Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| How many people do you employ? | Full TimePart TimeContractorApprenticeVolunteer |
| Do all employees have a contract of employment? | Yes | No | Don’t Know |
| Are contracts issued to new staff within 2 months of their start date?  | Yes | No | Don’t Know |
| Comment / Note |  |
| Do you have a documented disciplinary and grievance policy and procedures? | Yes | No | Don’t Know |
| Do you have an equal opportunities policy? | Yes | No | Don’t Know |
| Do you have an induction or onboarding procedure for new starters? | Yes | No | Don’t Know |
| Do you have an employee Data Protection and Privacy notice that complies with GDPR? | Yes | No | Don’t Know |
| Comment / Note |  |
| Is personal information in *physical* form kept in a secure location with limited access? | Yes | No | Don’t Know |
| Is personal information in *digital* physical form kept in a secure location with limited access? | Yes | No | Don’t Know |
| Comment / Note |  |
| Do you have a staff handbook? | Yes | No | Don’t Know |
| Has your staff handbook been updated in the last 2 years? | Yes | No | Don’t Know |
| Have all employees confirmed receipt of your handbook and that they have read it? | Yes | No | Don’t Know |
| Comment / Note |  |
| Do you check that new employees have the right to work in the UK? | Yes | No | Don’t Know |
| Do you check references for new employees? | Yes | No | Don’t Know |
| How do you check references for new employees? |  |
| Comment / Note |  |
| Do you pay all your staff at least the minimum wage appropriate for their age? | Yes | No | Don’t Know |
| Do you automatically enrol all eligible staff in an approved pension scheme? | Yes | No | Don’t Know |
| Comment / Note |  |
| Does each of your employees have a job description?  | Yes | No | Don’t Know |
| Comment / Note |  |
| Do you regularly review the performance of your employees? | Yes | No | Don’t Know |
| Comment / Note |  |
| Do you have a process for managing staff absence? | Yes | No | Don’t Know |
| Is staff absence (individuals or collectively) an issue in your business - comment |  |
| Other notes / comments |  |