



Quick Questionnaire on the compliance within your organisation.

- Have you issued written contracts of employment? yes no
- Do they include the requirements of the Employment Rights Act (as amended)? yes no
- Have you an effective Disciplinary / grievance Procedure? yes no
- Have you an up-to-date H&S policy? yes no
- Have all staff signed it to state they have read and understood it? yes no
- Are all risk & COSHH assessments up-to-date? yes no
- Are your safety training procedures up-to-date? yes no
- Is record keeping adequate for your H&S procedures? yes no

Do your Contracts of employment contain adequate provision for:

- Absence and sickness procedure? yes no
- Use of motor vehicles? yes no
- Use of equipment, computers, telephones, etc.? yes no
- Staff uniforms and dress code? yes no
- Disciplinary and appeals procedures? yes no
- Illegal substance, alcohol and smoking procedures? yes no
- Working time regulation procedures? yes no
- Gross Misconduct & minor offences procedures? yes no

Have you got Policies for:

- Parental - Maternity - Paternity leave? yes no
- Equal opportunities - sexual / racial discrimination? yes no
- Prevention of Harassment and bullying? yes no
- Stress, First aid, Lone working and Fire training? yes no

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1. Are you confident you would pass a compliance audit if you received a visit from the enforcing authorities?
2. Would you like a no-obligation chat and audit from a highly reputable company?
3. Can you afford to pay out the heavy financial fines and penalties issued for non-compliance?

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Call us now to discuss your compliance requirements – 0845 0091711