



Information Sheet – Policy Health Check
Human Resource Management Chartered Support



23 The Slipway Marina Keep Port Solent
 Hampshire PO6 4TR United Kingdom

- ▶ Call: 023 9238 9818
- ▶ Email: hr@interprosupport.co.uk
- ▶ Visit: www.interprosupport.co.uk

Quick Check List

Use this table to quickly check what you have got in your Employee Handbook...

Policy	Got
Location	
Recruitment and Selection	
Equal Opportunity and Diversity	
The right to work in the UK (immigration and asylum)	
Transfer of Undertaking (merger and acquisition)	
Organisational structure	
Roles	
Decision Making	
Working Hours (includes Flexibility)	
Code of Conduct	
Information and Consultation	
Job Authorities/Descriptions	
Responsibilities	
Periods of Contract	
Types of Contract	
Induction	
Learning and Development	
Capability	
Appraisal	
Performance management	
Salary/Deductions	
Benefits and Rewards	
Pay Reviews	
Job Evaluation	
Overtime Payments	
Working From Home	
Parental	
Carer	
Maternity, Adoption and Paternity	
Taxation and National Insurance	
Pension	
Company Vehicle/Using your own vehicle	
Company equipment and tools	
Expenses	
Absence	
Confidentiality and Non Disclosure	
Restrictive Covenants	
Variation of Contract	
Ceasing contracts (termination)	
Redundancy	
Disciplinary	
Grievance	
Criminal Record Bureau	

IT Services

- ▶ Support
- ▶ Maintenance
- ▶ Networking
- ▶ Web Design

HR Services

- ▶ Law
- ▶ Recruitment
- ▶ Procedures
- ▶ Investigations



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Drugs and Alcohol	
Stress Management	
Health and Safety	
- Fire	
- First Aid	
- DSE	
- Lone Working	
- Mobile Working	
- Specific to work and industry	
- Harassment/Bullying	
Computer and Email	
Collective Agreements	
Trade Union	
Points of Contact	
Places to get Help/More Information	

Within your employer/employee handbook/literature, including any formal documents that should be issued to workers, you should ensure that you identify and present the company 'rules' and procedures for adhering to these 'rules'. You may know these as company 'policies'.

Not having such written rules can cause disruption to the business and ultimately provide opportunities for individuals to bring claims against the company.

If you are a BUSINESS and you trade, ensure you protect your asset by having clearly written policies and procedures, that meet employee statutory rights and uphold your rights as an employer.



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