



GRYPHON  
BLACK

GBhrlegal to support growth



# - Your business, your workforce, matter -

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# 1

## - People Matter -

It isn't rocket science why people matter within a business. Employees are important first and foremost because of the morality underpinning fair and equal treatment. Closely linked is the inevitable reality that if a workforce is happy and content at work, a business is most likely to benefit. People feel and perform better if motivated to work hard, a vision on career progression and incentives, a healthy work culture, an environment where employment relations are treated as a two way relationship. Commitment and loyalty to a business are not to be underestimated, but this is only likely if relations are respectful. How you treat your staff and manage workplace issues may determine the overall performance of your business.

Workplace law to some extent is about common sense, employers legal duties, responsibilities and obligations on what's safe, fair and reasonable, alongside a pragmatic balance to protect the interests of business and people.

Managing employment relations in accordance with workplace law and best employment practice, translates to being true to the interests of your business, its needs, operational and otherwise, and a platform for stability and growth. Workplace issues, such as nurturing diversity, protecting dignity at work, overseeing equality of treatment, and incentivising staff are a few of the essential ingredients that make up employment relations, which are complex, and if not managed well risk workplace disputes. Disputes will disrupt a business and cost.

At Gryphon Black our expertise is a platform to support businesses with high quality, practical and strategic advice on all aspects of workplace relations, and the workplace issues that arise. Our focus is on getting to know a business and the issues it faces so that we can provide our expertise and resources in the most efficient and effective way. We are realists, no nonsense and thorough in the delivery of our legal services; our expertise is founded on successfully supporting and representing employers and advising HR professionals.



# 2

## - GBhrlegal, the pros - (no cons)

**GBhrlegal** is a layered support service for employers, unlimited support to help manage employment relations and all workplace issues, cover day-to-day HR queries through to Employment Tribunal representation, if required.

As a client of Gryphon Black, for a fixed low monthly fee, your business will be supported by an experienced employment lawyer, who through workplace law expertise and strategic advice, will strengthen your people management.

Our approach is simple, as is the structure of our business. We don't chase billable hours or fund ivory towers, our overheads are low, compared with traditional law practices. We pass on this low-cost base as a direct benefit to our clients = low fees for high quality advice and our legal services.

So, what's included in the fixed low monthly fee?

### **I. Advice helpline, with access to an experienced employment lawyer (at no extra cost outside office hours)**

Gryphon Black understands how difficult it can be to balance workplace issues with the needs of your business.

Whether you need to issue new employment contracts and policies, get guidance dealing with a staff disciplinary or grievance process, or benefit from reassurance that your approach is the right one, our responsive helpline will provide relevant advice, with your business objectives in mind. We maintain an e-record of all advice provided through the helpline, secured via our 'For Clients' web portal.

Unlike most other helpline providers, all advice is provided by a qualified and experienced employment lawyer.

### **II. Audit to review HR contracts, policies & procedures**

Workplace law changes and evolves. Gryphon Black will ensure that your employment documentation is current and compliant, taking into account any recent legislation and developments. This will include best employment practices.

### III. Access to tailored documents to manage employment relations and workplace issues

Gryphon Black will provide you with employment contracts, a staff handbook, and high quality, comprehensive template letters to manage your relations with employees, and to cover workplace issues.

The documents are tailored to your business and written in plain English. So whether you are a new or established business, and whether you need to issue an employment contract, initiate a disciplinary investigation, manage a grievance process, consult with employees 'at risk' of redundancy, negotiate terms in a settlement agreement, or update your HR policies, the hard work will be done for you, at no extra cost.



We speak fluent client...

### IV. HR Insights

Our Insights page on [www.gryphonblack.com](http://www.gryphonblack.com) provides employers, HR professionals and managers with helpful information to shed light on practical solutions to manage employment relations, together with 'as it happens' changes and developments in workplace law. You will find news items, features on topical issues, reports on important Tribunal cases, and guides to cover Workplace Law Review and Employment Law Essentials.

Gryphon Black's monthly newsletter contains a roundup of topical issues affecting the workplace, which we will e-copy to you.

In addition, a benefit provided by **GBhrlegal** is to tailor our knowledge to your business and operational needs. We can provide guidance material to assist and support you. For example, guidance on conducting a disciplinary or grievance investigation, a step-by-step guide to redundancy consultation, guidance on changing employment terms, or management of a sexual harassment complaint.

