

Tick Yes, No or Not Sure against each question.

1. Contracts of Employment

Do all employees have up-to-date written contracts of employment that comply with legislation? Contracts should accurately reflect employees' terms and conditions, including but not limited to pay, hours, benefits and place of work.

Yes ☐ No ☐ Not Sure ☐

2. Family Leave Rights

Do you have maternity, paternity, adoption, shared parental and parental leave policies, and have you updated the policies in light of changes that came into effect in April 2026?

Yes ☐ No ☐ Not Sure ☐

3. Flexible Working

Do you have a compliant process for handling flexible working requests? The law relating to flexible working requests changed in April 2024, so if you haven't updated your policy and process since then, you could be breaching your legal obligations.

Yes ☐ No ☐ Not Sure ☐

4. Harassment Prevention Duties

Have you taken reasonable steps to prevent sexual harassment and inappropriate workplace behaviour, including specific training for staff and managers on sexual harassment? From October 2026, this duty is changing to all reasonable steps so the threshold will be higher.

Yes ☐ No ☐ Not Sure ☐

5. Disciplinary and Grievance Procedures

Do you have effective disciplinary and grievance procedures that are consistently followed? Managers should understand how to investigate issues, conduct meetings and follow a fair process. Failure to do so can increase the risk of tribunal claims and result in up to a 25% uplift in compensation awarded.

Yes ☐ No ☐ Not Sure ☐

6. Sickness Absence Management

Do you actively manage sickness absence and employee wellbeing? Absence levels should be monitored and managed consistently. Employers should also consider whether additional support or medical advice may be required.

Yes ☐ No ☐ Not Sure ☐

7. Equality and Reasonable Adjustments

Are you confident your workplace practices comply with equality legislation? Employers should identify where reasonable adjustments may be required and ensure employees are not disadvantaged because of a protected characteristic.

Yes ☐ No ☐ Not Sure ☐

8. Restrictive Covenants

Do your employment contracts contain appropriate and enforceable post-termination restrictions? Restrictions should be regularly reviewed to ensure they remain relevant to the employee's role and provide adequate protection for the business. Blanket restrictive covenants should not be used.

Yes ☐ No ☐ Not Sure ☐

9. Zero-Hour Contracts & Agency workers

Are your arrangements for zero-hour or casual workers legally compliant and clearly documented? Employers should ensure workers understand their rights and working arrangements. Particular attention should be paid to contractual terms and working patterns.

Yes ☐ **No** ☐ **Not Sure** ☐

10. Trade Unions

Do you understand your obligations relating to trade unions and employee representation, particularly in light of the changes due to take effect in October 2026? Employers should be aware of their responsibilities regarding recognition, consultation and collective rights where applicable.

Yes ☐ **No** ☐ **Not Sure** ☐

Your Score

0-2 No or Not Sure Answers: Strong position, but continue regular reviews.

3-5 No or Not Sure Answers: Some areas require attention.

6+ No or Not Sure Answers: Consider a comprehensive HR and employment law audit.

Need help closing the gaps?

If this checklist has highlighted any uncertainty, now is the time to deal with it before it becomes a costly employee issue, tribunal claim or operational distraction. Our Employment team can review your contracts, policies and HR processes, identify practical improvements and help you reduce risk across your business.

If you are a business owner, Managing Director, HR Director or Operations Manager and would like a straightforward view on where your business stands, please get in touch to arrange an initial conversation.



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