



# Contracts and Handbooks- Guidance Notes

## Contracts

Employees need a contract of employment as soon as they start work at your business, and must include:

- An offer of employment by the employer, which should be clear and unambiguous and may be conditional
- Acceptance of that offer by the employee
- Consideration between the parties, for example, the work done by the employee in return for the wages paid by the employer
- An intention to create a legally binding arrangement

Your contract will serve as proof to employees of what your expectations are, and what your commitments are to the employee, and may be used to solve many minor disputes- so it is important that it is thought through and comprehensive. This is why we are committed to providing the perfect contract for you and your employees, and your unique relationship.

## Employee Handbooks

Having an employee handbook on hand and accessible to staff including all of your policies and procedures is a useful tool to protect yourself legally, and to make sure that your staff are performing to the standard that you expect.

This document can protect you, as employees will be unable to claim that they were unaware of any of your policies.

Like the employment contract, it should also outline the expectations that you have for your employees, in areas such as performance, absence reporting and conduct at work. Employees will also be aware of the ways in which you will support them if needed.