

Guidelines - Contracts of Employment HR Policies and Procedures

Introduction

Cambridge HR Solutions provides advice and guidance to organisations big and small in the private, public and third sectors on all HR matters.

These guidelines¹ are intended to help employers navigate the sometimes complex world of HR.

Contracts of Employment

It is good practice to issue employees three core documents which together establishes the contractual and non-contractual obligations of the employer/employee relationship. These are:

Letter of Appointment* – which includes terms and conditions unique to that employee – pay, date of appointment, holiday entitlement etc.

Statement of Contractual Terms and Conditions of Employment* – which are “generic” and typically apply to all employees.

Staff Handbook – which sets out your non-contractual company policies and procedures, the bulk of which will be HR-related, but may include health and safety, finance stuff (expenses policies) and so on.

* Please see our other guidelines on these subjects under [resources](#) on our website.

HR Policies and Procedures – “Staff Handbook”

This document sets out most, if not all of your company’s policies and procedures. It is important to note that these are not contractually binding, in the same way as your main terms and conditions of employment are, so it allows you to change them as circumstances dictate.

However, you and your employees have an obligation to observe these policies and procedures by adhering to their terms and conditions. Failure to do so will allow you to take corrective or disciplinary action against your employees. They also provide invaluable guidance for your managers (and staff), which help prevent misunderstandings and employee relations difficulties from arising in the first place.

Your staff handbook should typically include policies and procedures relating to:

¹ These are for information only. We therefore regret that we cannot be responsible for any loss you may suffer as a result of any omission or inaccuracy, and we encourage you to seek advice accordingly.

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| 1. Induction | 17. Civic and Political Activities | 33. Diversity and Dignity at Work |
| 2. Probation Periods | 18. Sale of Goods | 34. Anti Harassment |
| 3. Criminal Records Checks | 19. Changes in Personal Information | 35. Pay, Benefits and Pensions |
| 4. Roles and Responsibilities | 20. Telephones and Correspondence | 36. Salary Arrangements |
| 5. Attendance at Work | 21. Smoking | 37. Part Time Employees |
| 6. Sickness Leave and Payments | 22. Environmental Policy | 38. Overtime |
| 7. Medical Appointments | 23. Company Vehicles | 39. Business Travel and Expenses |
| 8. Absence | 24. Tracking Devices | 40. Health and Safety |
| 9. Bereavement Leave | 25. Company Property | 41. Training and Development |
| 10. Working Time Guidelines | 26. Information and Technology | 42. Leaving, Notice Periods, Working Notice |
| 11. Hours of Work | 27. Social Networking Sites | 43. Retirement |
| 12. Conflict of Interest | 28. Data Protection | 44. Disciplinary and Grievance Procedures |
| 13. Whistleblowing | 29. Mobile Phone, Laptop and Tablet Policy | 45. Capability |
| 14. Standards of Performance and Behaviour at Work | 30. Confidentiality | |
| 15. Personal Property | 31. Bribery and other Corrupt Behaviour | |
| 16. Gratuity and Acceptance of Gifts and Hospitality | 32. Trade Union Membership | |

It is good practice to review your policies and procedures on a fairly regular basis, to ensure that gaps and omissions which typically arise following the resolution of employee relations difficulties can be closed quickly.

For more information, or if you have any questions, do please drop us an [email](#).