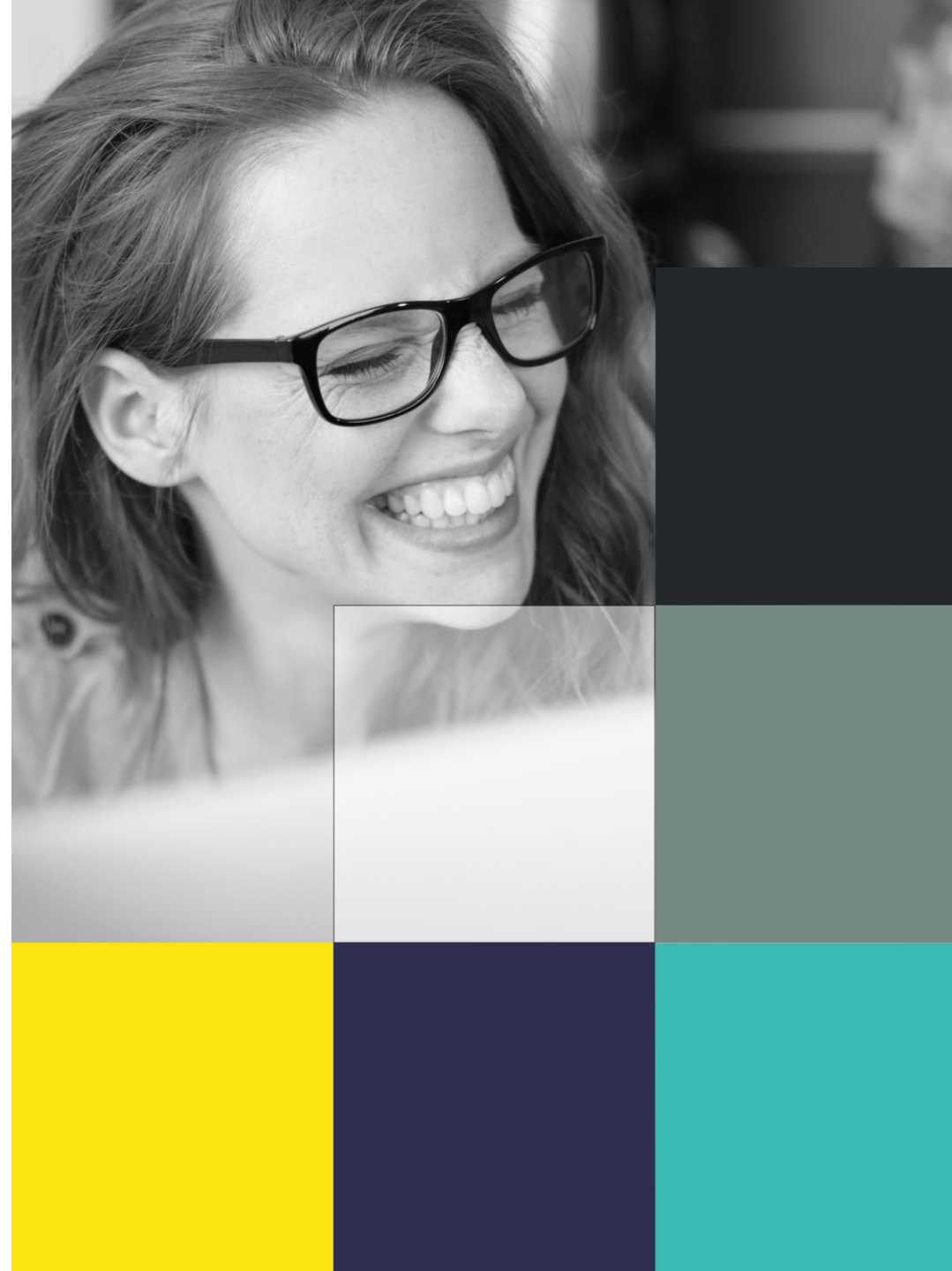


progeny **hr**

Consultancy & Advice

Achieving employee compliance in your small business



Achieving Employee Compliance

- What do we mean by employee compliance?
- 3 Key areas of focus
- Using employee compliance to protect your business
- The first steps in becoming compliant



What is employee compliance?

Three core areas of employee compliance:

- Statutory compliance
- Regulatory
- Contractual

The key part of remaining compliant relates to records and information.



Top 3 areas of focus for compliance

- Contracts / new starter paperwork
- Policies & procedures
- Record keeping

A modern office interior with a desk, computer monitor, and plants. The image is partially obscured by a semi-transparent white box containing the title. The bottom left corner features a decorative grid of colored squares: teal, dark blue, and yellow.

Contracts of Employment

- Day 1 right – statement of main terms
- Must cover all statutory and regulatory elements applicable to the role
- There's no protection in not offering a contract from day 1
- The cost of not issuing a contract?
- Implied terms



What to include in a contract?

- Who the contract is between
- Start date – continuous service
- Job title or a description of the work to be carried out
- How much and how often will the employee be paid
- Hours of work; including days and if hours may vary
- Holiday entitlement and entitlement to any other leave
- Place of work and whether travel / relocation may be required
- How long the job is expected to last
- Details of probation
- Training information
- Other benefits



Right to Work Checks

- When to complete a right to work check
- Right to work checks are regulatory compliance
- Failure to complete right to work checks

A modern office interior with a desk, chair, and plants. The image is in grayscale, except for a colorful bar at the bottom left consisting of teal, dark blue, and yellow squares.

What are your obligations?

- April 2022 – Biometric residency permits are no longer acceptable right to work docs
- Virtual right to work checks extended until 30 September 2022
- Right to work checks must be stored securely and date stamped in case of audit
- Ensure you create a reminder for time limited right to work



Policies & Procedures

- Legal requirements
- Best practice:
 - Absence, Family Friendly, Capability, Equality, Diversity & Inclusion, Dignity at Work, Whistleblowing.
- In the absence of policies and procedures; refer to ACAS
- Top tips:
 - Act consistently
 - Investigate
 - Document



Record Keeping

- Essential for compliance
- Demonstrates a commitment to managing fairly
- Streamlines processes
- GDPR
- SAR

A modern office interior with a desk, chair, and plants. The image is partially obscured by a dark overlay on the left side, which contains the title text. The bottom left corner features a decorative grid of colored squares: teal, dark blue, and yellow.

How to protect your business using compliance

- Deductions
- PILON & Garden leave
- Notice periods
- Statutory excuse
- Clarity & transparency



The first steps in becoming compliant

- Audit – tackle red flags first
- Software
- Contract reissues
- Policy & handbook

Questions?
