

The demands of running a charity can often mean that introducing employment contracts and appropriate policies and keeping them up to date can easily fall to the bottom of the 'to do' list.

Our aim is to help you make the changes necessary to protect the charity and to provide certainty for you and your employees, with minimum fuss and distraction from your day to day business. Above all, we want to provide you with peace of mind.

Hewitsons can offer a bronze, silver or gold employment contract and/or employment policy review for a fixed and agreed fee.

Bronze Level

At **bronze level** we will:

- Review your existing employment contracts and/or policies and advise you of any amendments needed to bring them up to date.
- Have your employment contracts been amended to take account of the abolition of the default retirement age of 65?
- Are you satisfied that your employees are permitted to work in the UK?
- Do you need to have the right to monitor employees' use of the telephone or email?

Silver Level

At **silver level** our review will:

- Not only advise you of any updating needed, but will also advise you of best practice and make recommendations to improve your contracts/policies to provide you with the best protection.

- Do you need to introduce an Anti- Corruption and Bribery Policy to aid compliance with Bribery Act 2010?
- Is your Equal Opportunities Policy designed to comply with the Equality Act 2010?
- Would it assist the charity to introduce new policies, such as a social media or a home working policy?

Gold Level

- At **gold level** we will do all of the work covered at the bronze and silver levels and amend the contracts/policies ourselves or draft new contracts/policies as appropriate and agreed with you.

At any level we are happy to come and talk to you about our proposals, because we understand that a long written list can be unappealing and, of course, you may have questions arising from our suggestions – for instance, you may want us to explain why and how they can help you.

We can also adapt our service to fit your needs for example by providing bespoke training in the form of workshops or seminars for managers or anyone in your organisation wearing the 'HR hat' on any matter of interest.



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We pride ourselves on delivering an outstanding service to a wide range of individuals, businesses and institutions including charities, educational and sports bodies. The firm's size and breadth of specialisms means each client receives the focus it requires. We operate UK wide and have worldwide reach via our network of independent law firms, LawExchange International.

This document is written as an outline guide only and any action should not be based solely on the information given here. Appropriate professional advice should always be taken in specific instances.

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