

gmh's Top Ten Things to consider....

Employment Policies

The need for well-written workplace policies and procedures has never been more important than in today's changing workplace. Does your business have the following **policies** in place...as a minimum?

- ✓ Recruitment and Selection
- ✓ Equal opportunities
- ✓ Dignity at Work (including Bullying and Harassment)
- ✓ Disciplinary and grievances
- ✓ Health and Safety
- ✓ Time off
- ✓ Family - parental rights such as maternity, paternity, adoption and dependents' leave
- ✓ Statutory flexible working arrangements
- ✓ Pay and pensions
- ✓ Email and social media