

Contract and Policies Preparation Service

Costs: We can draft the following documents tailored to your business. Costs depend on the complexity and number of documents you want to have drafted. We will always agree a fixed cost with you at the outset.

Contact us on **0114 3032300** or email hello@bhayanilaw.co.uk to make an enquiry.

Employment Contract for a Senior Employee

Every employer is legally required to formally outline the terms and conditions of employment for a new employee within 2 months of the start date.

Make sure you are legally compliant when you hire a senior employee by letting us draft you a senior employment contract. Senior employees have more responsibility and will have access to confidential information, so use this document to add that extra bit of detail and security. You will want to ensure the contract contains appropriate post-employment restrictions or non-compete clauses and intellectual property clauses.

Employment Contract for Junior Employee

Junior employees usually have less responsibility than your senior employees so the document we will prepare for you needs to be appropriate for the job role.

Sub-Contractors Agreement

Contractors, whether by default or by necessity, will sometimes need to employ the services of sub-contractors.

Our Sub-Contractor Agreements will give contractors considerable flexibility in rendering their services, allowing for an increase in working capacity and, in many cases, in specialist knowledge or skills. Valuable in many sectors, Sub-Contractor Agreements allow contractors to take on additional self-employed workers on a short (or fixed) term basis.

Self-Employed Contractor/Freelance Agreement

There is much scrutiny around the use of self-employed workers with changes to IR35 and HMRC rules and the Government's push to encourage companies to employ all staff on PAYE.

Our Self-Employed Contractor Agreement are agreements drafted by us for you to use to obtain services on a freelance contractor basis rather than employment. We can draft bespoke agreements for a particular role or they can be written in a more general way to

be used by a business for a variety of different contractor roles. We will also give you guidance on differentiating between your employees and self-employed consultants. This type of agreement allows for greater flexibility and protects you against holiday pay and employment rights.

Director's Service Agreement

Officially, a Director is an officer of the company and not an employee. As such, they have no right of remuneration unless the company's articles state otherwise. In theory, therefore, they will not need an employment contract or agreement. In some circumstances, however, the Director may also be employed in another capacity - e.g. as a Finance or Managing Director. In that instance, he or she will be considered an Executive Director and will require a very specific type of employment contract covering issues such as retirement as a director, sickness absence and fiduciary duties.

Shareholder's Agreement

A Shareholder's Agreement sets out essential terms about the value and number of shares held, what happens if an employee shareholder leaves, how a valuation is reached on leaving and what happens if a shareholder becomes bankrupt or loses capacity, as well as a lot more.

A properly drafted Shareholder's Agreement is essential to protect the company's interests.

Staff Handbook

A Staff Handbook, is a collection of policies and procedures which make up the company's rules of operating. It is an essential tool to enable an employer to set out its expectations to its employees. Usually, the Staff Handbook includes important information about company culture, policies, and procedures such as sickness absence, dress codes, performance and conduct.

Settlement Agreements

A Settlement Agreement is a formal, legally binding agreement made between an employer and employee (or ex-employee) where the employee agrees not to pursue particular claims in relation to their employment or its termination e.g. unfair dismissal or discrimination claims. In return, the employee generally receives a financial settlement and an agreed form of reference. A Settlement Agreement must be entered into voluntarily.

In most cases, Settlement Agreements are used because the employer wishes to bring an employee's employment to an end quickly and with the minimum of trouble, while avoiding the expense and uncertain outcome of an employment tribunal.

Legal Letter Drafting

Legal writing is a type of technical writing used by lawyers, judges, legislators, and others in law to express legal analysis and legal rights and duties. Legal writing in practice is used to advocate for or to express the resolution of a client's legal matter.

There are many situations where a legal letter is needed. By using us, you have the confidence that all the letters sent on your behalf are not only conveying the appropriate message but that they are also within the confines of the law.

Redundancy and Restructure Procedures

Handling a redundancy or restructure procedure correctly will help to minimise issues resulting from what is often a difficult situation for both employer and employee.

It is, therefore, of vital importance that your procedures are legally compliant. Our qualified solicitors will ensure that the process is legally sound from start to finish to protect both yourselves and your employees.

TUPE Procedures

If you are involved in the sale or purchase of a business as an ongoing concern or in the outsourcing of corporate functions on a contract basis, there are important rules particularly affecting the organisations acquiring the business or performing the outsourced function.

Principally, they may be required to continue to employ those employees previously employed in the transferred business on their original terms and conditions of employment as set out in the Transfer of Undertaking (Protection of Employment) Regulations 2006.

The rules around TUPE regulations are incredibly complex. We can ensure that any TUPE situations are handled properly and within the constraints of the TUPE regulations.