

HR Brief

Human Resources tips brought to you by
Crendon Insurance Brokers Ltd

1st Quarter 2018

#MeToo at Your Company

By now, you've most likely seen the hashtag #MeToo used on social media to denounce sexual assault and harassment. In the United Kingdom alone, half of women and a fifth of men have revealed that they have been sexually harassed at work or a place of study, according to a recent BBC survey.

More than anything, this movement has highlighted the importance of enforcing professional ethics and providing a safe work environment for all employees. As HR, you are responsible for establishing and advocating for such an environment. However, knowing how to achieve that goal, as well as properly navigating its complex ethical considerations, can be a challenge. In fact, in light of these complexities, MPs have launched an enquiry into workplace harassment.

Regardless of what their enquiry reveals, no one should ever be the victim of

discrimination, sexual assault or sexual harassment. For that reason, you should take steps to prevent such conduct at your organisation by adopting the following best practices:

- Create a sexual harassment policy, which clearly states your organisation's commitment to providing a zero-tolerance, discrimination and harassment-free workplace. In addition, it should explain how employees can raise an issue if they experience discrimination, harassment or sexual assault.
- Provide training for all employees—from directors and officers all the way down to your interns—on appropriate behaviour at work. This training should include what is considered discrimination and harassment.
- Develop an equal opportunities policy along with an anti-harassment and bullying policy, and review them annually.

DID YOU KNOW?

The General Data Protection Regulation (GDPR) will come into force on 25 May, which doesn't leave your organisation much time to comply. To ensure that you don't fall behind, conduct an audit of all the personal data that your organisation has collected.

Regardless of the size of your organisation, this can be a daunting task for any HR department, which is why the Information Commissioner's Office (ICO) has published a [template spreadsheet](#) to help streamline the process.

Don't Miss These 2018 Employment Law Dates

With 2018 well underway, stay abreast of upcoming important employment law developments by penning these details into your diary:

- **4 April – Gender pay gap reporting**
If your organisation had at least 250 employees on 5 April 2017, you are required to publish your [gender pay gap report](#) by this date.
- **6 April – Childcare voucher scheme**
New entrants will no longer be eligible to apply for the benefit scheme on this date. However, individuals already enrolled in the scheme can still benefit from it.
- **25 May – GDPR comes into force**
Your organisation faces severe fines if you are not compliant with the GDPR. Review the [ICO's 12 steps](#) to ensure that you're prepared.
- **Q3 and beyond**
The Financial Conduct Authority is expected to release a policy statement on extending the senior managers and certification regime. There will also be several increases to statutory rates and limits.



**Crendon
Insurance
Brokers**