



GRYPHON  
BLACK

Support for you



# - Support for you -

**1** You Matter

**2** High quality workplace law services, affordable pricing

- i. Access to Gryphon Black's expertise to help with employment relations and workplace issues
- ii. Advice helpline 24/7 provided by an experienced employment lawyer
- iii. Employment Tribunal support

**3** Gryphon Black's Expertise

- i. Individuals and contracts
- ii. Support with workplace issues and disputes
- iii. Advice for leaving a business
- iv. Employment claims (pre-Tribunal stage)
- v. Settlement agreement assistance

**4** Insights (to help you with guidance)

**5** Leverage Technology

- i. Out of hours advice helpline
- ii. Service Portal, secure cloud-based access to up to date case information for clients
- iii. Easy, do-it-yourself online scheduling to arrange meetings & conference calls
- iv. Online secure and convenient electronic payment options

**6** Mediation Service

# 1

## - You Matter -

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. In delivering our support of you our legal services are high quality, our advice is practical and strategic.

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 you are 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 your employer treats you, approaches employment relations, and manages workplace issues is fundamental.

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.

Gryphon Black is proud that our expertise has an excellent reputation acting for individuals. We work particularly hard to achieve the best possible outcome for clients.

We work both with individuals and businesses. So, as well as understanding what motivates you, we also have a perspective on what your employer is likely to be seeking. This insight into the positions of both sides is instrumental for our expertise, to give practical and realistic advice.

From the outset our focus is on getting to know your situation and the issues you face so that we can provide you with 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 employees and consultants.



## 2

# - High quality workplace support services, affordable pricing -

The depth of our expertise is considerable, as a client of Gryphon Black you will have access to high quality advice and representation at comparably low fees. This is achievable as 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 a low-cost base as a direct benefit to clients = low fees.

This translates to you being supported by a senior employment lawyer at the equivalent price of a junior lawyer! Alongside this we provide our expertise as part of an initial consultation without charge. Once you are better placed to make an informed decision on your direction or next steps, we will support and represent you.

Our specialised services for individuals, with the focus on workplace law and best employment practice, are broadly in three key areas:

**I. Access to our expertise to support you with your employment relations and all workplace issues**

**II. Advice helpline 24/7, covered by an experienced employment lawyer (at no extra cost outside office hours)**

Gryphon Black understands how difficult and pressured it can be when faced with a situation at work. Issues within employment can be stressful, heavily distracting and sometimes feel life changing. Your well-being is important. This is why our advice helpline is also accessible outside office hours, to ensure you are covered when our expertise is most needed.

Whether you require support with a disciplinary or grievance process or advice if 'at risk' of redundancy or need direction on a workplace issue, our responsive helpline will provide relevant and easily understood advice, tailored to your best interests.

We speak fluent client...



### **III. Employment Tribunal support**

As a client of Gryphon Black you will automatically have access to comparably low, fixed fees for bringing Employment Tribunal claims. Also, instructing our expertise 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. Insurance arrangements can often not support your needs, with inexperienced, unqualified advisors, resulting in poor quality advice, with little focus on strategic 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, or not pursued to the Tribunal Full Merits Hearing stage, only part of the fee is payable.

By taking early stage advice from Gryphon Black you will benefit from support based not only on an understanding of your position, but of the position of your employer. This allows us to explore the potential for a resolution before matters proceed to litigation. Our priority is to find the quickest and most cost-effective solution, so our advice is focused on finding a pragmatic route to an agreement, which takes account of your prospects of success.

In some circumstances, no matter how hard the parties have tried to avoid it, litigation in the Employment Tribunal becomes an inevitable conclusion. When this happens, our expertise is robust and our advocacy excellent on your behalf. Our expertise has extensive experience of handling employment claims and contractual disputes. We are also aware of the risk of personal reputational damage which can result from litigation and will advise you on ways to mitigate this wherever possible.

If you decide to proceed with a claim, we will support and advise you through the Employment Tribunal process and provide you with an early assessment of the likely costs and probable outcome.

The different stages of our support, can include:

- i. Negotiating a settlement (through mediation if appropriate)
- ii. Advising on your prospects of success and strategy
- iii. Drafting your claim
- iv. Gathering evidence (documentary and witness evidence)
- v. Helping you and any witnesses to prepare for hearings
- vi. Briefing specialist Counsel to represent you
- vii. Dealing with appeals, if required
- viii. Advising you on your remedy

# 3

## - Gryphon Black's Expertise -

### **I. Individuals and contracts**

When you join an organisation you should ensure that your new employment contract reflects what has been agreed, and is protective of your interests, so puts you in the best possible position now and in the future.

We will take the time to understand your situation and then work with you to ensure that your contract reflects what you have agreed with your new employer and provides you with the necessary legal protections. Our aim is to take the long-term view of your career. The more we understand of your ambitions the better able we are to, as far as possible, advise you so that what you agree now supports your career. For instance, we will check the new contracts coverage of your role, the benefits, the remuneration terms, to include bonus, commission or share options, and review the post termination restrictions, to ensure fair.

