



# Legal Training and Professional Development

## EMPLOYMENT AND HUMAN RESOURCES

This programme has been designed specifically with employers, senior managers and HR professionals in mind. The programme will evolve according to changes in legislation and case law, and other developments as they arise. Each session can be delivered virtually or in-person depending on your needs.

Each session can be tailored to meet your specific requirements, and we would also be happy to design a bespoke session if there is another topic you would like us to cover. Please do get in touch with us to discuss your requirements.

### Topics

#### A-Z of employment law

- An overview of employment law in the UK, covering contracts of employment, issues relating to worker status, working time, family friendly rights, equality and discrimination, whistleblowing, restructuring and termination of employment.

#### An overview of discrimination law

- There are many different types of discrimination which can occur in the workplace and in this “back-to-basics” training we focus on what discrimination actually means by considering the protected characteristics covered by the Equality Act, reviewing the different legal tests and providing practical advice about what your duties are as an employer and how to discharge them.

#### Discrimination in the workplace

- This more detailed session is aimed at those who already have an understanding of discrimination law, or as a follow on to the back-to-basics session above. Using practical examples and case studies, we will look in more detail at each of the protected characteristics, and the various types of discrimination including direct and indirect discrimination, harassment and the duty to make reasonable adjustments. We will also consider the impact of positive action and unconscious bias on workplace inequality.

#### Disability discrimination: the duty to make reasonable adjustments

- When does the duty arise? When is an adjustment “reasonable”? Why is it so important to get this right? This session answers those questions and examines the duty on employers to make reasonable adjustments for disabled job applicants and employees by exploring some real-life case scenarios.



### Strategies to close the gender pay gap

- Average pay for men remains greater than that for women and this session will explore the business case for diversity and discuss the different approaches to help your business achieve gender parity. We will review the proactive steps your business can take with regards to recruitment, pay reviews and promotions, and consider how the positive action provisions in the Equality Act could be used to address these issues. The session will also cover gender pay gap reporting obligations: when these arise and how to comply with them.

### Sexual harassment: #MeToo

- The #MeToo movement gathered publicity following a number of high profile sexual harassment scandals but what is your business doing to ensure sexual harassment is not present in the workplace? In this session we look at the legal test for harassment, what steps can be taken to address harassment and the practical issues which arise in this area around staff relations, confidentiality and investigations.

### Unconscious bias in the workplace

- Unconscious bias affects everyone, without us even realising that it is happening. This interactive session will help your teams to understand why we are designed to have innate preferences, how unconscious bias operates in the workplace, the hidden effect this can have on organisational success and how to increase self-awareness. This session works best in groups of up to 20 but we can run multiple sessions as needed.

### Handling workplace disputes

- This practical session covers disciplinary and grievance processes, and will be particularly useful to those who sit on panels and are required to make disciplinary decisions. The session will cover the investigation stage, as well as conducting disciplinary and grievance hearings and appeals. We will look at the risks of getting the process wrong, such as unfair dismissal claims, and consider problem areas, such as overlapping disciplinary and grievance matters, and what to do when a grievance contains a protected disclosure.

### How to conduct a workplace investigation

- The investigation stage provides the foundation to any internal process and is critical to ensuring any subsequent action is fair and reasonable. In this session we will be offering practical guidance on conducting a workplace investigation and exploring how to avoid the common pitfalls.

### Whistleblowing

- What protections are afforded to whistleblowers? How do you know if an employee should be afforded whistleblower status? Practical tips on how to recognise a protected disclosure, how such a disclosure should be handled, and how to defend whistleblowing claims.

### Agile working

- One of the lasting legacies of the Covid-19 pandemic will be that increasing numbers of employees will seek to work in an agile manner, including working remotely. However, employers need to be mindful of the practicalities and risks that agile working may involve. In this session, we will be offering practical advice on what to do where an employee requests an agile working arrangement.

### Family friendly rights



- A practical session outlining the various family friendly rights, including the rights and responsibilities of and towards pregnant employees and those on maternity leave, adoption leave, parental leave and the right to request flexible working. The session covers pay and benefits, terms and conditions, rights on return to work, and potential claims including discrimination issues.

### How to conduct a redundancy programme

- The existence of a genuine redundancy situation is only one aspect of conducting a fair redundancy programme. This session covers when a genuine redundancy arises, the individual and collective consultation process, common problem areas, Covid-19 complications and top tips to assist with the process and reduce the risk of claims.

### TUPE

- The Transfer of Undertakings (Protection of Employment) Regulations 2006 provide important protections for employees and obligations for employers where there is a business transfer or a change in service provision. In this session we explain when TUPE applies, who are the transferor and transferee and what are their respective legal obligations. We demystify the automatic transfer principle and clarify a transferring employee's protections if changes are made to their terms and conditions or a dismissal is contemplated.

### Protecting business interests

- Departing employees are often well-placed to take advantage of confidential information, strategic plans, customer and client details or other information about their employer's business, after the termination of their employment. In this session we explain the different types of restrictive covenants and the pitfalls for employers of using poorly drafted covenants. We also explain the challenges presented by the use of social media.

### Industrial action

- In these uncertain economic times many employers are having to look at changes to their business operations. This, in turn, can lead to an increase in the tendency for trade unions to take (or at least threaten) industrial action such as a strike in order to protect the interests of their members. In this session we set out the considerations for employers when responding to a threat of industrial action.