

Drafting Contracts, Policies and Handbooks

This checklist outlines key steps and legal considerations for UK employers when considering the matters of contracts, policies and handbooks. It is designed to help ensure compliance, fairness, and strategic clarity.

- Review current employment contracts for legal compliance and clarity.
- Ensure contracts include key terms: job title, duties, salary, hours, notice period, and place of work.
- Include clauses on confidentiality, intellectual property, and post-termination restrictions where appropriate.
- Draft contracts for different types of workers: permanent, fixed-term, zero-hours, contractors, and directors.
- Ensure contracts reflect current employment legislation and case law.
- Create a staff handbook outlining non-contractual policies and procedures.
- Include policies on disciplinary and grievance procedures, absence, health & safety, and equal opportunities.
- Draft standalone policies for data protection, social media, whistleblowing, and flexible working.
- Decide which policies should be contractual and which should be non-contractual.
- Ensure policies are clear, accessible, and regularly updated.
- Train managers and HR staff on implementing contracts and policies consistently.
- Communicate changes to staff and obtain signed acknowledgements where necessary.
- Review and update documentation annually or when legal changes occur.
- Seek legal advice when drafting or updating contracts, policies, and handbooks.

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