

7. Holidays and Time Off

Do you have policies providing employees with details of their rights to time off including medical appointments, jury service, unpaid leave, family emergencies etc. as well as holiday entitlement?

Yes No Not Sure



8. Recruitment

Are you compliant with employment legislation when conducting selection interviews, and how to respond to a reference request especially in light of age, sex, race and disability discrimination issues?

Yes No Not Sure

9. Redundancy

Making employees redundant can be very risky if not carried out correctly. Are you aware of the redundancy procedures you should follow and how they apply to documents such as compromise agreements, and discrimination legislation?

Yes No Not Sure

10. Sickness & Absence Management

There are many sickness and leave of absence issues for you to deal with from sick pay to controlling sickness absence and disability discrimination. Do you have the right and compliant policies in place?

Yes No Not Sure

Completed by:

Name

Company

Address

.....

.....

.....

Postcode

Telephone No

e-mail

Web Address

Meadows Fraser LLP Employment Services

We have assisted Employers by:

Formatting Employment Contracts.

Introducing employment procedures, policies, application forms etc.

Suggesting revised clauses for existing Employment Contracts, procedures, etc.

Helping Clients to understand their obligations as an employer.

Explaining the implications of current and new employment legislation.

Sending out current updates, in the form of our free Quarterly News Letter.

Without the correct and current employment procedures in place Employers are leaving themselves wide open to all manner of claims e.g constructive dismissal, sexual harassment, racial discrimination, stress etc. Discrimination, in particular, covers a wide area and this starts with the recruitment process, continuing through the employment period up to the final termination of employment.

For more information on the employment services offered by Meadows Fraser LLP,
Please call Christian Abletshauser on

01932 852 057

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Meet our Employment Law Specialist



Christian Abletshauser

Christian is head of the litigation department, specialising in both commercial and property litigation as well as contentious and non-contentious employment and matrimonial law. His particular areas of expertise include contract, leasehold enfranchisement, possession proceedings, dismissals, discrimination and general matrimonial disputes.

He has considerable experience of his specialist field, ranging from the County Court through to the High Court and Court of Appeal and latterly mediation. His clients encompass a variety of areas from professionals, property developers, specialist businesses to individuals seeking a bespoke professional service.

Notable Engagements:

Christian has acted for businesses in the High Court, successfully defending copyright infringement actions and partnership disputes as well as acting for a number of high profile clients including musicians, radio station owners, publishers and record labels in both contentious and non-contentious capacities.

Employment:

Edmonds Bowen, London W1

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Meadows Fraser 2004 to date

Education:

Eton College, Berkshire

Royal Holloway and Bedford New College, University of London

College of Law, Guildford

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