EMPLOYMENT LAW AND COMPLIANCE



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Introduction

Employment Law and Compliance examines the legal rules that govern the employeremployee relationship and the compliance systems that keep organizations out of dispute. This Training Course covers contracts of employment, working time, discrimination, termination, and workplace investigation duties. Participants study local labour codes alongside international standards from the ILO and EU directives. Furthermore, the programme connects legal requirements to HR practice through case studies, contract drafting, and disciplinary simulations. As a result, delegates leave able to apply employment law accurately and reduce organizational legal risk.

Employment Law and Compliance Course Objectives

- Identify the sources of employment law and their hierarchy.
- Draft compliant employment contracts, offers, and variations.
- Apply working time, leave, and rest period requirements correctly.
- Recognise discrimination, harassment, and equal opportunity obligations.
- Manage disciplinary procedures and misconduct investigations fairly.
- Handle grievances, absences, and performance-related terminations lawfully.
- Apply redundancy, settlement, and end-of-service rules correctly.
- Interpret ILO conventions and EU directives relevant to employment.
- Build HR compliance registers, audits, and policy controls.
- Manage whistleblowing, data protection, and record-keeping duties.

Course Methodology

- Interactive workshops built on real employment dispute cases.
- Structured contract drafting labs with coached feedback.
- Disciplinary and grievance hearing simulations with role-play.

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- Guided analysis of labour codes and international standards.
- Compliance audit exercises using HR checklists and registers.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- HR managers, HR business partners, and generalists.
- Employee relations and personnel officers.
- In-house counsel and legal advisors.
- Compliance and internal audit professionals.
- Line managers with people responsibilities.
- Payroll and HR operations specialists.
- Trade union and works council representatives.

Employment Law and Compliance Course Outlines

Day 1: Foundations of Employment Law

- Sources of employment law: statutes, regulations, case law, and custom.
- Individual versus collective employment relationships.
- Employee versus contractor and worker classification tests.
- Formation of the employment contract and key implied terms.
- Probation, notice periods, and contract variation rules.
- Statutory minimum entitlements and their scope.
- Employment law hierarchy and conflict-of-laws basics.

Day 2: Contracts, Working Time, and Remuneration

- Drafting offers, contracts, and statements of particulars.
- Fixed-term, part-time, and zero-hours arrangements.
- Working time rules: maximum hours, rest breaks, and overtime.
- Annual leave, public holidays, and parental leave entitlements.
- Payroll compliance: minimum wage, deductions, and pay slips.
- Remote work, flexible working, and right-to-disconnect rules.
- Restrictive covenants and confidentiality clauses.

Day 3: Equality, Discrimination, and Harassment

- Protected characteristics and prohibited grounds of discrimination.
- Direct, indirect, and associative discrimination.
- Harassment, sexual harassment, and hostile environment duties.
- Equal pay, pay transparency, and pay gap reporting.
- Reasonable accommodation and disability obligations.
- Positive action versus positive discrimination.
- Investigating discrimination complaints correctly.

Day 4: Discipline, Grievances, and Termination

- Disciplinary procedure design and progressive sanctions.
- Fair investigation, hearing, and appeal requirements.
- Gross misconduct, summary dismissal, and procedural fairness.
- Grievance handling and conflict escalation procedures.
- Performance management and capability dismissal routes.
- Redundancy consultation, selection, and severance entitlements.
- Settlement agreements and release of claims.

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Day 5: Compliance Systems, Data, and Audit

- Building HR compliance registers and policy frameworks.
- Employment compliance audits and risk assessments.
- Record keeping, retention periods, and access rights.
- Data protection in HR: GDPR and employee privacy.
- Whistleblowing channels and non-retaliation safeguards.
- ILO conventions and EU directives in practice.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Employment Law and Compliance, participants will have acquired a practical command of employment contracts, working time rules, equality duties, discipline, and termination procedures. They will know how to investigate misconduct fairly, apply redundancy rules correctly, and build HR compliance controls that withstand scrutiny. In addition, the course prepares delegates to audit employment practices and manage employee data lawfully. As a result, they return to work ready to reduce legal risk across the whole employee lifecycle. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Employment Law and Compliance course

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Q1 What is the "Employment Law and Compliance" course about?

It is a five-day programme that explains the legal rules governing employeremployee relations and the compliance systems that enforce them. It covers contracts, working time, equality and harassment duties, discipline, termination, redundancy, data protection, and HR compliance auditing.

Q2 What are the key benefits of the "Employment Law and Compliance" course?

Participants gain the ability to apply workplace rules correctly, cut the risk of tribunal claims and fines, and handle sensitive employee matters with confidence. They also learn to run fair investigations, apply redundancy lawfully, and build compliance controls that protect both the organization and its staff.

Q3 What skills will I gain from the "Employment Law and Compliance" course?

Employment contract drafting and review, working time and remuneration compliance, discrimination and harassment investigation handling, and termination, redundancy, and HR compliance auditing management.

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Q4 What tools, methods, or standards are covered in the "Employment Law and Compliance" course?

The course covers employment contract and statement-of-particulars templates, worker classification tests, ILO conventions, EU directives, GDPR and employee data protection rules, equal pay and pay gap reporting frameworks, disciplinary and grievance procedure models, redundancy consultation requirements, HR compliance registers, and employment audit checklists.

Q5 How is the "Employment Law and Compliance" course applied in real-world practice?

Delegates apply it through contract and policy drafting, disciplinary and grievance hearings, investigation reports, redundancy planning, settlement agreements, payroll compliance reviews, employee data handling, and HR compliance audits. They also use it to advise managers on day-to-day employment questions and to update internal HR policies.