



WHY TAKE RISKS WITH THE EMPLOYMENT LAWS?

It Could be a Costly Gamble!

There is an element of risk with every business but why take risks you don't need to take.

Over the years employees have become entitled to a wide range of statutory rights derived from Parliamentary Acts or Regulations which affect the employment relationship. Examine your business with the help of a Consultant and identify the problem areas in your organisation.

A survey of hearings at Industrial Tribunals shows that there are areas that consistently give problems to employers in companies, large and small.

Written Statement & Terms of Conditions

There are a number of elements about your employees Terms of Contract you **must** set out in writing. You don't have to give away the shop, simply set out what you require of the employee in return for the wages you pay. Stating the obligations to you, such as:-

- Hours of work
- Behavioural expectations, etc.

and the benefits you give him, such as:-

- Pay
- Holiday, etc.

You don't need to change anything, set it out as it happens now, though there is a certain format you must follow.

Itemised Pay Statement

The Employment Protection Consolidation Act 1978 requires that all employers employing more than 20 people must give each employee an itemised pay statement showing how their pay has been earned and what deductions have been made. Check that you're giving sufficient information about pay and deductions.

A standardised system for pay means that the employee knows where he stands, and so do you - it could save a lot of unnecessary explanations.

Discrimination on Ground of Race, Sex or Marriage

Run a check to see that your advertising and recruitment systems do not allow for any discrimination. Make sure your staff who interview potential new recruits are aware of your policy not to discriminate and ensure they act appropriately during interviews.

Equal Opportunities Policy

An Equal Opportunities Policy will make known to your staff your attitude towards discrimination and your intention to operate without discrimination on grounds of race, sex or marital status in the company's relationships with its employees.

Redundancy Procedure

You may think there's no need to consider redundancy at this stage in time, if that's so, then this is the time to write your redundancy procedure. If situations change and you are forced to consider a redundancy then unless you have a written procedure you will find it difficult to show that you acted fairly in selecting employees for redundancy.

Unfair Dismissal

One of the best ways of ensuring you are not accused of unfair dismissal is to have thought out company rules, a disciplinary procedure and a grievance procedure. If you have all of these things and you do receive a notice of appearance to respond to a complaint of unfair dismissal you will stand a much better chance of winning your case.

Company rules benefit employers and employees, they make clear what conduct the employer considers is acceptable and what is unacceptable. They also make sure that employees conduct and job performance meets certain minimum standards. From the employee point of view they ensure consistency which benefits employers and employees.

A good disciplinary procedure helps to correct erring employees before they go too far. A grievance procedure indicates to the employer if there is trouble brewing before it gets out of control.

Having a Safe System of Work

Before the factory inspector calls check whether you have done everything that you should regarding safety, the Health & Safety at Work Act imposes a duty on all employers with a total of 5 or more employees to produce a written Health & Safety Policy.

Whilst you are looking into safety, check your responsibilities under the Factories Act and the COSHH regulations (Control of Substances Hazardous to Health).

Why Should You Do Something?

The employment laws set a pattern for helping you deal with your principal asset, your people, when things go wrong in this area it takes precedence over all other activities. It wastes time and causes emotional upsets which often involve Unions and Industrial Tribunals and of course the business suffers.

Save yourself an embarrassing experience at an Industrial Tribunal (and sometimes a costly one). Put your company policies and procedures into line with the employment laws.

Help Available

For further information on Employment Law please Fax, FreePhone or FreePost Horwood International now - before it's too late!

I WOULD LIKE FURTHER INFORMATION WITHOUT OBLIGATION

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