



The following is a skeleton structure of a Company/Employee Handbook. It is important that you clearly state that the handbook forms part of the Contract of Employment, that way both the contract and the handbook make up the complete terms and conditions of employment. For more information on creating a bespoke Company/Employee Handbook relevant to your business contact us: [info@advancedpeoplemanagement.co.uk](mailto:info@advancedpeoplemanagement.co.uk)

#### Legal Disclaimer

Our eBooks guides and templates explain the general requirements of the employment relationship and are not a detailed explanation of employment law. We outline the minimum mandatory requirements that no employer can fall below, requirements that need to be in place within all organisations, large or small that employ people. It is essential that you get independent legal advice, for any specific individual situation and issue. Our eBooks, guides and templates give general outlines only and do not constitute specific, individualised legal advice.

## Company/Employee Handbook (Basic Structure)

### Section 1: Code of Conduct

- Appearance and behaviour
- Dress code
- Staff ID badge
- Personal hygiene
- The company issued IT equipment and phones
- CCTV
- The company right of search

### Section 2: Terms and Conditions of Employment

- Recruitment and selection process
- References

- Probationary period
- Work start times and attendance
- Your hours of work
- Medical appointments
- Time off for public duties
- Unpaid leave requests
- Religious holidays
- Compassionate leave requests

#### Flexible Working Policy

- Flexible working requests
- Meetings
- Timescales

#### Holiday Policy

- Notification/requests for holidays
- Leave that has not been taken
- Public holidays
- Emergency holidays

#### Sickness policy

- Notification of absence due to ill-health
- Self-certification
- Return to work interviews
- Short-term absence
- Long-term absence
- Medical evidence

#### Maternity Leave and Benefits Policy

- Right to time off for antenatal appointments
- Maternity leave period
- Ordinary maternity leave
- Compulsory maternity leave
- Additional maternity leave
- Payment during maternity leave
- Statutory maternity pay
- Terms and Conditions during maternity leave period
- Contact during maternity leave
- Returning to work after Ordinary Maternity Leave

- Returning to work after Additional Maternity Leave

#### Paternity Leave policy

- Paternity leave rights
- Qualification for paternity leave
- Notice of intention to take paternity leave
- Statutory Paternity Pay
- Terms and Conditions during paternity leave

#### Parental Leave Policy

- Rights and obligations during parental leave
- Return form parental leave
- Conditions of parental leave

#### Adoption Leave Policy

- Eligibility for adoption leave
- Length of adoption leave
- Statutory Adoption Pay
- Notice of intention to take adoption leave
- Matching Certificate
- Terms and Conditions whilst on adoption leave
- Keeping in touch days
- Contact during adoption leave
- Return to work after adoption leave

#### Time off for Dependants Policy

- Length and notification of absence
- Definition of dependants
- Disciplinary action if leave is abused

### **Section 3: Pay and Benefits**

- Salary review
- Pay
- Deductions from pay
- Overtime
- Suspension/sent home without pay

#### **Section 4: Managing Performance and Talent**

- Staff retention
- Staff training
- Performance management
- Performance management process

#### **Section 5: Employment Policies**

- Equal Opportunities Policy
- Equal Opportunities Policy: application
- Equal Opportunities Policy: implementation
- Recruitment and promotion
- Job description and job rotas
- Disabilities
- Monitoring
- Customers and suppliers
- Compliance

#### **Harassment Policy**

- Definition of harassment
- Examples of harassment
- The responsibility of management to investigate
- Complaints of harassment
- Responsibility of employees
- Grievances related to harassment

#### **Information Technology Policy**

- The general rules of IT use
- Discrimination, harassment and victimisation using via IT
- Email use in general
- Use of internet/intranet while at work
- Personal use of company IT equipment
- Misuse of company IT equipment
- System security
- Personal social media accounts/blogs/websites
- Monitoring of IT by the company

#### **Customer Complaints Customer Feedback Policy**

- Compliance with this policy

### Whistleblowing Policy

- The scope of this policy
- Confidential allegations
- Procedure for making a Public Interest Disclosure (PID)
- Timescales
- Investigations of PID
- External PID reporting
- Statutory protection for Whistleblowers
- Health and Safety Policy
- Objectives of the policy
- Responsibility
- Accident reporting
- Eyesight tests
- Smoking, including electronic cigarettes
- Drugs and alcohol
- Company social functions

### Data Protection Policy

- Data protection principles
- Processing personal data
- Processing in line with individual rights
- Data security

### Anti-Bribery Policy

- The reason for this policy
- Definition of bribery
- Examples
- Receiving a bribe
- Gifts/functions and hospitality
- What is not acceptable?
- Employee responsibility
- How to raise a concern

## **Section 6: Disciplinary and Grievance Procedures**

### Disciplinary Procedure

- Suspension
- Investigation
- Notice of disciplinary hearing
- Your right to be accompanied
- Procedure at disciplinary hearings
- Appeals
- Disciplinary Sanctions
- Informal warnings
- Formal written warning
- Final written warning
- Dismissal
- Other disciplinary sanctions
- Examples of misconduct
- Examples of gross misconduct

### Grievance procedure

- Informal grievance procedure
- Formal grievance procedure
- Harassment
- Investigation
- Grievance meeting
- Decision
- Appeals
- The right to be accompanied

## **Section 7: leaving the company**

- Resignation
- Retirement
- Dismissal

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Advanced People Management is a competitively priced HR and Employment Law consultancy. We specialise in Employment Relations, Employment Law and Employment Tribunal representation for all businesses. With the support of our professional HR Managers and Employment Law Litigators (all CIPD accredited), our work focuses on employee relations and employment law; making sure your business understands its legal requirements around:

- ❖ All UK Employment Legislation and the legal rights employees have
- ❖ Contracts of Employment including Company/Employee Handbooks
- ❖ Drafting Policies and Procedures specific to your business needs
- ❖ Investigations: how they should be done when problems arise
- ❖ Disciplinary Procedures
- ❖ Grievance Procedures
- ❖ Short and Long-Term Absence Management
- ❖ Conduct and Capability Issues
- ❖ Appeals
- ❖ Help with Employment Tribunal Claims Documentation
- ❖ Employment Tribunal Litigation and Full Representation

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All of our eBooks, guides and template documents are available in Microsoft Word. If you require them contact us: [info@advancedpeoplemanagement.co.uk](mailto:info@advancedpeoplemanagement.co.uk) and we will send them out to you.

**But remember we will want to sign your company up as a customer so be prepared for a phone call off one of us trying to get some business out of you.**

***'Just being honest that's all'***

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