

7 top tips for employers - How to Avoid an Employment Tribunal

1. Keep the statements of employment terms and conditions up to date.
2. Use a discipline and grievance procedure and, more importantly, ensure staff are aware of both its existence and contents and never dismiss staff on the spot.
3. Train managers and supervisors to deal with any problems that arise head on (poor performance, sickness absence, grievance, disciplinary, etc) and to follow the correct procedures.
4. Never delay in dealing with a staff issue – it will not improve.
5. Keep staff informed as to any changes that could affect their working practice and ensure you consult and get agreement before making those changes and issuing contractual documentation.
6. Always be fair in your dealings with all staff and, if redundancies are necessary, help those staff to find new employment where possible.
7. Ensure all HR processes and problems are documented (including conversations and meetings) – you never know when they might be needed as a defence and to prove your actions.

For assistance with the complexities of employment law contact Sandra Beale FCIPD on 07762 771290 or email info@sjbealehrconsult.co.uk.

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