

# 10 HR Compliance Documents for a small business



VA Recruit HR

## Contract

Outlining the employees terms and conditions of employment, this is a day 1 right and should be signed by both the employee and the employer.

## Disciplinary Policy

This must comply with the ACAS code and contain your code of conduct for what is considered misconduct and gross misconduct

## Grievance Policy

This must comply with the ACAS code and will demonstrate your procedure by which employees can raise a complaint

## Health & Safety Policy

HR and H&S working closely together, having a detailed H&S Policy will assist in any misconduct and absence matters.

## Sickness Absence Policy

When managing sickness you must ensure you do not discriminate, particularly on the grounds of disability, having a fair policy can help with this.

## Time Off Policy

There are several reasons why your employees might need time off work and there are various legal entitlement to be aware of.

## Bullying & Harassment Policy

Creating a safe and welcoming workforce is paramount, including equal opportunities in this policy will ensure you have no discriminative procedures.

## Flexible Working Policy

Another day 1 right to request, with a statutory process to follow, ensure your policy is up to date with the latest legislation.

## Social Media & IT Policy

Social media and IT is common place in both work and personal situations that often the lines can become blurred, set out your expectations in a clear policy.

## GDPR Policy

You will handle a lot of employee data; you need to ensure that it is kept securely and employees know what you have and what you do with it.