



Recruitment to dismissal – getting it right

The liability that can arise from an employee/employer relationship which is not built on the right foundations can be substantial and in some cases can threaten the survival of your business.

We can give you guidance and support on: recruitment of the right people, on the right terms; managing the employer/employee relationship; and parting company with the employee.

Key points to remember

- *Recruitment* – Get your recruitment processes in order. Adverts should comply with the equality legislation, interview processes should be documented, objective and consistently applied.
- *Employing Staff* – It is a requirement in law that employees have basic written terms and conditions of employment contracts. Take advantage of this and ensure that contracts also provide you with necessary business protection should things go wrong, for example clauses restricting contact with your customer base. Ensure that suitable policies and procedures are in place so that you can manage risks to your business. Typically businesses should have policies to deal with absence, conduct, use of Internet and IT policy, anti bullying and harassment procedures.
- *Dismissal/ Staff Resignation* – *Get it right!* Terminating an employment relationship increasingly gives rise to claims as employees struggle to get alternative work. Reduce the risk of claims by ensuring that you follow the appropriate process.

A member of your team

We regard our employment team as an extension of your business. We aim to understand your business and its aims and offer advice tailored to helping you meet your commercial objectives with transparent and bespoke costs arrangements. We do not operate a “one size fits all” approach.

We routinely offer clients support on the daily employment issues which you may face such as grievance, disciplinary, family friendly queries and restructuring. We offer flexibility on pricing including annual fixed fee retainers which are designed to be bespoke for your business.

We also help you stay up to date for *FREE* with our regular employment law breakfast seminars.

We can supplement our support and advice by offering an insurance product which can cover the costs of defending any claims you may face or cover any compensation awarded against you (subject to the insurer’s terms and conditions).

For further advice please contact:

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