



Essential policies and employment documentation

This factsheet aims to provide information on essential policies and employment documentation that employers should use as a minimum and how you should communicate this information to staff.

The minimum essential documentation required by law includes:

- A written statement of terms and conditions
- A grievance procedure
- A disciplinary procedure
- A health and safety policy
- Health and safety poster
- Pensions information
- Equality and diversity policy
- Rules
- Sickness absence arrangements
- Annual leave arrangements

Other documents, such as an application form, an induction procedure, a salary review policy, a learning and development plan can be useful to create.

Staff handbooks are effective in providing employees with information on policies and for them to use as a reference tool.

Before changing any employment documentation, you should communicate and consult with staff. Clearly outlined documentation helps both managers and employees manage expectations.

This information is taken from the publication *The Good Employment Guide (2005)*. Find out more at www.ncvo-vol.org.uk/publications

To find out more on the subject of essential employment documentation, visit the following websites:

1) askNCVO: NCVO provides free information, signposting and services for trustees, staff and volunteers
www.askncvo.org.uk

2) National Association for Voluntary and Community Action (NACVA): Provides information and resources for employers
www.nacva.org.uk