

HANDBOOK ESSENTIALS

Handbook Essentials

This summary provides an 'at-a-glance' guide to ensure your organisation's HR handbook meets legal requirements whilst also promoting best practice and fostering a positive workplace culture.

We can provide:

- Support or guidance in relation to your organisation's HR policies
- Fixed price Full Handbooks or individual Policies
- Review of existing handbooks
- Fixed Price HR audits

Please contact us at contact@impactlawyers.co.uk

Required by law	Strong legal reasons for including
Disciplinary procedures and rules (if not in contract/section 1 statement)	Bribery
Grievance procedures (if not in contract/section 1 statement*)	Anti-facilitation of tax evasion (in some cases)
Information about pensions (if not in contract/section 1 statement)	Equal opportunities
Health and safety (if 5 or more employees)	Data protection
Whistleblowing (in some cases)	Whistleblowing

Policies and procedures for a staff handbook

Suggested policies are listed below.

Equal opportunities

- Anti-harassment and bullying policy (long form) and Anti-harassment and bullying policy (short form).
- Diversity, equity and inclusion (DEI) policy (long form) and Diversity, equity and inclusion (DEI) policy (short form).
- Gender identity policy.
- Sexual harassment policy.

Day to day working arrangements

- Adverse weather and travel disruption policy.
- Bring your own device to work (BYOD) policy.
- CCTV policy.
- Data protection policy (UK), UK GDPR Privacy notice for employees, workers and contractors. and UK GDPR Candidate privacy notice.
- Data retention policy (UK).
- Dress code policy.
- Expenses policy.
- Flexible working policy.
- Flexi-time policy.
- Generative AI in the workplace policy.
- Homeworking policy.
- Hybrid working policy.
- IT and communications systems policy.
- Relationships at work policy.
- Social media policy (UK) and Company guidelines for use of social media.

Sickness, health and safety

- COVID-19 vaccination policy.
- Domestic abuse policy
- Health and safety policy.
- Menopause policy.
- No-smoking policy

- Sickness absence policy.
- Stress and mental wellbeing at work policy.
- Substance misuse policy.

Preventing and reporting malpractice and risk

- Anti-corruption and bribery policy.
- Anti-slavery and human trafficking policy.
- Anti-facilitation of tax evasion policy.
- Code of conduct and ethics.
- Conflicts of interest policy.
- Gifts and hospitality policy.
- Whistleblowing policy .

Discipline, performance management and grievances

- Capability procedure.
- Disciplinary procedure.

Leave entitlements

- Adoption policy (long form) and Adoption policy (short form).
- Compassionate leave policy.
- Career break policy.
- Carer's leave policy.
- Holidays policy.
- IVF and assisted conception policy.
- Maternity policy.
- Neo Natal Care Policy.
- Parental bereavement leave policy.
- Parental leave policy.
- Paternity policy.
- Pregnancy loss policy.
- Shared parental leave (birth) policy.
- Shared parental leave (adoption and surrogacy) policy.
- Stillbirth and neonatal loss policy.
- Time off for antenatal appointments policy.
- Time off for adoption appointments policy
- Time off for dependants policy.
- Time off for public duties.
- Time off for training policy (for employers with 250+ employees).

Termination of employment

- Redundancy policy.
- Retirement policy for employers with a fixed retirement age and Retirement policy for employers with no fixed retirement age.

HR forms

There is no need to include forms in a staff handbook. They can simply be provided to employees on request or as required. However, some employers do include forms in the handbook, or on a staff intranet.

If you are looking for support or guidance in relation to your organisation's HR policies, or would like us to complete a HR audit at a fixed price, please contact us at contact@impactlawyers.co.uk