



# NEWSLETTER

## HR Policy Checklist for 2025

I can't stress enough how important policies are. They are your business's instruction manual and ensure that you...

- Stay legally compliant
- Set clear expectations
- Act consistently and fairly
- Protect you and your business

And with the new laws that Labour are introducing, it's vital to make sure you have the right policies in place.

### Do you have the right policies in place for 2025?

The Chartered Institute of Personnel and Development (CIPD) provides comprehensive guidance on HR policies that UK businesses should consider implementing.

While some policies are legally required, others are recommended to promote best practices and align with organisational objectives.

#### Here are the policies you legally need to have:

**Health and Safety Policy:** This policy is mandatory for organisations with five or more employees and outlines the company's commitment to maintaining a safe working environment.

**Disciplinary and Dismissal Policy:** Employers must have clear procedures for managing employee misconduct and performance issues.

**Grievance Policy:** A grievance policy provides a structured process for employees to raise concerns or complaints about workplace issues, ensuring that they are addressed promptly and fairly.

**For a full list of policies you SHOULD have, please get in touch with us today.**

### Race Discrimination claim upheld



A recent tribunal ruling on race discrimination at a Norfolk hotel serves as a stark reminder of the importance of building a truly inclusive workplace.

Despite reporting incidents, management failed to investigate a staff member's concerns about racist remarks adequately, leading to claims of institutional racism. This has resulted in legal repercussions and damage to the organisation's reputation.

A robust anti-discrimination policy could have prevented this. Managers should also have received training on how to handle complaints appropriately and on how to foster a culture where employees feel respected and heard.

<https://www.hrmagazine.co.uk/content/news/tribunal-backs-hotel-receptionists-race-discrimination-claim>

# The key to successful coaching

Coaching can be a transformative tool for personal and professional growth, but it only works when all parties are ready and willing to engage.

As Clare Norman highlights in this article, assessing "coachability" is critical. Employees must be open to change, proactive in their thinking, and prepared for the process. For small business owners, ensuring that coaching is the right fit at the right time can significantly improve outcomes.

If you're considering coaching for your team, let's discuss how to set the stage for success.

<https://www.peoplemanagement.co.uk/article/1897260/why-coaching-works-parties-board>



# Sexual misconduct reports surpass malpractice disclosures

Research by whistleblowing platform, SafeCall, found that 70% of employees are likely to report sexual misconduct or bullying, compared to lower rates for issues like data misuse (56%) and unfair treatment (53%). It also found that younger workers are less likely to report misconduct than older colleagues.

This emphasises the need for clear reporting policies, transparent workplace cultures and leadership commitment, to encourage a safe environment for addressing all types of misconduct.

<https://www.hr magazine.co.uk/content/news/employees-more-likely-to-report-sexual-misconduct-than-malpractice>

# 4 ways to make your employees LOVE working for you

Creating a workplace where people feel valued and motivated isn't just good for your employees; it's great for business, too!

Here are four key ways to build an environment where people love to work:

## 1. Recognise their efforts

A simple "thank you" or acknowledgement of a job well done can go a long way. Celebrate big and small wins to show appreciation for their hard work.

## 2. Develop growth opportunities

Provide clear paths for career development. Whether it's training, mentorship or promotions, employees need to know that they can grow with you.

## 3. Prioritise work-life balance

Respect boundaries, offer flexibility and create policies that support mental and physical well-being. Happy employees are productive employees!

## 4. Show that you care

Take an interest in their well-being, both at work and outside of it. A little empathy and understanding can make a huge difference.

**Get in touch if you would like to improve the performance and engagement of your employees.**





# Questions & Answers

## What should I do if an employee fails to attend a disciplinary hearing?

First, you should make reasonable efforts to reschedule. If the employee repeatedly fails to attend without a valid reason, you can make a decision based on the evidence you have available. Before deciding, you will need to consider company policy, the employee's record, reasons for absence and medical opinions. It's best to contact an expert for guidance. We can help.

## Do apprentices have the same rights as employees?

Apprenticeships are a great way to get work experience while training and studying for qualifications. They have the same rights as those legally classed as employees. However, there is a separate National Minimum Wage rate for apprentices.

## My employee has been sick for 4 days, do they need a fit note?

If someone is off sick for 7 calendar days or less (including weekends), they do not need a fit note. They can tell you they're not well enough to work without medical evidence and should still be paid the amount of sick pay they're entitled to.

## Let's talk on the phone

### Here are three questions for you:

- Do you currently have an HR consultant?
- On a scale of 1 to 10, how happy are you with them?
- If the answer isn't "I'm so delighted I could print 1,000 flyers to spread the word about them", let's jump on a video call

You know just how important it is to get proactive, responsive HR support. That's what we do. And we're taking on new clients.



Set up a 15 minute exploratory call at [www.crafnanthr.co.uk/contact us](http://www.crafnanthr.co.uk/contact-us)



**YOUR HR EXPERT**

