

Contents

Introduction

| | |
|--|-------------|
| <i>FPB Employment Guide</i> | <i>i</i> |
| <i>Employment Guide – ninth edition</i> | <i>ii</i> |
| <i>Contents</i> | <i>iii</i> |
| <i>Foreword</i> | <i>v</i> |
| <i>Introduction</i> | <i>vii</i> |
| <i>Feedback</i> | <i>viii</i> |
| <i>About the Guide and how to use it</i> | <i>ix</i> |
| <i>Using the Employment Guide CD-ROM</i> | <i>x</i> |
| <i>Abbreviations used in the Guide</i> | <i>xi</i> |

Section 1 Before employment, recruitment and induction 1

| | |
|---|----|
| Introduction | 3 |
| Action before employment | 4 |
| The recruitment process | 6 |
| Commencement of work and induction | 14 |
| Data protection | 16 |
| Contract of employment | 18 |
| Procedure for varying contracts of employment | 25 |
| Templates | 27 |

Section 2 During employment 81

| | |
|--------------------------------------|-----|
| Introduction | 83 |
| Working time | 84 |
| Holidays | 87 |
| Pay | 90 |
| Personnel records | 90 |
| Monitoring progress | 92 |
| Absence | 94 |
| Employing children and young persons | 101 |
| Family-friendly rights | 102 |
| Relationships in the workplace | 111 |
| Information and consultation | 114 |
| Transfer of undertakings | 115 |
| Trade unions | 119 |
| Human rights | 120 |
| Templates | 123 |

| | | |
|------------------|--|------------|
| Section 3 | Equal opportunities | 157 |
| | Introduction | 159 |
| | Equal opportunities | 160 |
| | Sex (gender) discrimination | 162 |
| | Discrimination on the grounds of race | 165 |
| | Discrimination on the grounds of disability | 168 |
| | Discrimination on the grounds of age | 171 |
| | Discrimination on the grounds of sexual orientation | 176 |
| | Discrimination on the grounds of religion and belief | 180 |
| | Templates | 183 |
| Section 4 | Discipline and grievance | 205 |
| | Introduction | 207 |
| | Disciplinary procedure | 208 |
| | Grievance procedure | 213 |
| | Whistle-blowing | 216 |
| | Templates | 217 |
| Section 5 | Dismissal and redundancy | 253 |
| | Introduction | 255 |
| | Dismissals | 256 |
| | Redundancy | 260 |
| | Lay-offs and short-time working | 269 |
| | Templates | 271 |
| Section 6 | Employment tribunals | 301 |
| | Introduction | 303 |
| | Employment tribunals – practice and procedures | 304 |
| Section 7 | Post-employment | 313 |
| | Introduction | 315 |
| | References | 316 |
| | Restrictive covenants | 317 |
| | Final pay/records | 319 |
| | Garden leave | 319 |
| | Templates | 321 |
| Index | | 325 |