



ActifHR

Where people matter..

October 2024 Update

Welcome to this month's update - where we discuss the latest guidance and legislation.

**Prevention of sexual harassment is a new obligation.
Employers must take reasonable steps to protect employees and workers.**

**We have put together an Anti-harassment pack for business for the price
of £300 which includes:**

- 1. A risk assessment form which is easy to use,**
- 2. An Anti-harassment and Bullying Policy,**
- 3. Practical guidance.**

In this Edition we report on:

- New duty: prevention of sexual harassment – comes in on 26th October 2024
- Leaving well: the last few days of employment
- Developments in occupational health provision

New duty: prevention of sexual harassment – comes in 26th October 2024

From 26 October 2024, employers are under a new obligation to take reasonable steps to prevent sexual harassment in the workplace. This is an ongoing duty and compliance is not a one-off process.

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Employers need to:

1. Conduct regular assessment of possible risks.
2. Take steps where incidents of sexual harassment have happened to consider if other steps are needed to comply with the duty.
3. Have an Anti-harassment and Bullying Policy.
4. Ensure their employees and managers understand the policy.
5. Deal with harassment by third parties.
6. Be aware harassment involves workers as well as employees.
7. Monitor and evaluate your actions.

We have made the process straightforward by putting together an Anti-harassment pack for business for the price of £300 which includes:

1. A risk assessment form which is easy to use,
2. An Anti-harassment and Bullying Policy,
3. Practical guidance.

For £400 we can provide an hour of one-to-one advice and assistance tailored for your business.

Employer: there is a 25% uplift on compensation for employers who have not taken reasonable steps.

Contact us: for our package of risk assessment form, Anti-harassment and Bullying policy and practical guide.

Leaving well: the last few days of employment

We often hear about the 'first 100 days' in a new job, but no one talks about the last 100.

With many people having to give between 30- and 90-days' notice when they leave a job, departures are often an opportunity overlooked when it comes to employee experience and employer brand.

There are two main challenges. Firstly, employers often do not have those career conversations or effective performance ones with their team. The manager is then surprised

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when the notice letter arrives, even though they have not taken the time to properly understand the ambitions and frustrations of their employees.

It is likely they have been thinking about this move for months. Or they might have reacted quickly to a bad situation, rather than talking about it at work. Whatever their motivation to leave, it is often too late at this stage for an employee to be brought back into the fold.

However, many businesses just let the employee 'tread water' in their notice period. This is the second challenge of doing the back end of employment badly.

Employers often assume that an employee who is leaving does not care, is angry and has given up on their employing company. During the time employers follow the exit process without giving the employee meaningful projects to be involved in.

Of course, with some roles the employer needs to protect confidential information and keep an employee on notice at arm's length. However, most employers miss so much benefit of leaving well. Learning properly from people why they are leaving is such a rich stream of data for future recruitment.

Employers also often forget how the employees who are left behind in the team feel when someone leaves.

Employers: take time to understand why people leave and where they end up. They could be your future customers and 'brand advocates' if they leave well.

Contact us: for help with managing staff exit strategies.

Developments in occupational health

What are the implications for employers of the proposed changes to the OH regime?

In 2022-23 more than 1.8 million workers had work-related illness, with nearly 50 per cent citing work-related stress, depression or anxiety. The Government statistics show that only 28 per cent of employers provide occupational health (OH) services to employees.

After the 'Working Better' consultation in November 2023, the government launched an OH taskforce to undertake consultation and set minimum levels of OH required to reduce workplace illness and job losses.

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The key proposals are to tackle workplace sickness to keep people in work and include:

- introducing a voluntary minimum framework for provision of OH services;
- looking at options for a group purchasing framework for SMEs; and
- developing a long-term OH workplace to build a multidisciplinary workforce.

SMEs are likely to benefit from the proposed new framework because of the increased access to OH services and the available funding.

The voluntary and free OH framework for employers is expected to be published in the summer of 2024.

Employers: if employees are on long-term sickness engage with them at an earlier stage.

Contact us: we can assist with long-term sickness.



Caroline has a wealth of experience supporting business clients with practical hands on HR and Employment Law advice. Caroline's pragmatic approach helps businesses of all sizes deal with complex HR situations. She qualified as a Solicitor in 1999 and now acts as a specialist Human Resource / employment Law Consultant to business.

Caroline Robertson, Director



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