



## Welcome to our November 2024 NEWSLETTER

As your HR consultant, I'm here to share the latest updates and tips as we approach the end of the year.



With the year wrapping up, it's crucial to focus on annual leave management and Christmas party etiquette. Encouraging employees to take their entitled leave supports their wellbeing and enhances productivity.

Additionally, holiday celebrations are a great way to recognise your team's hard work, but it's important to keep etiquette in mind to create a positive atmosphere.

Thank you for entrusting us with your HR needs. I hope you find this newsletter informative and helpful as you prepare for the festive season.

*Nicola*



# Managing Christmas parties and absence

## *A guide for employers*

As the festive season approaches, it's important for employers to balance celebrations with professionalism. Here's a quick guide to managing Christmas parties, absence, and being a responsible employer during the holidays.

### **Christmas Parties**

Christmas parties are a great way to boost morale, but clear expectations are key:

- **Set boundaries:** Communicate behaviour guidelines and ensure employees know what's expected at the event.
- **Be inclusive:** Make sure the celebration is inclusive for all staff, regardless of holiday traditions.
- **Encourage safe celebrations:** Promote responsible drinking and provide transport options to ensure employees get home safely.

### **Managing absence**

Absenteeism often increases over the holiday season, but with the right policies in place, it can be managed effectively:

- **Clear policies:** Ensure employees understand holiday leave and sickness reporting procedures.
- **Be fair & flexible:** Offer flexibility, but ensure fairness in how leave is distributed.
- **Plan for sickness:** Have contingency plans to manage sickness absence during busy periods.

### **Being a responsible employer**

Being a responsible employer during the holidays means being understanding and supportive:

- **Consider employee needs:** Be mindful of employees' personal commitments and stress during the festive season.
- **Promote well-being:** Encourage employees to take time to recharge, and remind them of any mental health support available.
- **Set clear expectations:** Start the new year with clear goals and expectations to ensure a smooth return after the holidays.

By balancing celebration with responsibility, you can help your team enjoy the festive season while keeping the business running smoothly.

Wishing you all a happy, safe and productive holiday season!

# Have you acted on the new sexual harassment legislation that came into effect from 26th October 2024?



The new legislation requires businesses to take proactive steps to prevent sexual harassment and create a safe, respectful environment for all employees.

Failing to act can result in reputational damage, employee dissatisfaction, and costly legal disputes.

We offer comprehensive services to help protect your business and your people:

## 1. MANAGER AND STAFF TRAINING

Our tailored training helps both managers and staff understand, recognise, and address sexual harassment. Through real-life scenarios, we ensure your team is confident in handling complaints and enforcing a zero-tolerance culture.

## 2. POLICY DEVELOPMENT AND REVIEW

We assist in creating or updating sexual harassment policies that are legally compliant and reflect your company's values. A clear, effective policy sets expectations and guides reporting and investigation procedures.

## 3. EXTERNAL CONTACT AND SUPPORT

We provide a confidential, impartial external support service, offering employees a safe, independent channel to report concerns or seek guidance when they feel uncomfortable raising issues internally.

## 4. RISK ASSESSMENT AND MITIGATION

We conduct risk assessments to identify vulnerabilities within your organisation, helping you proactively address potential issues before they escalate. This ensures a safer, more compliant workplace.

Get in touch to learn more for further advice and about how our services can help create a respectful, safe workplace for your staff.