

Are you managing within the law?

Keeping up to date with employment legislation can be complex, confusing and time-consuming.

However, it is crucial to ensure that your business is operating within the law to avoid making simple mistakes that may cause you to end up in a costly employment tribunal.

Complete the checklist below to see where you stand in the eyes of the law:

Employment Checklist:	YES ✓	NO ✗
Are you providing your employees with a written statement of employment within 2 months of joining?		
Have you provided a written statement so that your employees know what to do if they want to raise a grievance?		
Have you provided your employees with a written disciplinary procedure?		
Are you certain that all of your employees are paid above the minimum wage?		
Do you know your obligations if one of your employees falls pregnant?		
If you have more than 5 employees, do you provide access to a stakeholder pension?		
Do you know how to dismiss someone without falling foul of the law?		

If you've answered 'no' to any of the above you are putting your business at risk of breaking the law and costly claims.

All of the above have minimum requirements by law.

Contact The Life Bureau today for further advice:

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