

POLICIES AND PROCEDURES

Most UK employers will have workplace policies and procedures in place in the form of an employee handbook. We regularly draft, update and advise businesses on their employment policies, such as the following:

- Disciplinary and performance improvement
- Grievance
- Sickness absence
- Diversity/equality
- Maternity, paternity, shared parental leave, adoption and parental leave
- Data protection
- Communications, IT and Bring Your Own Device
- Monitoring
- Whistleblowing
- Homeworking
- Health and safety at work
- Flexible working
- Travel
- Expenses
- Anti-bribery and corruption

Other than a health and safety policy for employers with five or more employees, and a requirement to tell employees what disciplinary and grievance rules apply to them, and who to appeal to, policies are not mandatory, but it is prudent for an employer to have a certain minimum of written workplace procedures.

How Katten can help

We advise on the full range of contentious and non-contentious UK employment law matters—from advising on senior executive employment, to partnership and investment documentation, managing disputes and exits as well as team moves, advising businesses on restructurings involving TUPE, and advising on all the employment issues associated with a corporate transaction or outsourcing, as well as managing the above in an international context.

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