

Business checklist

We've compiled this list to enable you to carry out your own HR Health-check. As working patterns change considerably, over the coming weeks, this is a comprehensive list of the regulatory, operational and performance issues you will need to consider.

Working from home

- Do you have a homeworking policy in place?
- Do you have insurance cover for employees to work from home?
- Have your employees confirmed that they are working in a safe place?
- Have you considered what you will and won't reimburse employees for?
- Do your IT systems support ongoing home working on a long-term basis?
- Have you revisited your GDPR policy to ensure that information, data and documents are secure if they are being used or accessed from outside the office?
- Does your GDPR & Confidentiality Policy cover you for employees using their own device?

Maximising Performance

- How will you help and support employees to understand what is expected of them during this time?
- Have you scheduled and agreed frequency of one-to-ones and team meetings?
- Have you considered how you will maintain a feedback loop during this time?
- Have you considered what proactive work your employees could be doing from home? (project work, research, papers, training etc)
- Have you considered how people might be able to work virtually as a team during this time to maximise productivity and to support your team-working culture?

Policy, Benefits & Contractual Review

- Does your employment contract allow you to vary an employee's work duties to support any temporary shortfall in other areas of the business?
- Does your employment contract allow you to vary an employee's working hours?
- Have you considered whether an employee would be willing to flex their working hours and or pay as a way of keeping the business going?
- Have you considered deferring any upcoming pay review or bonus payments?
- Have you considered whether you will be paying Occupational Sick Pay for any staff member who contracts Covid-19 or sticking at the statutory rate?

- If people are working from home and looking after children or dependents, have you considered whether you would be happy to allow them to work their hours in a more flexible way (evenings/weekends)?
- Have you thought about negotiating with employees to temporarily cut bonus payments or reduce pension contributions to the statutory minimum requirements?
- Have you considered putting an immediate freeze on overtime and utilising under-utilised staff to plug gaps?
- Have you considered making employees who are unable to work from home take annual leave?
- Have you considered offering career breaks or sabbaticals during this time (or, for those who are already currently off on either of these, extending them)?
- Have you considered how you might be able to reward and recognise employees in a non-financial way (e.g. e-cards, social media recognition, competitions)?
- Have you a reward platform that offers discounts that you could promote?

Communication & Engagement

- Have you engaged your workforce to gain ideas as to how you could reduce costs during this exceptional time?
- Have you established methods of communication for employees to keep in touch whilst they work from home?
- Have you considered how you and the team will maintain a team-working culture whilst working remotely?
- Have you established a communications plan to ensure that everyone is kept up to date at the same time on any business developments (including individuals that might be off sick, on a career break, on leave etc.)
- What health and wellbeing interventions or initiatives do you have in place? Do your employees know about them?
- Have you an EAP (Employee Assistance Programme) that you can re-communicate to support employees during this difficult time?
- Have you considered how you will regularly check-in to understand the needs of employees as they may change as the situation progresses?
- Have you considered how you might help employees establish a new routine or support those that have not worked from home previously?

If you require further clarity around any of the issues outlined above, then please do not hesitate to get in touch:

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