**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** |  |  |