**Employee Handbook Checklist 2025**

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| **Policy/Procedure:** | **Have** | **Do Not Have** |
| **Introduction** |  |  |
| **Equality Policy** |  |  |
| **Dignity At Work** |  |  |
| **Statutory Leave:** |  |  |
| **Annual Leave** |  |  |
| **Public Holidays** |  |  |
| **Maternity Leave**  **\*including right to postpone leave** |  |  |
| **Paternity Leave** |  |  |
| **Enhanced Parental Leave Benefits** |  |  |
| **Parents Leave (9 weeks)** |  |  |
| **Force Majeure** |  |  |
| **Adoptive Leave** |  |  |
| **Carers Leave** |  |  |
| **Jury Duty** |  |  |
| **Domestic Violence Leave** |  |  |
| **Leave for Medical Care Purposes** |  |  |
| **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 (optional)** |  |  |
| **Smoking/Vaping Policy** |  |  |
| **Dress Code** |  |  |
| **Alcohol and Drugs Policy – Support & Consequences** |  |  |
| **Retirement Policy** |  |  |
| **Double employment** |  |  |
| **Probation** |  |  |
| **Statutory Sick Pay – aligned with current legislation** |  |  |
| **Bullying Code of Practice** |  |  |
| **Right to Disconnect** |  |  |
| **Inclement Weather** |  |  |
| **Flexible Working** |  |  |
| **AI Policy** |  |  |
| **Code of Practice**  **Harassment** |  |  |
| **Hybrid Working Policy** |  |  |
| **Payment of Wages (Amendment) (Tips and Gratuities) Act 2022** |  |  |