

[YOUR COMPANY LOGO]

Delete this box and paste your logo here

[YOUR COMPANY NAME]

EMPLOYEE HANDBOOK

Version 1.0 · [INSERT DATE] · Strictly Confidential

This handbook sets out the terms, conditions, policies and procedures that apply to all employees.

Please read this handbook carefully and retain it for future reference.

If you have any questions, please speak to your line manager.

Prepared by HR in-Hours Ltd · hrinhoursbrighton.com · Company No. 16807892

SAMPLE DOCUMENT — FOR PREVIEW ONLY

This is a preview of the HR in-Hours Essential Handbook Template. The full document contains 24 comprehensive sections. Purchase at hrinhoursbrighton.com

Contents

The full template includes all 24 sections below, fully editable in Word with your company details.

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■ UK Employment Legislation — fully up to date at June 2026

- SSP from day one, £194.32/week — waiting days abolished (6 April 2026)
- Paternity and parental leave day-one rights (6 April 2026)
- Sexual harassment prevention duty — Worker Protection Act 2023
- 25% tribunal uplift for harassment failures
- Neonatal care leave up to 12 weeks (April 2025)
- January 2027 and October 2026 changes flagged throughout with amber boxes

Your Rights at a Glance

Every section of the full template is underpinned by the statutory rights below.

Right	Entitlement	Notes
Annual leave	28 days minimum	Inc. bank holidays for full-time
SSP	From day one	£194.32/week, up to 28 weeks
Maternity leave	Up to 52 weeks	SMP for up to 39 weeks
Paternity leave	Up to 2 weeks	Day-one right from April 2026
Neonatal care	Up to 12 weeks	Day-one right (April 2025)
Parental leave	Up to 18 weeks	Day-one right from April 2026
Flexible working	2 requests/year	Day-one right since April 2024
Time off dependants	Reasonable	Unpaid, day-one right
Minimum wage	£12.21/hr (21+)	Reviewed each April
Unfair dismissal	2 years service	Reducing to 6 months Jan 2027

How to Use This Template

Getting started — it's simpler than you think

1. REPLACE ALL [SQUARE BRACKETS] — Use Ctrl+H in Word to replace [COMPANY NAME] throughout in one click.
2. ADD YOUR LOGO — Delete the placeholder box on the cover and paste your logo in its place.

■■ Steps 3, 4 and 5 — purchase the full template to unlock — hrinhoursbrighton.com

Sample Section — Absence and Sickness

Below is a preview of how each policy section is structured. Every section includes teal customisation boxes, amber legislation alerts, and a Key Points summary.

Reporting absence

If you are unable to attend work, you must notify [INSERT CONTACT] by telephone before [INSERT TIME] on the first day of absence.

Statutory Sick Pay

■ Updated — Employment Rights Act 2025 (from 6 April 2026)

SSP is now payable from the FIRST day of absence — the three waiting days have been abolished.

All employees qualify regardless of their earnings level.

Current SSP rate: £194.32 per week (2025/26), payable for up to 28 weeks.

Company sick pay

The full template includes two ready-to-use options for company sick pay:

■■ Full sick pay policy options, key points summary and all remaining sections — hrinhoursbrighton.com

■ All 24 sections include

- Teal boxes for you to complete with your company-specific details
- Amber boxes flagging key legislation changes with exact dates
- Grey "Optional Section" boxes you can simply delete if not relevant
- Key Points summary at the end of every section
- Option A / Option B choices where policies vary by business

What's included in the full template

✓	24 comprehensive sections covering all UK employment law requirements
✓	Fully up to date at June 2026 including Employment Rights Act 2025 changes
✓	Amber warning boxes for October 2026 and January 2027 changes
✓	Simple teal boxes showing exactly what to customise for your business
✓	Option A / Option B choices for policies that vary by company
✓	Optional sections (menopause, alcohol & drugs) you can keep or delete
✓	Three acknowledgement options — email, sign & return, or Microsoft Forms
✓	Professional Gill Sans MT font with teal branding throughout
✓	Teal header and footer on every page with your company name
✓	Version control table — keep track of updates as legislation changes
✓	Quick reference page with contacts table and useful external links
✓	Rights at a Glance summary table for employees
✓	Instant Word document download — add your logo, customise, issue to staff

Essential Handbook — DIY Template

£149 · Instant download · Word document · Fully editable

hrinhoursbrighton.com

Need it done for you instead? Bespoke handbook from £250 — contact us at hrinhoursbrighton.com

HR in-Hours Ltd · hrinhoursbrighton.com · Company No. 16807892 · Brighton & Sussex