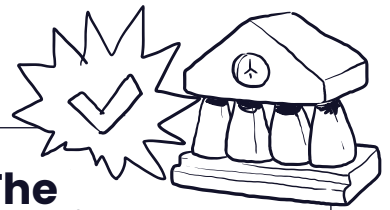


Not in charge of HR? Still your problem.

The no-fluff employment law checklist for UK founders and CEOs



Do now This is already law

These kicked in back in April and on 1 October. If you haven't acted, you're already behind. The good news: most are 15-minute fixes.

- ☐ **Pay sick pay from day one:** £123.25 a week, no waiting days.
- ☐ **Check everyone's on minimum wage:** £12.71/hr (21+), £10.85 (18–20), £8 (16–17).
- ☐ **Give paternity and parental leave from day one.**
- ☐ **Keep holiday and holiday pay records for 6 years.**
- ☐ **Run right to work checks on contractors and agency staff too.**
- ☐ **Keep notes of difficult conversations for 6 months:** that's the new claims window.
- ☐ **Treat sexual harassment reports as protected whistleblowing.**
- ☐ **Get advice before planning 20+ redundancies.**



Do before 30 October 11 days left

From 30 October, you must take **all reasonable steps** to stop sexual harassment at work, and you're on the hook if a client or customer does it too. "We're a nice team" isn't a defence. A written policy, a way to speak up and some training are.

- ☐ **Publish a bullying and harassment policy**
Name clients, customers and other third parties explicitly. (1 hr from a template)



The 2-minute version

You're building a company, not an HR department. Fair enough. But the Employment Rights Act 2025 is landing in waves through 2026 and 2027, and some of it is law. So if your contracts and policies were written before 2026, they're already out of date.

The headline

From 1 January 2027, anyone with just 6 months' service can claim unfair dismissal (down from 2 years). And there's no longer a cap on what a tribunal can award. That means anyone who joined on or before 1 July 2026 is covered the day the rule lands.

How this works

Three deadlines, one list each. Start at the top and tick as you go. Most items take under an hour with a free template, and the urgent stuff adds up to about two working days spread over the next ten weeks.

A practical summary, not legal advice. Get anything legally required checked by a CIPD-qualified HR professional or an employment lawyer.

- **Give people a way to speak up that skips their manager**
A named person and a confidential inbox is enough to start. (30 min)
- **Add a whistleblowing policy**
Not technically required, but whistleblowers are protected from day one and payouts are uncapped. Cheap insurance. (1 hr from a template)
- **Run a short harassment training session**
Carry this out for anyone new – update B2b contracts if you're working with third parties. Keep a list of who attended: that's your evidence. (1–2 hrs)
- **Kill the gagging clauses**
NDAs that stop people speaking about harassment or discrimination become unenforceable (expected 30 October, date TBC). Check your contract and settlement templates. (30 min)
- **Send everyone a trade union statement**
A standalone note on their right to join a union, for new and existing staff, reissued periodically. Bake it into onboarding. (30 min)
- **Under 21 employees? Unions can't demand workplace access**
Over that, they can request it. Either way, workers are protected for taking protected industrial action. (Just know it)



Do before 1 Jan 2027

The big one

This is the one that costs real money if you ignore it. Six months' service, uncapped compensation. Letting someone go without a clear reason, evidence and a fair process stops being a risk and starts being a bill. (And discrimination claims are still possible from day one, as always.)

- **Make a list of everyone who joined on or before 1 July 2026**
They're all protected from 1 January. Any performance worries? Deal with them properly now, not in a panic in February. Keep a list. (30 min)
- **Fix probation**
Change probation periods to 3 months and make sure you have a clear onboarding process including clear goals and KPIs. Put the date in the diary on every new starter's first day. (1 hr + diary reminders)
- **Write down your disciplinary policy and procedure**
Legally required. Follow the Acas Code: ignore it and a tribunal can add up to 25% to the award. (2 hrs from a template)
- **Write down your grievance policy**
Also legally required. Who to complain to, how fast you respond, how to appeal. (1 hr from a template)
- **Refer to both policies in every employee's contracts**
(30 min)
- **Train your managers**
Have clear onboarding processes and train managers on the new legal changes. (1–5 hrs)
- **Don't "fire and rehire" to cut terms**
It becomes automatically unfair in most cases. Get advice before changing anyone's contract for the worse. (Just know it)
- **Say "non-contractual" in your handbook,**
so you can update policies without reissuing everyone's contract. (10 min)

Rather not do any of this yourself?

charlie.grow

Unlimited access to CIPD-qualified HR advisors who flag law changes before they bite and review your contracts for you

charlie.

Templates and the full HR policies guide

acas

Free, impartial guidance on the Employment Rights Act 2025

Sources



Alisa Mistry (CIPD Level 7)
HR policies, procedures and templates for 2027, CharlieHR, drawing on Charlie's Employment Law Changes 2026–2027 timeline

Acas
Employment Rights Act 2025, last updated 1 October 2026