



# Newsletter

April 2024

*Employment  
Law Changes  
2024*

*Handbook  
& Contract  
Reviews*

*Using  
Gender  
Inclusive  
Language  
in the  
Workplace*

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## Employment Law Changes 2024: What You Need to Know

New legislation in 2024 and beyond aims to make workplaces fairer, with a focus on supporting families, preventing harassment, and enhancing flexibility. Here's a concise overview:

### 1. Family-focused changes:

- The Protection from Redundancy (Pregnancy and Family Leave) Act 2023 expands protections for pregnant employees and those on maternity/adoption/shared parental leave facing redundancy.
- The Carer's Leave Act 2023 grants one week of unpaid leave annually for employees caring for dependants with long-term needs.
- The Neonatal Care (Leave and Pay) Act 2023, expected in April 2025, provides leave and pay for parents of newborns hospitalised in their first 28 days.
- Paternity leave - An employee can choose to take either 1 or 2 weeks' statutory paternity leave. They can take the leave as either 2 weeks together or in 2 separate blocks of 1 week

### 2. Protection from harassment:

- The Worker Protection (Amendment of Equality Act 2010) Act 2023, effective October 2024, introduces a duty on employers to prevent sexual harassment, with potential compensation uplifts for breaches.

### 3. Flexible and predictable working:

- The Employment Relations (Flexible Working) Act 2023 grants employees the right to request flexible working from day one, make 2 requests in 12 months, with simplified processes for requests. Employers are required to consult with employees with a view to compromise. Employers have a reduced time to respond – now 2 months rather than the previous 3 months.
- The Workers (Predictable Terms and Conditions) Act 2023 allows workers to request more predictable terms, aiming to enhance certainty, especially for gig economy workers. The process mirrors that of flexible working requests.

#### 4. Holiday pay, working time, and TUPE:

- The Employment Rights (Amendment, Revocation and Transitional Provision) Regulations 2023 legalise rolled-up holiday pay for workers with irregular hours or part-year workers, streamlining calculations.
- The regulations also remove the requirement for employers to keep records relating to working hours and rest periods, aiming to reduce reporting burdens.
- TUPE regulations now allow direct consultation for businesses with fewer than 50 employees or transfers involving fewer than 10 employees, streamlining the transfer process for small businesses.

For further information on the above, please contact [david@agilehrconsulting.com](mailto:david@agilehrconsulting.com)

### Handbook & Contract Reviews

Following on from David's *Employment Law updates* article above – I'm going to share why it is important to review and update your contracts and handbooks at least annually.

Reasons for updating your employment documents are as follows:

**Legal Compliance** – each year we see new or revised legislation coming through. It is very important to reflect these in your employee documents to ensure legal compliance.

**Protect the Company** – by mitigating risks. Employment documents that are clear and current with the latest legislation provide clarity to employees & managers and provide direction and guidance on process and procedure for the whole business. If your employment documents are outdated they may contain policies and procedures that are no longer enforceable which can cause confusion and also could expose the business to unnecessary risk.

**Company changes** – update your handbook and contracts to ensure they reflect any company changes (cultural, vision, values etc). This will ensure the documents are aligned with the current values and strategy for the business.

Recent employment law changes have come in the form of updates to Paternity Leave & Flexible Working, and the introduction of a new Carer's Leave Act, which should be reflected in your handbook.

Once you've updated your handbook ensure these changes are communicated to your employees. If the company handbook is non contractual you can inform the employees of the changes, if contractual you will need to consult on the changes.

*If you would Agile HR to review and update your handbook or contract please do reach out to [hils@agilehrconsulting.com](mailto:hils@agilehrconsulting.com)*


## Using Gender Inclusive Language in the Workplace

With the ever evolving workplace, fostering diversity and inclusivity are not just buzzwords but a necessity. One crucial aspect of creating an inclusive environment is the use of gender-inclusive language. Gender-inclusive language acknowledges and respects individuals, regardless of their gender identity. This promotes a culture of equality and respect. Below we'll dive into the importance of gender-inclusive language in the workplace and provide practical examples to help you integrate it into your professional communication.

Why is using Gender Inclusive Language important?

1. **Promotes Diversity and Inclusivity:** Gender-inclusive language demonstrates a commitment to creating an environment where everyone feels valued and respected, regardless of their gender identity.
2. **Avoids Assumptions:** Traditional gendered language can encourage stereotypes and assumptions. Gender-inclusive language helps to break down these barriers and creates space for all individuals to be seen and heard.
3. **Supports Transgender and Nonbinary Individuals:** Using inclusive language acknowledges and validates the experiences of transgender and nonbinary individuals, fostering a sense of belonging in the workplace.
4. **Enhances Communication:** Gender-inclusive language promotes clear and effective communication by ensuring that all individuals feel included in conversations and materials.

Here are some helpful examples:

<b>Stop saying...</b> 	<b>Instead, try using...</b> 
<p>Hi Guys Hello Ladies, Welcome Ladies &amp; Gentlemen</p>	<p>Hello All, Good Morning Everyone, Welcome Team, Good Afternoon Folks!</p>
<p>Gender specific job titles: Salesman Saleswoman Chairman</p>	<p>Non-gender specific job title: Salesperson Sales Representative The Chair/ Chairperson</p>
<p>He/ Him She/ Her (when discussing those who have not confirmed their preferred pronouns)</p>	<p>They/Them/ Their</p>
<p>Dear Sir Dear Madam</p>	<p>Dear &lt;First Name&gt; To Whom it May Concern</p>

*If you would like more information on using inclusive language in the workplace, please contact [Chelsey@agilehrconsulting.com](mailto:Chelsey@agilehrconsulting.com)*