

## Your checklist

### ✓ Know the law

Acas can help to solve disputes at work before and after any claim to an employment tribunal – details can be found at [www.acas.org.uk](http://www.acas.org.uk). For a comprehensive list of automatically unfair dismissals and other legal rights see [www.gov.uk/dismiss-staff/unfair-dismissals](http://www.gov.uk/dismiss-staff/unfair-dismissals)

### ✓ Set your boundaries early on: discipline and grievances

See *Discipline and grievances at work: the Acas guide* at [www.acas.org.uk/publications](http://www.acas.org.uk/publications) or [www.acas.org.uk/discipline](http://www.acas.org.uk/discipline)

### ✓ Sort out an employment contract

For a full list of what should be in the contract visit [www.gov.uk/employment-contracts-and-conditions](http://www.gov.uk/employment-contracts-and-conditions)

### ✓ Control costs by managing attendance

See the Acas guide *Managing attendance and employee turnover* at [www.acas.org.uk/publications](http://www.acas.org.uk/publications).

### ✓ Pay the right rates

Business Link have advice on how to sort out PAYE and national insurance at [www.gov.uk/browse/employing-people/payroll](http://www.gov.uk/browse/employing-people/payroll)

### ✓ Communicate

See the Acas guide *Employee communications and consultation* or *The People Factor: engage your employees for business success* at [www.acas.org.uk/publications](http://www.acas.org.uk/publications). Consider how employee engagement practices can benefit your business – go to [www.acas.org.uk/engagement](http://www.acas.org.uk/engagement)

### ✓ Recruit the right people

See the Acas guide *Recruitment and induction* at [www.acas.org.uk/publications](http://www.acas.org.uk/publications). Go to [www.gov.uk/browse/employing-people/recruiting-hiring](http://www.gov.uk/browse/employing-people/recruiting-hiring)

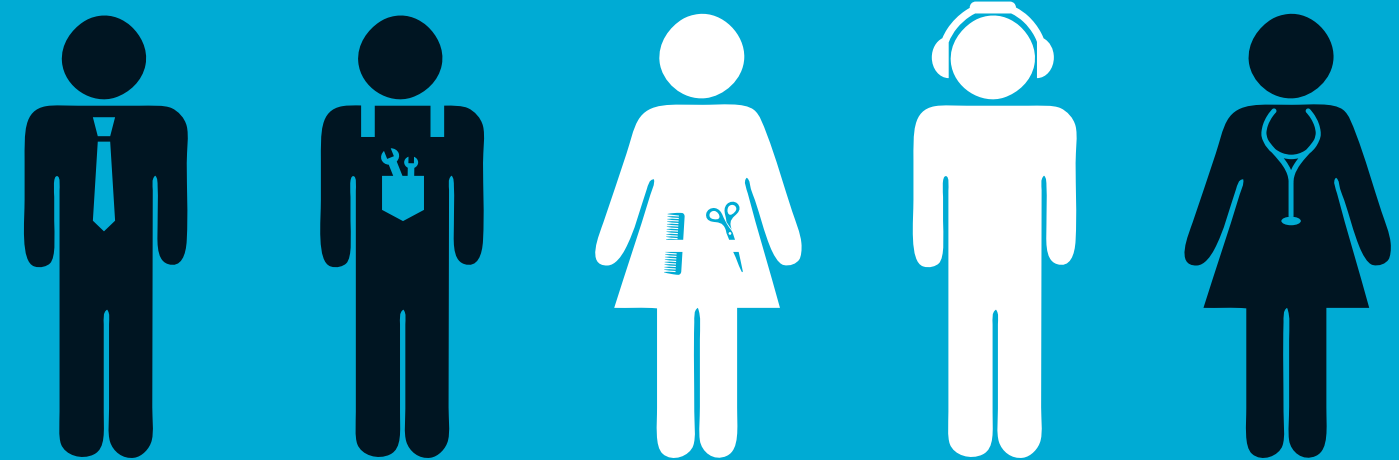
## Find out more

[www.acas.org.uk/newemployer](http://www.acas.org.uk/newemployer)  
[www.gov.uk/browse/employing-people](http://www.gov.uk/browse/employing-people)  
[www.lra.org.uk](http://www.lra.org.uk) (if based in Northern Ireland)

### ✓ Start on the right note: training and induction

See Acas guides *Front line managers* and *Recruitment and induction* at [www.acas.org.uk/publications](http://www.acas.org.uk/publications)

# A guide for new employers



Agents and accountants  
this guide has been created  
for new employers - please  
pass on to your clients.

**For free, confidential and impartial advice on employment law call the Acas helpline on 08457 47 47 47 or the Labour Relations Agency helpline (if you are based in Northern Ireland) on 028 9032 1442.**

Acas helpline

**08457 47 47 47**

LRA helpline (if you are based in Northern Ireland)

**028 9032 1442**

When you are starting out as an employer there are lots of things to think about. For example, how do you go about hiring the right person? And once you've set them to work how do you get the best out of them?

Many small firms feel they don't have enough time or resources to devote to employment issues but, as this guide shows, looking after your employees can make you more effective and help you avoid costly and time-consuming tribunal hearings.

[www.acas.org.uk/newemployer](http://www.acas.org.uk/newemployer)

[www.lra.org.uk](http://www.lra.org.uk)  
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