

Employer's Checklist

Tick the boxes if you're confident that you have the relevant areas covered and up-to-date. If not, we'd be happy to help with advice and practical support. **Contact us on 01844 216290.**

	Yes, we have this covered
All employees have up-to-date, written contracts	
We have up-to-date employment policies and procedures in place that protect the business	
Written Health & Safety policies and procedures are in place (legal requirement for 5 or more employees)	
Our Risk Assessments are up to date	
We are prepared for the new law ending compulsory retirement	
Our Parental Rights Policies are up-to-date (including the new laws on Additional Paternity Leave and Shared Parental Leave)	
We are preparing for the planned changes in Pension laws affecting employers (including compulsory pension contributions)	
Managers are well trained in managing employees and able to motivate them to perform to their full potential	
We have appropriate and relevant succession planning in place	
We are covered in the event that a potential, current or ex-employee bring a claim against us in an Employment Tribunal	
Our recruitment & selection process ensures that we get the best people for the job	
We have updated our Whistleblowing policy following recent legislative changes	
We keep up-to-date with employment law changes and I am confident that we are legally compliant	