



# PRACTICAL COMPLIANCE CHECKLIST

Use this checklist to identify gaps in your HR processes.

If you cannot confidently check off every box, it might be time to seek expert help.



## THE PRACTICAL COMPLIANCE CHECKLIST

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Provided by



**EHRS**

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## EMPLOYMENT CONTRACTS

- Are all contracts up to date and compliant with the latest local laws?
  - Do contracts clearly outline employee rights, benefits, and obligations?
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## EMPLOYEE CLASSIFICATION

- Are all workers properly classified as employees, freelancers, or contractors?
  - Are there clear criteria ensuring classification aligns with local regulations?
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## WORKING HOURS AND LEAVE

- Are working hours tracked and compliant with local regulations?
  - Are employees receiving the legally mandated amount of annual leave?
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## DATA PROTECTION (GDPR)

- Is employee data stored securely and accessed only by authorized personnel?
- Have employees been informed about how their data is being used?

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## ONBOARDING PROCESSES

- Are you providing mandatory training or health and safety briefings?
- Is each new hire registered with local authorities within the required timeframe?

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## COMPLIANCE WITH COLLECTIVE AGREEMENTS

- Have you checked whether a collective bargaining agreement applies to your business or industry?

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## HR POLICIES

- Are all HR policies documented, communicated, and accessible to employees?
- Do policies address anti-discrimination, grievance handling, and termination procedures?

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## TERMINATION PRACTICES

- Are terminations handled in compliance with notice periods and severance requirements?
- Are exit procedures documented and consistently applied?

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## REGULAR AUDITS

- Do you perform regular internal HR compliance audits?
- Are you aware of changes to employment laws in all relevant jurisdictions?

# GET YOUR FREE CONSULTATION NOW



## Do you feel behind regarding your HR ?

If you are a small to mid-size company, in need of a partner that can help you expand in Europe or solve your recruitment, selection, retention or improve your business performance, or to which you can fully outsource HR & Payroll for Europe, we are the right agency for you.

We invite you to get in touch with us, you will receive an answer from our experts within 24 hours.

**FREE CONSULTATION**



If you already know precisely your specific HR needs and you want to discuss it with us, we invite you to get in touch:

**book your call with us by clicking**



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