



## EMPLOYMENT LAW AUDIT

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### QUESTIONNAIRE:

#### Your details

Name:

Address:

Your position/job title:

Organisation:

Email address:

Telephone number:

What does your organisation do?

Number of employees in your organisation:

		YES	NO	DON'T KNOW	DATE
1.	Do you have a recruitment procedure and if so when was it last reviewed?				
2.	Do you carry out checks to ensure that all new employees have permission to work in the UK?				
3.	Do you issue all new employees with a written statement of terms (or contract of employment) within two months of the commencement of their employment?				
4.	Has your standard statement of terms and/or contract of employment been reviewed and if so when?				
5.	Does your standard contract of employment cover the following issues:-				
	- confidentiality				
	- conflicts of Interest (working for more than one employer at the same time)				
	- restrictive covenants/post termination restrictions				
	- intellectual property (inventions, patents, copyright? )				
	- pay in lieu of notice				
	- garden leave				
	- data protection				
	- deductions from wages				
	- opting out of the average 48 hour weekly working limit.				
6.	Do new employees undergo an induction programme?				
7.	Do you have an employee handbook and/or policies in place which deal with the following:				
	- disciplinary and grievance matters				
	- email and internet use in particular the use of Facebook/Twitter and cyber bullying				
	- health and safety				
	- holidays				
		YES	NO	DON'T	DATE

		KNOW			
	- sickness absence and pay				
	- equal opportunities				
	- maternity/paternity and other working family rights				
	- company vehicles/company property				
	- use of mobile phones				
8.	Has your employee handbook and your various policies been reviewed and if so when?				
9.	Are new contracts of employment issued when an employee is promoted or when the nature of the business changes ?				
10.	Do your employees receive ongoing training in relation to your policies and procedures?				
11.	Do you have a HR/Personnel Department/Manager?				
12.	Have your managers and supervisors received training in the following areas:				
	- disciplinary, dismissal and grievance procedures?				
	- sickness absence management?				
	- discrimination and equal opportunities?				
	- health and safety?				
13.	Does your organisation recognise a Trade Union?				
14.	Does your organisation have a works council?				
15.	Do you conduct exit interviews with every employee leaving the organisation?				
16.	Have you ever conducted an equal pay audit and if so when?				
17.	Do you have legal expenses insurance or insurance cover in place for employment law disputes? (If so, please attach a copy to this questionnaire)				

Please tick here if you wish to be registered for other non-chargeable services as detailed in the information included within the Employment Pack.

**Please return this completed questionnaire with copies of your current standard contract of employment , employee handbook and any other employment policies and procedures to Marlene Hession by e-mail, post or fax ;**

**E-mail – [marlene.hession@fdl-law.co.uk](mailto:marlene.hession@fdl-law.co.uk)**

**Post : Fruhman Davies Livingstones  
Blackfriars House  
Parsonage  
Manchester M3 2JA**

**Tel: 0161 828 1560**

**Fax : 0161 833 4153**

**Thank you for taking the time to complete this questionnaire and we will revert to you shortly.**

**TERMS AND CONDITIONS**

This is an audit which takes the form of a basic review of employment law issues covering those areas that FDL have identified as potential areas of your businesses' employment documentation where errors and/or omissions are often encountered.

FDL will report to you any anomalies and/or failures to comply with statutory and/or other requirements in relation to the specific areas reviewed and which FDL in their discretion consider material.

This audit follows a standard procedure and if you require a full legal audit, to meet your specific requirements further details are available on request.