



# A Summer Offer That Means You Can Relax All Year...

Taylors

*the commercial law firm*

## It's a basic legal requirement to provide a statement setting out key terms of employment and to update following changes!

Yet it surprises us just how often this simple requirement can be overlooked. Take the risk at your peril - a failure to comply could result in a compensation award of up to 4 weeks gross pay for any employee that complains – it costs less than that to protect yourself for all your staff!

Staff Handbooks set out the rules, policies and practices of the business which employees are expected to follow, including bullying and harassment, equal opportunities, discipline and grievance and IT policies.

When defending any claim to an Employment Tribunal the starting point is establishing that the employees knew and understood the rules – a Staff Handbook helps you achieve this. If you have contracts of employment then have you kept them up to date with the changes to employment law in the last 12 months or expected imminently including:

- »Holidays and Sickness Absence
- »The ACAS Statutory Code of Practice on Discipline and Grievance
- »Introduction of "Fit Notes"
- »Retirement Age
- »Maternity/Paternity Leave Developments
- »Equality Act 2010 Impact

### More Information

To find out more, please contact  
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### Very Special Limited Offer

For **reduced fixed fees** Taylors will:

- » Review contracts of employment, staff handbook and policies  
Normally £200 **special offer just: £100\***
- » Draft a standard contract of employment (excluding restrictive covenants):  
Normally £150 **special offer just: £75\***
- » Draft a standard Staff Handbook:  
Normally £650 **special offer just: £400\***

This offer expires on 31st August 2010 so please act now to avoid disappointment! \* Price excludes VAT.