## V. Employment Tribunal support

Whilst the fees associated with providing Employment Tribunal representation is not included in the fixed low monthly fee, clients of **GBhrlegal** will automatically have access to low, fixed fees for defending Employment Tribunal claims. Also, instructing our expertise at Gryphon Black will maximise your chances of success, or get the best result for a resolution.

With many traditional law practices, legal fees can soon escalate. Employment litigation is an expensive procedure, both in terms of the potential fees involved and the time and disruption to an organisation. Insurance arrangements can often not support your needs, with inexperienced, unqualified advisors, resulting in poor quality and uncommercial advice.

Our low, fixed fees are set at the very start of the process. Fees are paid in stages, so if the claim is settled, withdrawn or struck out at an early stage, only part of the fee is payable.

By taking early stage advice from Gryphon Black you will benefit from advice based not only on an understanding of your position, but of the position of the other side. This allows us to explore the potential for conflict resolution before matters proceed to litigation. Our aim is always to find the quickest and most cost-effective solution, so our advice is focused on finding the most pragmatic route to an agreement which meets the needs of the business and those of the employee concerned.

In some circumstances, no matter how hard the parties have tried to avoid it, litigation in the Employment Tribunal becomes an unavoidable conclusion.

When this happens, our expertise is robust and our advocacy excellent on your behalf, with extensive experience of handling employment claims, business protective injunctions and contractual disputes. We are also aware of the reputational damage which can result from litigation and will advise you on ways to mitigate this wherever possible.

If you are interested in the benefits of joining up to **GBhrlegal** get in touch for a quote. Gryphon Black is flexible on pricing and will work to provide access to our legal services within your budget. We won't tie you into a long contract, you can leave when you like!

## Strategic advice



# 3

## - Gryphon Black's Expertise -

Gryphon Black practices in workplace law exclusively, we know the law, and we have the practical experience to back it up. Our expertise covers everything where this involves the employment relationship.

### **I. Contracts, policies & procedures**

For most part, policies set out in a staff handbook are there as a matter of good practice, to set the standard expected of employees, to assist the running of the business, and to reduce legal risk by making sure employees and managers understand the legal rights and responsibilities inherent in the employment relationship.

Well drafted contracts and policies are valuable tools for helping you to get the best from your employees during their employment. Alongside a comprehensive job description, your company's policies, procedures and staff handbooks are vital management tools, to manage workplace issues.

It is important that your internal practices in terms of managing employees and resolving disputes remain up-to-date so that they afford you the best possible protection in the event of a claim.

Employment contracts and internal policies containing tightly drafted and appropriate post-termination restrictions can help prevent a former employee, from damaging your business.

Your business also needs protection from current employees leaking confidential information, being engaged in outside businesses without your consent, or causing disruption to your business. Gryphon Black's contracts ensure the protection for your business is included.

Through our expertise and support, we can help you to ensure that all of your contracts, policies and procedures are appropriately drafted and compliant with up-to-date regulations. We can provide a full audit service to review all your documentation. This will include putting procedures in place to avoid potentially costly pitfalls and mistakes.

Expertise in equality  
& diversity



## **II. Employment relations and workplace issues**

Gryphon Black's expertise can work with you to help resolve management issues that may arise with your employees on a day-to-day basis. We can help you to maintain best practice, and avoid issues with performance management, disciplinary procedures, discrimination, flexible working arrangements, grievance procedures, workplace bullying management, family friendly rights, sickness management, and many more workplace issues.

Workplace law is evolving and changes, making managing a workforce and managing employment relations full of potential traps and open to risks. Seeking legal advice at an early stage when issues do arise can help you to avoid matters deteriorating to the extent that they end in Employment Tribunal proceedings.

## **III. Managing change and restructuring your business**

Sometimes businesses need to restructure. This may involve a need to make an individual, or possibly several people, redundant. In today's economy, the ability to adapt is crucial to the survival and growth of businesses. There are highly specific procedures which, as an employer, you must follow in order to minimise the risk of allegations of unfair dismissal or discrimination. Gryphon Black's expertise will work with you to understand your business needs and situation, and assist you to achieve your business objectives.

We advise on how to achieve strategic change objectives whilst maintaining a motivated workforce.

