

SECTION 1 – YOUR DETAILS

Name of company:

Full company address:

Postcode:

Position within the company:

Name of contact:

Contact telephone number:

SECTION 2 – POLICY DETAILS

Policy number:

Name of broker/insurer:

Address of broker/insurer:

Broker/insurer postcode:

Telephone number of broker/insurer:

SECTION 3 – EMPLOYMENT DETAILS

1 Do you have any employees? (If 'no' please go to question 4.) Yes No

2 Do your employees have a written agreement detailing their terms and conditions of employment? Yes No

Employment Contracts

Any business employing staff is obliged under the Employment Rights Act 1996 to provide all employees with written particulars of their employment within two months of them starting work. If this is not done or the written particulars do not contain all the information required by law, then the business is leaving itself open to potential employment disputes and financial penalties.

 [Have your current contracts reviewed or new versions drafted using the document drafting services available.](#)



[Terms, conditions and exclusions apply. For full details of the telephone helplines and services available, including opening times and any additional charges that may be applicable, please refer to your policy wording.](#)

SECTION 3 – EMPLOYMENT DETAILS *continued*

3 Does your employee's written agreement contain the following:

- | | | |
|--|------------------------------|-----------------------------|
| (a) Remuneration and all other benefits (e.g. car, healthcare)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Working hours/overtime? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) Holiday entitlement? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) Notice pay? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (e) Place of work? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (f) Who owns the intellectual property rights of the work the employee does? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (g) Sickness policy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (h) Disciplinary and grievance policy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (i) Pension entitlement? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (j) Restrictions on what an employee can do when they leave your employment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Understand and keep up-to-date with employment law

We understand that as a business owner you need to cope with many distractions when running a successful business. One area that causes headaches is making sure you understand all your legal obligations. Keep up-to-date with employment law using the following services:

- **Legal advice** – available 24/7 this helpline can give advice on employment legislation or any business-related matter affecting your business under UK and EU law.
- **Employment manual** – written by our in-house legal teams at DAS Law, this online manual offers comprehensive, up-to-date guidance on employment law.
- **DAS Businesslaw** – the law guide on this website covers a wide range of subjects including employment. You can also sign-up for monthly bulletins to help keep you informed of current legislation and regulations.

Document drafting

To complement the information and guidance available, your business also has access to fixed-fee document drafting services:

- **DAS Businesslaw** – using the interactive building tools on this website you can easily create ready-to-use legal documents. Choose from over 100 different documents across all aspects of business – everything from employment and contracts, to leases and policy statements. Register using the voucher code shown in your policy wording to gain access to a range of free and discounted documents. For an additional fee you can even get your document checked by a legal professional.
- **Legal services** – access fixed fee legal services at exclusive discounted rates from DAS Law. Covering business, commercial and employment issues these services give you direct access to expert legal help without running up unexpected costs.



Terms, conditions and exclusions apply. For full details of the telephone helplines and services available, including opening times and any additional charges that may be applicable, please refer to your policy wording.

SECTION 3 – EMPLOYMENT DETAILS *continued*


4 Do you enter into contracts for services for casual worker or self-employed staff?

Yes

No

Self-employed contracts/casual workers

The employment rights for casual workers can be complicated.

 *The legal advice helpline can advise you on your particular business circumstances to ensure that you have the right documentation in place to help you meet the needs of your business.*

5 Are you currently or will you in the future be taking an employee through a disciplinary process?

Yes

No


6 Are you currently or will you in the future be hearing an employee's grievance?

Yes

No

Workplace disputes

Disputes in the workplace do occur, the question often is how an organisation deals with such disputes to ensure that they are dealt with appropriately and that they do not escalate into wider issues that could ultimately prove costly to the business. It is important that you are fully aware of the ACAS Code of Conduct when dealing with workplace disputes otherwise you are leaving yourself open to claims and costly financial penalties.

 *The legal advice helpline can talk you through the processes you'll need to follow to investigate and resolve workplace disputes and, if necessary, refer you to the drafting service who may be able to assist by reviewing documents and drafting correspondence for you.*


7 Do you have a staff handbook?

Yes

No


HR audit

As a business you'll want to ensure that you have all the correct policies and procedures in place to protect your organisation and its workforce. When was the last time you reviewed your existing employment contracts, policies or internal procedures? Or maybe you want to review your staff handbook but aren't quite sure what to check?

 *Our legal experts can audit your current HR policies and procedures and fully advise you on where you are meeting best practice and what changes you might need to consider to protect your business.*

Legal training

Whether its training on specific employment issues facing your business; understanding how to take an employee through a disciplinary process, or adopting best practice during your recruitment process, the legal experts at DAS Law can deliver training tailored to the needs of your business.

 *Call the legal advice helpline to discuss the training options that will best suit your needs; helping to limit risks and give your business the confidence to deal with issues when they arise.*


Please email your completed checklist to healthcheck@das.co.uk so our qualified legal advisers at DAS Law can review your answers and call you back to discuss the results of your healthcheck.

By completing this form you consent to DAS Legal Expenses Insurance Company Limited, DAS Law Limited and/or any member of the DAS Group using the information you supply, including personal sensitive information as defined in data protection laws, for the purpose of providing business legal health check advice and services, and to update DAS Group records. Some of the information may also be passed to the regulator and our insurers to the extent necessary to meet our regulatory and insurance requirements.

In addition the information you have supplied may be used by the DAS Group to advise you of other products or services that may be of interest. We may share your information with our associated service companies and third parties with whom we have a business relationship. They or we may contact you to tell you about services which may be of interest to you or to provide you with commercial and legal updates. The information you have supplied to us is confidential and will only be used for marketing purposes with your consent.

If you wish to be contacted for marketing purposes, please tick this box.

You can ask to see a copy of the information DAS Group holds about you by writing to the [DAS Group Data Protection Officer | DAS House | Temple Quay | Temple Back | Bristol | BS1 6NH](#) or, to the extent that such information is held by DAS Law, to [DAS Law Limited Data Protection Officer | North Quay | Temple Back | Bristol | BS1 6FL](#)

 *Terms, conditions and exclusions apply. For full details of the telephone helplines and services available, including opening times and any additional charges that may be applicable, please refer to your policy wording.*

DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority | DAS Legal Expenses Insurance Company Limited, DAS House, Quay Side, Temple Back, Bristol BS1 6NH | Registered in England and Wales | Company Number 103274 | Website: www.das.co.uk | DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113) | The rules of the SRA can be accessed at www.sra.org.uk | DAS Law Limited Head and Registered Office: North Quay, Temple Back, Bristol BS1 6FL | Registered in England and Wales | Company Number: 5417859 | Website: www.daslaw.co.uk