**Employee Handbook Checklist**

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| **Policy/Procedure:** | **Have** | **Do Not Have** |
| **Introduction** |  |  |
| **Equality Policy** |  |  |
| **Dignity At Work** |  |  |
| **Statutory Leave:** |  |  |
| **Annual Leave** |  |  |
| **Public Holidays** |  |  |
| **Maternity Leave** |  |  |
| **Paternity Leave** |  |  |
| **Parental Leave** |  |  |
| **Parents Leave** |  |  |
| **Force Majeure** |  |  |
| **Adoptive Leave** |  |  |
| **Carers Leave** |  |  |
| **Jury Duty** |  |  |
| **Non-Statutory Leave:** |  |  |
| **Additional Annual Leave** |  |  |
| **Compassionate Leave** |  |  |
| **Ah hoc** |  |  |
| **Disciplinary Policy** |  |  |
| **Grievance Procedure** |  |  |
| **Health & Safety Statement** |  |  |
| **I.T. Acceptable Use** |  |  |
| **Data Protection Policy** |  |  |
| **Protected Disclosures/Whistleblowers Policy** |  |  |
| **Garden Leave** |  |  |
| **Smoking/Vaping Policy** |  |  |
| **Dress Code** |  |  |
| **Alcohol and Drugs Policy – Support & Consequences** |  |  |

**Required Changes due to Legislation**

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| **Statutory Sick Pay** |  |  |
| **Bulling Code of Practice**  **(new preliminary stage)** |  |  |
| **Parents Leave**  **(now 7 weeks & 2 years from birth)** |  |  |
| **Code of Practice**  **Right to Disconnect** |  |  |
| **Code of Practice**  **Harassment** |  |  |
| **Hybrid Working Policy** |  |  |
| **Payment of Wages (Amendment) (Tips and Gratuities) Act 2022** |  |  |
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