If you are a self-employed consultant, we can work with you to draft and negotiate agreements and contracts for your clients and provide pragmatic and clear advice on existing contractual issues.

### **II. Support with workplace issues and disputes**

If problems arise within your employment, we are always approachable and ready to support. Gryphon Black will assess and advise you on your position and the steps you need to take to protect and preserve your interests. We will represent you through litigation if necessary.

Whilst we advise on all workplace issues, as a partial insight into our expertise, we will support you if:

- i. Approached by your employer to change your employment contract and you are not agreeable to this
- ii. Uncertain about the impact of your post termination restrictions, such as non-compete, non-solicit and/or non-deal restraints

**Dispute may cloud your judgment... not ours**



- iii. Placed 'at risk' of redundancy and require a better understanding of your legal rights, the process and viable options
- iv. Require guidance for raising a grievance about the behaviour of your employer or a colleague
- v. Interested in a resolution to a dispute and need guidance on your direction
- vi. Concerned about bullying and/or harassment at work and need to understand your position
- vii. Require assistance with your approach to a disciplinary hearing or have had a grievance raised against you and require advice and practical support
- viii. Facing dismissal and require advice and potential representation
- ix. A case for unfair and/or wrongful dismissal and are uncertain about your legal position
- x. Require support and advice to cover a discrimination claim
- xi. Considering taking your employer to an Employment Tribunal and require guidance and, potentially, representation

Fundamental to our early advice is a realistic assessment of your position and your possible courses of action, such as, whether or not you have a case for taking your employer to an Employment Tribunal. Taking our advice early on will enable you to understand the legal basis of your claim, and, should you decide to pursue it, provide you with guidance as to how best to put your case.

Our aim is to give you realistic advice as to the best possible outcome, and how it might be achieved. This may involve a protected conversation with your employer and negotiating a settlement agreement.

Workplace law is evolving and changes, we have the up to date expertise to help and support you.

### **III. Advice for leaving a business**

If you are faced with leaving your employment, whatever the reason, Gryphon Black's expertise will help you to be fully aware of your options, and how to achieve your objectives. The right advice at the right time can make the difference...

Our expertise works extensively with the aim of:

- i. Providing advice and representation through a disciplinary process, to include the prospect of a negotiated exit as opposed to a formal disciplinary outcome
- ii. A clear understanding of the impact of contractual post termination restrictions, and whether this can be minimised
- iii. Advice on the redundancy process, whether this is reasonable and legal
- iv. Maximising the value of exit redundancy packages
- v. Negotiating improved settlements on financials and reputational protection

#### **IV. Employment claims (pre-Tribunal stage)**

If you are considering bringing a claim against your employer, which may include, for example, unpaid wages, bonus or commission, discrimination and harassment at work or unfair dismissal, consult us before taking any action. Gryphon Black will help you make an informed decision on what is likely to be the best course of action, which may not involve the Employment Tribunal.

We will from the outset assess the practicalities of your position and, should you have a claim, advise you of the best strategy. We take a pragmatic and realistic approach, and our aim is always to ensure that the resolution of a claim is achieved in the most proactive and efficient way possible. Approaching us at an early stage in advance of any action will help to give you the reassurance that your position is understood and that you have the backing of our significant expertise.

It may be possible to avoid the expense and stress of bringing a claim to a Tribunal by addressing the issue differently. For instance, you may be able to settle your issue with your employer via a grievance procedure. We will advise you if we believe that there is a better alternative to proceeding with your claim – one which might save you money on legal fees or bring about a quicker resolution to your issue.

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



Expertise in equality  
& diversity



## V. Settlement agreement assistance

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). Alternatively, you can approach your employer with the terms of a resolution.

At Gryphon Black we can provide you with advice on settlement agreements, to manage and resolve disputes and claims. Our support will include strategic guidance, and cover:

- i. What payments should you expect to receive
- ii. Tax treatment of compensation payments
- iii. An agreement to house terms to protect your interests
- iv. A work reference
- v. Advice on having your employer cover the legal fees
- vi. Protection for your personal reputation

# 4

## - Insights - (to help you with guidance)

Our Insights page on [www.gryphonblack.com](http://www.gryphonblack.com) provides helpful information and guidance to shed light on practical solutions to 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.

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

Through Insights we tailor our knowledge to write about the employment relationship, and the issues that arise. We can, if required, provide guidance material to assist and support you to gain a better understanding of your rights and access to a solution. For example, guidance on attending a disciplinary or grievance meeting, a step-by-step guide to redundancy consultation and your employer's legal obligations, guidance on whether your employer can unilaterally change the terms of your employment contract, or the legal requirement for reasonable adjustments at work if you have a disability.

# 5

## - 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 have 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 ...



Insights (to help you  
with guidance)

# 6

## - Mediation Service -

Gryphon Black's expertise provides employers and employees 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 your employer handling a workplace issue, or bringing a claim, our expertise in mediation can help. We have the experience to help you 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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