

## WHAT DO WE DO?

We deal only with employment cases. We provide good quality, practical, client focused advice to a wide range of individuals and organisations on the full range of employment issues from the stage of recruitment through to employment tribunal proceedings and appeals.

Our priority is to resolve disputes quickly and to enable those involved to put the difficulties behind them. If you choose to instruct us, we will focus on how matters can be resolved. If we are asked to advise on a grievance, we will try to find a solution that avoids the need for employment tribunal proceedings, where possible.

If the employment relationship has come to an end, and we can negotiate severance terms that are acceptable to both parties, we will do so.

If the matter can only be resolved by employment tribunal proceedings, we will use our experience knowledge and expertise to ensure your case is fully prepared and well argued before the tribunal.

## WHY SHOULD I INSTRUCT McGRADE & CO?

As we are a firm of solicitors dealing only with employment law, you can be confident that we have a very good understanding of the issues that arise in employment cases.

We will ensure your case is dealt with as quickly and efficiently as possible. To find out more about the particular services we offer and how we can help you, please contact us on **0141 221 4488**.

## I AM AN EMPLOYEE

We provide advice and representation on all aspects of employment law. We can advise you at any stage of a dispute with your employer. We can provide advice about internal and statutory disciplinary and grievance procedures, compromise agreements, redundancy and making a claim to the employment tribunal. We will explain the options in a straightforward way and discuss what outcome you wish to achieve. We will look at how best to obtain that result. We provide practical choices and give an indication of the costs attached to these choices. We explore ways of funding a case and keeping costs to a reasonable level. You will be given realistic and sensible advice on your prospects of success. Your case will be kept under review and you will be given regular updates as matters proceed.

*We can provide advice on a wide range of issues, including:*

- Unfair Dismissal
- Constructive Dismissal
- Compromise Agreements
- Redundancy
- Breach of Contract
- Equal Pay
- TUPE Transfers
- Maternity and Paternity Rights
- Flexible Working
- Sex Discrimination
- Disability Discrimination
- Race Discrimination
- Sexual Orientation Discrimination
- Religion or Belief Discrimination
- Age Discrimination

## I AM AN EMPLOYER

We offer a full range of services to small and medium sized employers.

*These include:*

- Drafting and revising contracts of employment
- Drafting policies and procedures relevant to your business
- Advising on recruitment issues
- Providing regular updates on new employment legislation and case law
- Providing training to those responsible for staffing issues
- Advising on disciplinary proceedings
- Advising on grievance proceedings
- Advising on implementing redundancies
- Drafting and negotiating compromise agreements
- Providing advice and representation before employment tribunals

We provide practical advice and seek to resolve disputes so as to allow you to concentrate on running your business.

*For more information please contact:*

**Tony McGrade, Andrew Munro  
or Giles Woolfson on 0141 221 4488**

## SERVICES FOR SOLICITORS

If you prefer not to give advice to your clients on employment law issues or are uncomfortable about advising clients on particular aspects of employment law, we can help. We regularly undertake work on behalf of other solicitors in relation to a variety of employment issues. It may be you are happy to act for clients in relation to some employment issues, but are wary of advising on more complex issues such as discrimination claims, or appearing before employment tribunals. If you prefer, we can provide the advice to you, in order for you to advise your clients. Alternatively, we are happy to deal direct with the client as this may be a simpler and cheaper option.

### *The Services we provide include:*

- Drafting and revising contracts of employment, staff handbooks, equal opportunities policies and disciplinary and grievance procedures
- Advising on grievance and disciplinary issues
- Drafting and advising on compromise agreements.
- Submitting or defending claims against clients
- Advising on a full range of discrimination claims
- Advising on TUPE transfers
- Representation before an employment tribunal on a full range of claims

We also act on behalf of solicitors in relation to general employment law advice and employment disputes involving their own staff.

As we undertake only employment law, we will not act for your clients in relation to any other matters. You need not worry about losing your client for other matters where you already act.

**mcgrade + co.**  
EMPLOYMENT LAWYERS

We hope you will find this leaflet

a useful guide to the firm

and the services we offer.

If you need more information,

please do not hesitate to contact us.

Please also visit our website at

**[www.mcgrade.co.uk](http://www.mcgrade.co.uk)**

where you will find information

about the services we offer.

94 Hope Street, Glasgow G2 6QB

Tel: 0141 221 4488 Fax: 0141 221 3200

Email: [info@mcgrade.co.uk](mailto:info@mcgrade.co.uk)

[www.mcgrade.co.uk](http://www.mcgrade.co.uk)

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