

Compliance Checklist for Small Businesses

Use this checklist to review whether your business is ready for the new employment rights changes.

Contracts & Documentation

- Employment contracts reviewed in the last 12 months
- Sick pay clauses updated to reflect new SSP rules
- Probation periods clearly defined
- Casual worker arrangements documented

Policies

- Absence management policy in place
- Parental leave policy updated
- Flexible working policy reviewed
- Pregnancy and maternity policy up to date

Workforce Management

- Managers trained on new employee rights & reforms
- Shift scheduling process reviewed
- Casual worker hours monitored
- Record-keeping systems in place

Risk Management

- HR support available for complex employee issues
- Disciplinary and dismissal procedures documented
- Probation review process introduced
- Employment tribunal risk assessed

