

## Employment law - A General Guide for Employers

Employment Law is designed to encourage businesses to treat their staff fairly. But for employers, it can be a real challenge to keep up to date with all the provisions of the law to protect the business against expensive compensation claims when statutory procedures are not in place or not followed.

There are five main aspects of Employment Law under current legislation:

- Employment status
- Recruitment
- Contracts of Employment
- Termination of Employment
- Discrimination

Your statutory obligations as an employer can be complex and the penalties for getting it wrong can have a serious financial impact on your business – for example, from February 2009, the maximum statutory compensatory award is set at £66,200 plus basic award.

### How can Leeds Day help?

There are steps Leeds Day Solicitors can help you take to make sure that you minimise the financial risks to your business of getting Employment Law wrong.

Determining the **employment status** of any individual working in your organisation – whether a member of staff is employed or self-employed can make a huge difference to your obligations as an employer.

Avoiding discrimination in the **recruitment** process, from advertisements through interviews, to communicating both job offers and rejections.

Preparing written offers and **Contracts of Employment**, to include length of contract as well as mandatory provisions, which include job title, place of work, remuneration package, hours of work, holiday, sickness

absence, pension entitlement, notice of termination of employment, grievances and discipline.

Other terms you may want to consider may cover confidentiality, non-solicitation and non-competition, provision relating to illness and others relevant to your business.

Understanding the rights of the employee and using the appropriate statutory procedures when **terminating employment** on grounds of capability, conduct, redundancy or some other substantial reason.

Avoiding uncapped compensation claims for **workplace discrimination** on the grounds of gender, sexual orientation, disability, race, religion or belief, age and whether the employee is full or part time.

**Keeping up to date with changes in Employment Law** – the Employment Act 2008 brings with it significant changes to the responsibilities of employers. Leeds Day Solicitors will be pleased to help you with putting in place the right documentation, processes and procedures to protect your business whilst treating employees fairly.

For further assistance, call our Employment Law Team on 01480 454301 for an initial appointment.

### Contacts

For further information, please contact your usual Leeds Day contact or

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