



A CHECKLIST FOR EMPLOYERS





CONTRACTS

1. Do you provide all of your employees with a contract of employment or a statement of particulars of employment?

YES

NO

2. Whenever you make any changes to an employee's terms (e.g. a pay rise) do you issue a written statement confirming the changes?

YES

NO

3. Do your contracts of employment have appropriate restrictive covenants for senior employees to protect your business interests?

YES

NO

4. Does the notice period in your contracts match the requirements of statutory minimum notice (1 week per year of service subject to a maximum of 12 weeks)?

YES

NO

POLICIES AND PROCEDURES

5. Do you publish a grievance procedure?

YES

NO

6. Do you publish a disciplinary procedure?

YES

NO

7. Do you publish an equal opportunities policy?

YES

NO

8. Do you inform your employees of their right to take time off for family related reasons (e.g. maternity leave, shared parental leave)?

YES

NO

9. Do you publish a flexible working request policy?

YES

NO

10. Do you have a Whistleblowing Policy and train staff in the process for dealing with whistleblowers?

YES

NO





COMPLIANCE

11. Do you conduct right to work checks before employees start working?

YES

NO

12. Do you offer your part-time workers equivalent working terms to your full-time workers?

YES

NO

13. Do you offer your fixed-term workers equivalent working terms to your permanent workers?

YES

NO

14. Do you pay your staff the appropriate rate of minimum wage?

YES

NO

15. Do you pay statutory sick pay for employees who are absent due to illness?

YES

NO

16. Do you auto-enrol eligible employees into a pension scheme?

YES

NO



17. Do you provide your employees with the legal minimum amount of holiday?

YES

NO

FURLOUGH

18. Have you kept a written record of furlough periods for all employees that have been furloughed?

YES

NO

We hope you have found this checklist useful.

If you have answered "No" to any of the questions above, this may leave you open to potential employee claims in the future.

Please consider reaching out for some legal advice by calling our expert Employment Department on 01582 514 000.

Machins Solicitors LLP have offices in Berkhamsted and Luton. We are one of the leading law firms in Hertfordshire and Bedfordshire and recognise the need to establish a proper relationship with our clients which allows us to understand individual requirements and to give effective practical advice in a pragmatic, cost effective way. We provide specialist advice and assistance both for businesses and individuals.