## **IV. Ending the employment relationship**

Performance management, disciplinary action, grievances in the workplace and termination of employment are the most common, challenging and inherently risky processes involved in people management. Employees can also bring a number of claims, such as discrimination, bullying, victimisation, and whistleblowing, to challenge these processes.

Our expertise supports employers, to understand the right process, and develop and implement the best procedures.

Deciding to dismiss an employee is often a difficult decision, but it may be essential if that employee has been underperforming, where misconduct is involved, or when business need dictates that they are no longer required.

It is vital that your organisation follows the correct process from the outset, in order to protect your business from significant liabilities. Employment claims of unfair dismissal, wrongful dismissal, discrimination, victimisation and whistleblowing can arise from terminating employment relations.

If you are considering dismissing an employee, consult Gryphon Black before taking any action, to ascertain whether you have a legitimate reason to dismiss them and to obtain advice on the fair dismissal procedure to follow. Whilst we always advise on a risk adverse approach, we remain strategic in advising on your viable options. Employers can be risk adverse and effective strategists at the same time.

#### **V. Business disputes and claims**

As a client of Gryphon Black, our expertise will work with you to ensure that you have practices, policies and procedures to avoid litigation. But, if a dispute should arise, we have the experience and skills to effectively present and protect your rights in disputes.

Through innovative dispute resolution strategies and effective case management, we aim to identify and execute the most advantageous solutions through litigation or alternative dispute resolution methods such as mediation.

With the appropriate legal advice at an early stage, it is entirely possible to deal with disputes and claims against your business (such as unfair dismissal claims, including constructive dismissal claims, or age, disability or other discrimination claims), involving current or former employees, whilst minimising both the legal and financial risk and the burden on time.

Our expertise has a successful track record in helping businesses to resolve claims and grievances through providing pragmatic and user-friendly advice regarding the best commercial solutions.

#### **VI. Settlement agreements**

A settlement agreement can be offered by an employer to an employee to end an employment relationship in a mutually acceptable way, and to settle any disputes or claims (for example a claim for discrimination, unfair dismissal or money owed).

At Gryphon Black we provide employers with guidance on a strategic approach to settlement agreements, to manage and resolve disputes. We initially advise on how best to approach the employee with the offer of a resolution, then provide a comprehensive settlement agreement protective of business interests, and if required can negotiate the terms on our client's behalf.

**Dispute does not cloud our judgment**



# 4

## - Leverage Technology -

At Gryphon Black we embrace technology, we have thought about our clients and put in place smart access to our legal services.

Clients have access to an out of hours advice line serviced by a qualified and experienced employment lawyer. At no extra cost for being out of hours.

The Service Portal on [www.gryphonblack.com](http://www.gryphonblack.com) is a secure cloud-based platform to access information about the status and progress of a case. The information is only accessible by clients, who are provided with a secure log in. We make use of technology to ensure clients always have access to up to date information about their case.

We have an easy, do-it-yourself online real time scheduling system. The Service Portal provides access to a calendar to schedule meetings and conference calls.

Fees can be paid through the secure and convenient Service Portal accessed via our website.

We have thought about what works better for you...



HR Insights

# 5

## - HR events and in-house training -

Gryphon Black holds workplace focused events, and can provide in-house training, for employers, HR professionals and managers. We use the depth of our expertise to knowledge share and help businesses manage employment relations and cover workplace issues.

Our events and training, are designed to help with an understanding of legal issues among staff to help with an early identification of issues, best employment practice and procedures, motivating and retaining staff by investing in their personal development, reducing business risk, compliance with statutory and regulatory requirements, defending an Employment Tribunal claim, and achieving an early resolution to a dispute.

# 6

## - Mediation Service -

Gryphon Black's expertise provides businesses with access to a CEDR accredited mediator and a support mediation service to manage workplace issues and disputes.

Mediation is a procedure in which the parties discuss their disputes with the assistance of a trained mediator who assists them in reaching a resolution.

Negotiation and effective crisis management are vital business skills. Whether you are dealing with a difficult conversation with an employee, chairing a formal meeting, negotiating a contract or handling a business crisis, or defending a claim, our expertise in mediation can help. We have the experience to help your business resolve workplace issues, claims and conflicts.

**We are different in the approach to our clients, the delivery of our legal services, and on pricing.  
Gryphon Black is better, why don't you try ...**



## Get in touch

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