

This leaflet describes our expertise in employment law but Hatten Wyatt also provides a full range of legal services for private clients and businesses in Gravesend and throughout Kent and south east London.

When you need legal advice, talk to us as soon as you can. A solicitor's experience and expertise can often resolve a difficult situation before it has more permanent effects on you, your family or business. This is a summary of some matters we can help you with:

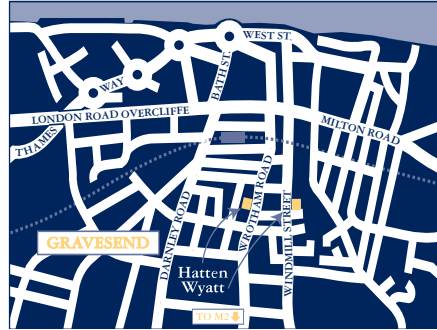
- Separation, divorce and children's issues
- Private disputes
- Personal injury
- Crime/advice at Police station/representation in court
- Actions against the Police
- Licensing applications
- Buying/selling your home
- Wills, tax planning and services for older clients
- Probate
- Contesting a Will
- Commercial property transactions
- Business services
- Immigration

We are committed to provide high quality advice and service to all our clients regardless of the nature or value of the matter. Your work will be supervised by one solicitor, with access to the combined knowledge of the firm, who will keep you informed about the progress of your case, explain the legal procedures and answer your questions and take into account the longer term implications as well as the immediate benefits of our advice.



## HATTEN WYATT

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## HATTEN WYATT

*Solicitors & Advocates*

*Established 1844*

### *Employment Law*





# HATTEN WYATT

Solicitors & Advocates

Whether you are an employer or employee, employment related problems can arise unexpectedly and at the most inconvenient time. As an employee, we will make sure your rights are respected and, if you are treated unfairly, you receive proper compensation. As an employer we can help you to recognise your legal obligations, devise and implement procedures relevant to your business and, should a dispute arise, resolve it without excessive cost or delay.

Employment legislation, from Westminster and Brussels, can have a big impact on the way you manage your business. Whatever the size or nature of your business or the wage you earn, you must have in place or be sure you go through the proper engagement and termination procedures if your interests are to be effectively protected. We will work with you to assess how the changes will affect your employment policies, your obligations to your employees and how you will best implement the new regulations.

We can draft and review employment and consultancy contracts, directors' service agreements and other employment related documents. If a problem does arise, we will ensure your interests are protected and, if negotiation fails, we have the experience and resources to represent you effectively at an employment tribunal.

## *Engagement*

- pre-contract advice
- general terms and conditions of employment
- special consultancy and fixed term contracts
- directors' service agreements
- part-time workers
- incentives and bonuses

## *Equal opportunities*

- sex, race and disability matters
- equal pay and minimum wage
- maternity rights/parental leave
- working time regulations

## *Agreed termination*

- consultation procedures
- redundancy
- financial arrangements
- tax liability

## *Disputed termination*

- employer's right to dismiss
- constructive/unfair dismissal
- disciplinary matters
- restrictive covenants
- representation at tribunal

**Coming to see us:** Our office is open from 9am to 5.30pm from Monday to Friday. Please telephone or call in to make an appointment. This means you will not have to wait more than a few minutes and we will have your files ready or, if you are a new client, make sure you see the appropriate solicitor. We have ground floor meeting rooms (please tell us when you make your appointment if you prefer one of these rooms).

**Coming to see you:** If illness or disability make it impossible for you to visit our office, we can meet you at your home or in hospital. We will meet employers at their workplace, if this is more convenient.

**Your appointment:** We are happy to make appointments outside our normal office hours. When you contact us, just tell us what time suits you best.

**Fees:** We will explain how we calculate our fees and what the total cost is likely to be. If you have any questions, please ask. If you are an employee, the first interview is generally free and we will tell you if you qualify for Public Funding (formerly legal aid).

**Languages:** In addition to English, members of staff can also speak French, Urdu, Gujarati and Punjabi. Please tell us if you would prefer to discuss your matter in a language other than English.

**Your suggestions:** We take pride in providing a high quality service to our clients but if, as our client, you think we can improve our service, please tell us how so we can do better next time you need us.