

HR Essentials Checklist

For help and advice get in touch!
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GETTING STARTED

- Job descriptions
- Staff handbook
- Contracts
- Legal checks (DBS etc)
- Induction plans

WAYS OF RECORDING

- Performance
- Sickness and Absence
- Holidays
- Working hours
- Pay

COMPLIANCE

- Health and safety
- GDPR
- Equal Pay Act

POLICIES

- Probationary periods
- Sick pay
- Statutory Leave
- Annual leave
- Disciplinary processes
- Grievance process
- Anti-bullying
- Anti-harassment
- Social media
- Dress code
- Absence from work