



ADP[®] HR EVERYWHERE LEGAL SERVICE

HR Employment Law advice to help you stay compliant
and manage your people more effectively



When do I need to think about employment law?

How can we help you with your HR and employment law needs?

Employment law applies throughout the employee lifecycle, from the very beginning in a recruitment advert to the very end, when the employment terminates by resignation, dismissal or mutual agreement. Sometimes, it can even carry on beyond, if an employer needs to enforce post-employment restrictions against their ex-employee if they're trying to poach clients, ex-colleagues or act in competition with the employer.

UK employment law has many sources, including acts of parliament, regulations, case law, statutory and non-statutory guidance. Below, we've listed some of the key legal issues you might come across at each stage of the employee lifecycle, where reference to the law might be required.

Employee stage	Legal issues to be aware of
Recruitment	Discrimination
Pre-employment checks	Right to work in the UK documentation, DBS checks
Employment offer	Contract formation, statement of main terms, equal pay, fixed term and part time contracts
Training and development	Discrimination, employee conduct, employers' liability
Change in personal circumstances	Family friendly leave, flexible working, variation to terms
Performance management and sickness absence	Capability issues, reasonable adjustments, welfare meetings
Mergers and acquisitions	TUPE, redundancy
Industrial action	Strike action, trade unions, employee representatives, collective bargaining
Data protection	GDPR, subject access request, personal data, lawful bases for processing personal data
Dismissal	Notice periods, final payments, unfair dismissal, dismissal meetings, consultation

How can we help you with your HR and employment law needs?

Employers' legal responsibilities

Employment law covers a wide range of employee rights and employer responsibilities from employment contracts to working time, statutory pay to dismissal. Complying with employment law helps you recruit and retain happy, productive employees, and can help you avoid expensive disputes and employment tribunal claims.

We can provide ongoing advice to ensure that you and your business stay on the right side of employment law.

Employment documentation

HR managers and employers have to make sure employment documents are legally compliant and in line with organisational requirements throughout the employee life cycle within the organisation. This documentation is made up of legally mandated elements, documents required by company policy and practice, documents suggested by HR best practices, and formal and informal record keeping about employment events, such as disciplinarys.

We will help you get the right documentation in place from the moment you bring an employee on board.

Difficult conversations with employees

For many employers, having a discussion with an employee to resolve a difficult problem, whether it is dealing with underperformance, a staff member with a grievance, or a redundancy issue can be very tricky. In practice, employers frequently make mistakes in initiating without prejudice discussions or protected conversations that could lead to termination of employment, potentially putting the business at risk.

We can guide you through those tricky situations. We can help you with the process to make sure you are compliant and protected against any claim.

Managing HR is an issue for all employers, regardless of size

As well as controlling typical HR business-critical activities such as recruitment, payroll, benefits and employee engagement, HR also needs an in-depth knowledge of employment law to cope with the constantly evolving needs and demands of the workplace.

No matter the size of your company or HR function, at some point you will need advice on a tricky HR issue or reassurance that you're doing the right thing, especially

if getting it wrong means a risk of fines and tribunals for your business.

You'll know that being fast to respond to changes can give you a competitive advantage. Reducing the time spent on ensuring you're compliant with employment legislation allows you to focus on your strategic objectives and managing your people more effectively.

The responsibility for being a good employer sits squarely with you

This can be daunting — especially if, like many businesses, you don't have any or enough designated human resource professionals in your business. ADP HR Everywhere (HRe) is an online and telephone advice based HR employment law service, designed to allow you to focus on growing your business. Whether you employ in-house HR resource or not, ADP HR Everywhere gives you the materials and confidence you need to be compliant, whatever situation you find yourself in.

We've listened to you

Research* has found that in small businesses with one to 49 employees, 67% have no in-house employment law support of their own. And in larger companies who may have this resource, the challenge of staying on top of the ever changing employment law landscape is huge. And when you consider that it can take 18 management days to resolve a disciplinary issue, getting the right advice from the outset is crucial.

*ADP Research, 2014: Small businesses employing between 1-49 staff.

What you get

ADP HR Everywhere offers a single source for HR information:

- Employment law telephone advice line and access to an intuitive online portal
- Online portal contains model documents, legislation tracker, toolkits and up the minute articles and more in a searchable database that clearly laid out and easy to use
- Up-to-date templates for conducting basic HR tasks — templates for sending warnings, disciplinary actions, letters for different types of misconduct, final warnings, dismissals and so on
- Standardised presentations for legally required workplace training sessions, with custom itineraries and plans, dependent on training requirements
- Regular articles and updates written by our team of professional authors and experts in their field
- Legislation tracker and automatic email alerts



"Imagine having access to world-class HR employment law expertise without the need to employ extra resources or hire expensive legal advisers."



In a recent study* conducted in November 2023 found that:



18%

do not have HR support



Just **34%**

are aware of the rules around
bonus payments



24%

do not currently have a process
for regularly updating policies



50%

need help with reviewing their
policies and procedures so they
are in line with employment law
best practice



45%

need further advice to get
their business ready for major
legal changes



48%

are not currently taking active
steps within their organisation
to prevent stress



27%

do not currently have a process to
follow when an employee resigns



98%

have not sent a letter to employees
regarding menopause support



20%

do not have a dedicated policy
on harassment



83%

do not train their managerial staff
in dealing with the menopause



Only **35%**

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*Croner -I, ADPs strategic partner for HR
and Employment Law advice and fulfilment
partner for HR Everywhere.



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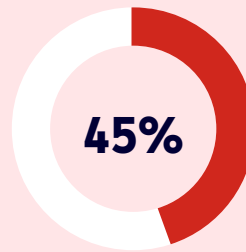
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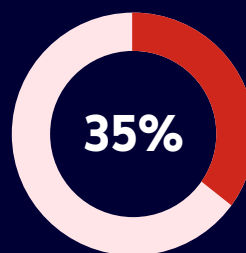
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HRE Guru service overview

ADP HRE Guru is for businesses of all sizes who would like the additional support of a 24/7 advice line and over 1,250 template and model documents



Online content includes:

- Feature articles
- Questions and answers
- Key rates and data
- Strategic briefings
- What's new in HR



How to/Templates (approx. 350):

- Factsheets
- "How To..." guides
- Line manager guides
- Model policies
- Worked examples
- Factsheets and forms
- Letters
- Training presentations



Online law and guidance:

- Legislation tracker
- Acts (revised)
- Case law
- Statutory instruments (revised)
- Employment law changes email alert



Advice line availability:

- UK employment law and HR advice — 8:00 a.m. to 6:00 p.m. (GMT) Mon–Friday. Call back service available out of hours
- Health and safety advice (09:00–17:00 UK time)



**ADP HR EVERYWHERE HAS A
SERVICE TO SUIT YOUR BUSINESS,
WHATEVER ITS SIZE.**

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