



HRHEROES

The Employee Handbook and What You Need to Know..

WE PROVIDE THE FOLLOWING SERVICES TO OUR CLIENTS:



EMPLOYMENT LAW COMPLIANCE



24 HOUR ADVICE LINE



ADVICE GUARANTEE



EMPLOYMENT TRIBUNAL



COMPLIANT DOCUMENTATION SUITE



HEALTH & SAFETY



PENSION AUTO-ENROLMENT



ONLINE TOOLS

HR Heroes are your local providers of Employment Law, Human Resources and Health & Safety advice for businesses with fewer than 100 staff.

To find out more about any of the services HR Heroes provides, please don't hesitate to get in touch.



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We look forward to hearing from you.

Make the complicated simple,
your business is tough enough.

Do you have an employee handbook for your staff?

An employee handbook is vital when you have staff, you can detail policies and procedures such as disciplinary or capability, but you can also compile policies around your requirements for taking annual leave, or what an employee needs to do when they are sick.

What about your expectations for how your staff use social media, and the impact that could have on the reputation of your business...or, you have health and safety requirements and you want to detail information surrounding how you manage this area on an ongoing basis.

A good employee handbook will have two elements to it:

1. Covers legislative employment law
2. The company's own guidelines

In regard to the employment law element, there are many policies that need to be covered,



such as:

- Maternity and Paternity
- Discipline and Grievance
- Prevention of illegal working
- Disability
- Adoption
- Flexible Working
- Data Protection
- Anti-Bribery to name but a few

The above are examples of employment legislation that you must adhere to, where employees have rights, and can expect to follow a fair process.

An employee handbook can cover all of this, and will ensure that as the employer you are clearly communicating to your staff your responsibilities and what standards of behaviour are expected of them in return.



QUESTIONS ABOUT THIS FACTSHEET?

If you have any questions about the information contained in this factsheet, no matter how small or you require template documents, don't hesitate to contact us.