

# Employment Legislation and Key Issues For Plastics Firms

## Managing The Lifecycle of Your Employees

**Thursday  
3rd April  
10.15am**

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With Leading  
Law Firm  
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The UK plastics industry has a distinctive employment pattern, as an industry of small and medium sized firms it has a significant dependence on part time and temporary workers and is faced with skilled shortages it is increasingly seeking employees from abroad. Busy Directors in our industry are often stretched yet they carry strict legal responsibilities which they should be aware of.

This seminar will explain how you can avoid falling foul of new employment regulations whilst continuing to motivate your staff, protect yourself and your organisation with an understanding of the practical implications of employment legislation.



This seminar will look at the full life lifecycle of an employee from recruitment to leaving your business.



*A British Plastics Federation Seminar*

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### SESSION 1:

#### 10.25 **Registration and Coffee**

#### 10.30 **Discrimination laws and their effect in the workplace:**

- ◆ A summary of discrimination laws in the UK and how they work
- ◆ Who do the rules protect and in what circumstances?
- ◆ How much can it cost you?
- ◆ Practical tips on minimising and avoiding claims (including recruitment and interviews)

#### 11.30 **Coffee Break**

#### 11.45 **Holiday Entitlement**

- Overview of the rules on holiday entitlements
- How to calculate holiday for part-time workers
- ◆ Upcoming changes.

#### 12.05 **Knowing the 'Family Friendly Rights' of Your Employees**

- A summary of maternity, paternity, adoption and parental leave
- Flexible working requests—how to deal with them

#### 12.45 **Networking Lunch**

### SESSION 2:

#### 1.30 **Managing Sickness Absence**

- Practical tips on managing sickness absence (including stress-related illness)
- Disability discrimination – key points to remember
- ◆ How to minimise claims

#### 2.15 **Protecting Confidential Information and Business Interests**

- Restrictive covenants and protecting your business from competing ex-employees
- What is confidential information? How can you protect it?

#### 2.35 **Tea/Coffee Break**

#### 2.45 **Terminating Employment**

- Potential claims and what they could cost you
- How to carry out a fair dismissal – “do’s and don’ts”
- Dealing with redundancies
- Practical tips
- Settling claims

#### 3.30 **Retirement**

- A brief round up of the rules on retirement

#### 3.40 **The Way Forward**

- Likely trends/changes in employment law

#### 3.50 **Questions to the panel**

#### 4.00 **Close**



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### The Speakers



#### **Dorothy Henderson**

Dorothy joined Travers Smith in 1987 and became a partner in 1993. Her practice covers all areas of employment law, including litigation. She also sits as a part-time Employment Judge in the London Central Employment Tribunal.



#### **Richard Baty**

Richard trained at Travers Smith and became a partner in the Employment department in 2006. His practice area includes the full range of employment law issues, both contentious and non-contentious



#### **Gudrun Elms**

Gudrun joined the Travers Smith Employment Department as a solicitor (2-year qualified) in July 2007, from Minter Ellison in Sydney. Her practice area includes the full range of employment law issues, both contentious and non-contentious.

### Seminar Outline

The seminar will be led by three senior employment specialists from Travers Smith (one of the country's premier law firms) and will give an overview of the employment law issues which are most likely to affect your organisation. The panel of specialists will answer questions throughout the seminar and will be available for 'mini clinic' sessions during coffee and lunch breaks.

### Who Should Attend?

This interactive session is aimed at anyone responsible for employment and Human Resources in your organisation.

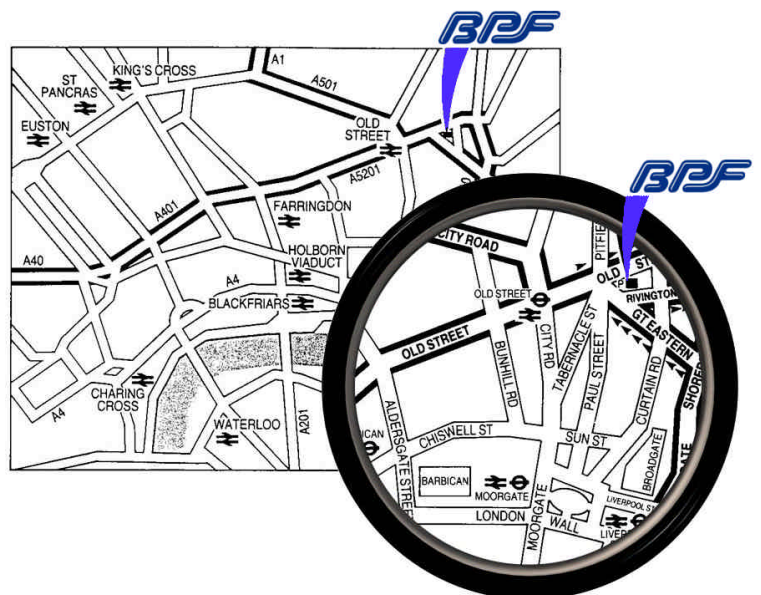
#### **Venue:**

#### **British Plastics Federation**

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London  
EC2A 3JE  
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For further information please contact:



The BPF Events Team

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## REGISTRATION FORM FOR SEMINAR 3 April 2008 PLEASE FAX OR POST BACK TO THE ABOVE ADDRESS

No. Delegate spaces that you  
wish to reserve

Your Name

DELEGATE NAMES:

COMPANY NAME

Address

Phone

EMAIL

|               |                  |   |               |
|---------------|------------------|---|---------------|
| <b>PRICE:</b> | BPF MEMBERS      | — | £100.00 + VAT |
|               | AFFILIATE MEMBER | — | £120.00 + VAT |
|               | NON BPF MEMBERS  | — | £150.00 + VAT |

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### Terms and Conditions

All payments must be completed by the commencement of the seminar. A VAT receipt will be issued on receipt of your payment and forwarded to you together with joining instructions.

**Cancellation:** If you are unable to attend after having confirmed your registration, please inform us in writing so that your registration may be transferred to any member of your company.

**Refunds:** A charge of 20% will be made on written cancellations received before 27th March 2008 — No refund will be given after the this date.

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