

## Will your business pass our Legal Health Check?

Answering the questions below will help you to identify areas where your business might be vulnerable, which aspects require urgent attention and which you should be keeping an eye on.

Complete the check list below, print off and send it back to us and we will see how your business has fared. Post it to Christian Wilson, Coodes Solicitors, Elizabeth House, Castle Street, Truro TR1 3AP OR scan in your completed form and send it back to us: [christian.wilson@coodes.co.uk](mailto:christian.wilson@coodes.co.uk). Alternatively we can send you a questionnaire to complete via email.

### EMPLOYEES

- Do all of your employees have a written employment contract and do you have a signed copy of each one on file?
- Do existing employment contracts make appropriate provision for restrictive covenants (for example, restrictions on an employee's ability after termination of their employment to compete with the business, or to solicit other employees away from the business)?
- Have the employment contracts been reviewed recently to ensure that they reflect employees' current role and status (e.g. bonus provisions, notice periods, garden leave and payment in lieu of notice restrictive covenants, IP, confidentiality)?
- Do you have a staff handbook and/or policies and procedures which regulate the relationships between staff and management? If so, have these policies been recently reviewed to ensure that they are up to date and cover any recent developments in employment law? Do you have up to date grievance and disciplinary procedures in place?
- Do you have an equal opportunities / equality policy? Have all staff (particularly management and line managers) had equal opportunities training?

Cont'd overleaf

- If a listed company, do your remuneration structures meet the relevant guidelines (e.g. notice periods, no reward for past performance)?
- The written statements of particulars is a legal requirement if you have been employed for more than two months? Do all your staff have these? Do you have a retirement policy for all staff?