

HR Compliance Checklist for SMEs



Recruitment

- Do up to date job descriptions exist for all roles within the business?
- Do you have a recruitment and selection policy in place?
- Have you selected the right [interview structure](#)?
- Are new employees' [references checked](#)?

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Employees

- Are your employees legally permitted to carry out the work they are employed to do e.g. have you checked qualifications, obtained DBS checks?
- Do you have copies of proof of right to work in the UK for all employees?
- Are all your employee record files complete and up to date?
- Do all employees have up-to-date [contracts](#) and employee handbooks?
- Have all employees been inducted and received relevant training?
- Do all your employees know the procedures to keep records on sickness, maternity/ paternity pay and annual leave?
- Do you have processes in place to deal with pregnant employees/ employees on maternity leave?
- Do you carry out [return to work interviews](#) after sickness?

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HR Policies & Procedures

- Do you have a staff [code of conduct](#) in place that has been shared with all employees?
- Do you have anti-bullying and anti-harassment policies in place?
- Have all employees had [diversity and equality](#) training based on your policy?
- Are all your managers trained in your anti-discriminatory policy?
- Have all employees been informed of the disciplinary and [grievance](#) procedure?
- Do you protect your company with a social media policy?
- Do you have systems to ensure that you comply with [working time laws](#)?
- Do you have a system in place for documenting regular staff performance appraisals?
- Do you [monitor absence](#) for patterns and actively manage [long term sickness](#)?
- Are pay levels monitored and reviewed?
- Are all your [employees paid](#) at least the National Minimum Wage?
- Do exit interviews take place?
- Do you protect your interests with restrictive covenants to limit an employee's post termination actions?

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Regulations

- Does the company comply with [health and safety regulations](#)?
- Does the company comply with all obligations under the Data Protection Act?
- Do you have procedures in place for maintaining employee records and files?
- Have you started preparing and implementing processes in order to comply with [GDPR](#)?

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If you have any questions about HR compliance for your business, call our brilliant [BrightAdvice](#) team today on **0844 892 3928**.