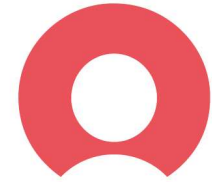




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Topics



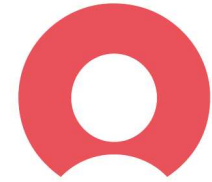
- Employment Essentials
- Contracts of Employment
- Policies and Procedures

Employment Status



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Employment Status



- Self Employed
- Worker
 - Hot topic at present e.g. Uber and Deliveroo Tribunal cases
- Employee

Contracts of Employment



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Contracts of Employment



- Legal obligation to issue a written statement of terms and conditions within 8 weeks of start date.
- Contract should be made up of express terms and implied terms
 - Express
 - Terms that have been expressly stated e.g. salary, hours of work, holiday entitlement etc.
 - Implied
 - Terms that are too obvious to mention e.g. an employee will not steal from the Company or a driver needing to have a driving licence.

Contracts of Employment



- The Written Statement of Terms and Conditions of Employment must include:
 - job title
 - name of the employer and employee.
 - employee's start date.
 - pay and benefits information (inc pension info & sick pay arrangements (if applicable)).
 - hours of work
 - location/s
 - holidays entitlement
 - length of any probationary period and conditions
 - whether the post is permanent, or fixed-term or temporary with the date it ends
 - periods of notice

Policies and Procedures



Policies & Procedures



- Why do we need these?
 - Some are required by law (e.g. disciplinary procedure)
 - Makes the Company's stance clear on matters
 - Details how the Company will deal with issues (e.g. disciplinary issues)
 - Provides direction to employees i.e. what to do if they have an issue or when/how to book holidays
 - Ensures consistent treatment and helps to avoid complaints of discrimination

Examples

Health & Safety Policy*

Disciplinary Policy and Procedures*

Grievance Policy and Procedures*

Absence & Timekeeping Policy

IT & Social Media Policy

Whistleblowing

Drugs and Alcohol Policy

Data Protection Policy

Anti Bribery & Corruption Policy

Modern Slavery Policy

Family Friendly Policies

Capability Policy

Redundancy Policy

Stress Management Policy



What's the risk if it goes wrong?



- Unfair dismissal
 - Basic Award = £15, 240
 - Compensatory Award = £83,682 or 12 months pay
 - Additional Award = £26,416
 - Total Maximum = £125,228

However.....

- Discrimination has no limit and includes
 - Aggravated damages
 - Personal Injury
 - Injury to feelings



If you have any queries or wish to have a no obligation chat about a current issue or have any concerns please do not hesitate to contact me at

natalie@wegobeyondhr.com

or on

07892718519

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