

## Employee Handbook Checklist

### **Equal Opportunities Policy**

Employees need to know what counts as acceptable and unacceptable behaviour in relation to Equal Opportunities.

The policy should cover:

- Training
- Confidentiality
- Non-acceptance of harassment
- Complaints procedure
- Non-discrimination on the basis of gender, trans status, marital status, race, ethnicity, disability, sexual orientation, religion or age.

### **Health and Safety Policy**

All organisations with five or more employees are legally required to have a written statement of general policy on health and safety.

This policy should cover:

- Health and safety representation of employer
- Health and safety representation of employee
- Health and safety equipment
- Manual handling
- Health and safety risk assessments
- Accidents
- Health and safety representatives

### **Drug and alcohol policy**

This policy states the use of alcohol and drugs in the workplace and should cover:

- Staff driving on business
- Alcohol consumption by staff at business functions
- Illegal staff use of drugs
- Alcohol consumption at work

### **Employee email and internet policy**

Please note that if your organisation wishes to monitor employee activities, there must be a written agreement in place.

This policy should contain the following:

- Monitoring of employee emails
- Handling confidential information
- Personal use of email
- Breach of procedure relating to email usage
- Employee internet use
- Personal use of the internet
- Social Media policy

## **Data Protection policy**

It's a legal requirement to have arrangements in place to ensure safe storage and processing of data about employees. This policy should include a consent form that employees should sign to indicate their agreement.

This should include:

- Principles of Data Protection Act they should follow.
- Processing of staff data
- Handling of sensitive staff data
- Employee right to access and stop access of data

## **Maternity, paternity, adoption and parental leave policies**

Organisations must make sure they follow the requirements of the law and have sections set out for each process, addressing each employee leave request lawfully.

## **Flexible working policy**

Any employee can ask for flexible working, but employees who care for adults or children 16 and under (18 if they are disabled) are entitled by law to request flexible working. The law sets out an employment procedure that must be followed considering the request.

This is what you should include:

- Staff eligibility for flexible working
- Making and responding to the employee's request for flexible working
- Meeting and decisions on flexible working
- Refusal and acceptance of request
- Appeals

## **Sickness policy**

This sets the process of managing absence which is fair to the employee and meets the needs of the employer.

This should include:

- Employee responsibilities
- Sickness self-certification
- Medical examination
- Manual handling
- Risk Assessment
- Chemicals and hazardous solution
- Accidents at work

## **Disciplinary and dismissal procedure**

Within two months of the new starter starting employment, your organisation should give the employee a written statement of Initial Employment Procedures. Details of disciplinary rules should be included.

The policy itself should include:

- ACAS Disciplinary procedure Code of Practice
- ACAS Dismissal procedure Code of Practice
- Basic principles of the statutory disciplinary procedure
- Protective equipment
- Dealing with disciplinary procedures that are not gross misconduct
- Giving a disciplinary warning

- Disciplinary meetings
- Witness to disciplinary behaviour
- Disciplinary and dismissal appeals
- Gross misconduct

### **Grievance policy and procedures**

It is important to set out how an employee can raise a grievance, and how you as an organisation will respond.

This should include:

- Requirements within the ACAS Grievance Procedure Code of Practice
- Grievance procedures relating to a line manager
- The procedure for addressing the grievance
- The role of the representative
- The procedure for responding to the grievance
- Appeals and appeal meetings

### **Harassment**

Any employee handbook should include a policy on harassment, which should clearly explain that it is a disciplinary offence and that those that have been the target of it should raise any incidents through the detailed grievance procedure.

### **Whistleblowing policy**

A whistleblowing policy outlines an internal system for employees to report, investigate and rectify any wrongdoing.

### **Redundancy policy**

Employment law sets out clear rules on the process that should be followed when managing redundancies.

This should include:

- Avoiding redundancies
- Collective redundancy consultation
- Group and individual redundancy consultation
- Voluntary redundancy
- The redundancy selection process
- Redundancy appeals
- Redundancy compensation
- Alternative employment

It is important to note that this is guidance rather than legal advice. You may wish to seek legal advice about your policies and procedures before completing your employee handbook. Each organisation is different so you may also require further policies and procedures.