

## Free Employment Contract Health Check

In the Employment Team, we see employment contracts and policies and procedures on a daily basis. We are often asked to draft these documents. We also review them when there is an issue relating to an employee or if an employee is leaving.

What we see ranges from the good to the bad to the ugly. Many business will rely on an old draft and re-use it on numerous occasions with new recruits. Over time, the draft will get out of date or important parts of the contract will be left out on one occasion and not reinstated the next time.

The same can be said for policies and procedures. Businesses have not been helped by the Government in this regard. In the last 5 years we have seen statutory disciplinary, dismissal and grievance procedures introduced and then repealed. Many businesses went to a lot of trouble and expense to revise their polices and procedures in 2004 when the statutory procedures were introduced. Since April 2009, however, many businesses have not reacted to these statutory procedures being repealed and consequently their procedures could be out of date.

We understand that all businesses must keep a close eye on costs and contract reviews might seem like something that can wait for better days. However, this can store up problems for an employer.

Recognising the pressure on businesses, we are offering for Autumn 2009 some free legal work.

We are offering our clients and contacts a free health check on their:-

- standard contract of employment;
- disciplinary procedure; and
- grievance procedure.

During this period, we will carry out a free health check and report back on any major non-compliances. You will then be free to address this as you wish. However, if you then instruct us to address the issues and bring the documents up to date, we will carry out the work for a fixed fee.

If you would like us to carry out the contract and procedures health check then please send the documents by email to David Roath ([david.roath@parissmith.co.uk](mailto:david.roath@parissmith.co.uk)) or call any member of the Employment Team below to discuss this further.

### NEED SOME GUIDANCE? PLEASE CONTACT US ...

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