

# Busbys

## Solicitors

### Caring for our clients

**Specialisation:** *Employment relations are a potential minefield and require skilful and sympathetic handling. Busbys have extensive experience of dealing with employment related matters. We provide practical solutions to your legal requirements.*

**Keeping in touch:** *We recognise the importance of keeping in touch. This is not only while dealing with any specific matter for you, but also more generally over the years. We will keep you informed on a regular basis on all aspects of your case.*

**Costs:** *There will be no hidden surprises for you when it comes to our charges. We always advise our clients of our charging methods at the outset and keep you updated as matters progress.*

**Technology:** *Our office is fully equipped with the very latest in modern technology. This enables Busbys to enhance our efficiency and accuracy, and to respond to your needs as soon as possible.*

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### Getting in Touch

All employees have a right to know what laws affect and protect them in their place of work. All employers need to be aware how changes in the law affect their companies. Good communications in the workplace are essential. Potentially serious problems often arise. You therefore need speedy, sound advice to resolve problems before they get out of hand. Here at **Busbys** we have the expertise, be you employer or employee, to help you with any problems or legal issues which may arise. We seek to ensure that your best interests are taken care of at all times.

**Contact John Busby for help.**

Opening Hours:

Mon-Fri: 9 - 1 & 2 - 5

*(at other times by appointment)*

### Busbys Solicitors

The Strand  
Bude  
Cornwall  
EX23 8TJ

Tel: 01288 35 9000  
0845 337 2032

Fax: 01288 35 6000  
DX 118529 BUDE

email: [john.busby@busbyslaw.co.uk](mailto:john.busby@busbyslaw.co.uk)  
[www.busbyslaw.co.uk](http://www.busbyslaw.co.uk)

Consulting rooms  
20 The Square, Holsworthy, Devon

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## Solicitors

### Employment Law

### Know your Rights

**Lexcel**  
Practice Management Standard  
Law Society Accredited

# Employment Law

## Know your Rights

### Why should you see us?

Employers and employees often spend more time in the workplace and in the company of working colleagues than anywhere else. The potential for problems is enormous. Without legal help throughout the employment process and beyond it you could face major difficulty and expense. We are experienced employment specialists who can guide you through every aspect of the employment relationship. So do not hesitate to contact us.

### Recruitment of Staff

Employment legislation lays down rigid criteria for staff recruitment and selection. There are laws governing discrimination in selection on grounds of gender, race disability and marital status. There are rules governing employees' past criminal convictions, employing children and young persons, restrictions on employing women, and employment of EU and non-EU nationals. There are advertising guidelines to consider. There are many "Dos" and "Don'ts" for selecting and interviewing job applicants. Failure to follow the rules may lead to successful claims for compensation to an Employment Tribunal.

### The Employment Relationship

The contract of employment legally governs the employer-employee relationship. It is essential that employers get it right in order to avoid legal problems which will arise if they get it wrong.

Employees need to be aware of their rights in law to determine if they are being treated in a legally fair and proper way. We will assist with the drafting of legally appropriate contracts of employment and partnership agreements. We will work with you on these specific issues:

- the employees' statutory rights
- the right type of contract of employment
- the terms of the contract
- how to vary contracts
- staff handbooks:
  - equal opportunities policy
  - disciplinary rules and procedures
  - grievance procedure
  - health and safety policy
- self-employment
- sickness benefit

### Family-friendly rights

We live in an age where the rights of families are acknowledged as being important in the employment context. A flexible workforce depends on those with family responsibilities being able to work. We will give advice and guidance on:

- maternity rights
- adoption rights
- parental leave
- time off for dependents
- paternity rights
- the right to request flexible working

### Discrimination

The discrimination laws have had a major impact on employment. Our membership of the European Union has brought with it a high level of protection against discrimination for employees. Complaints can be brought to an employment tribunal with no qualifying period of employment and no minimum limit of compensation. We can provide guidance on:

- sex discrimination and discrimination on grounds of marriage
- race discrimination
- age discrimination
- equal pay
- disability discrimination
- harassment

### Termination of Employment

Many employers see the termination of employment as a golden opportunity for a pot shot. Many dismissed employees may have just cause to apply to an employment tribunal for compensation.

We can advise employers and employees on:

- dismissal with and without notice
- resignation
- redundancy
- dismissal by mutual agreement
- retirement
- claims for termination
- settlements for termination
- arbitration, conciliation and mediation
- representation in employment tribunals
- actions for wrongful dismissal