



PEARSON & ASSOCIATES

Employment law

As an employer, you are probably finding it very difficult to keep up with the steady flow of new employment law and regulations coming into force. You want to look after your employees, because you know they are key to your business, and you want to be a responsible employer, but you are always worried that something will trip you up. What seems like a straight-forward situation or a common sense decision at the time can prove to be expensive at a future Employment Tribunal, particularly where an employee is perhaps playing the system, with financial reward in mind. Even if you avoid being caught out in the minefield of your day to day relationships with your employees there is still all of the paperwork to get right and keep up to date.

You can relax if you use our employment law service which includes the following key features:

- We will provide a 24-hour telephone helpline to give you the right advice the moment an issue arises
- We will help you to get all of the legal documentation in place
- We will update your documentation as the law and best practice changes
- We will provide a copy of your Employment Handbook online for your convenience and accessibility by your staff

We want you to be clear about what you can expect from us and let us know what we need from you.

OUR RESPONSIBILITIES

We will prepare a personalised Employment Handbook and Written Statement of Particulars for each employee which will form the basis of the contractual relationship between you and employees.

We will update the Employment Handbook when changes to Legislation, Common Law or best practice make this necessary.

We will provide the necessary documentation with regards to employment matters, recruitment, disciplinary, appraisals and timely telephone and email advice on the correct procedures to be used.

We will provide an Employment Law E-Newsletter on a monthly basis.

We will, on your request organise insurance to protect you against Employment Tribunal Legal fees and potential compensatory payouts.

YOUR RESPONSIBILITIES

You will provide all complete and accurate relevant information for inclusion in the Employment Handbook and Written Statement of Particulars.

You will inform us promptly of any changes to personnel.

You will use our telephone support service to seek advice prior to undertaking any disciplinary or grievance procedures and will use any documentation provided by us to ensure procedural correctness.

AGREEMENT OF TERMS

These terms take effect when we receive written or email confirmation that you wish us to provide this service and will continue until we receive written or email confirmation that you no longer wish us to provide this service.

We will deal with matters arising in earlier years as appropriate and will cease to deal with matters relating to current years as soon as we receive notice that you no longer wish us to provide this service.

We will provide the service set out above with reasonable care and skill. However, to the fullest extent permitted by law, we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities where you or others supply incorrect or incomplete information, or fail to supply any appropriate information or where you fail to act on our advice or respond promptly to communications from us, your employees or a relevant third party authority.

You will not hold us, our directors and staff, responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with the service outlined above. You have agreed that you will not bring any claim in connection with the service we provide to you against any of our directors or employees personally.