

# HR NEWS ROOM

September  
2025

Enabling businesses to grow & thrive through their people

HAUS  
OF  
HR



As we step into autumn, we're here to support people-first businesses with practical HR advice and meaningful partnerships.

This month we're proud to back **The Lewis Foundation** and their Christmas Hamper Campaign, bringing comfort and joy to cancer patients in hospitals.

Inside this issue, we also cover:

- What counts as a "reasonable" investigation before dismissal
- Simple steps to make probationary periods work
- The truth behind the four-day work week
- How to handle an employee going rogue
- Recruitment support, including a **free audit offer**

Plus, our Chief Happiness Officer, Buddy, shares tips on tackling staff absences.

Whatever your HR challenge, we're here to help - just get in touch.



## MAKE PROBATIONARY PERIODS WORK FOR YOU

*Simple Steps for Setting New Starters Up for Success*



**A well-managed probation period isn't just a formality – it's a powerful tool for making sure your new hire is the right fit and feels supported from day one.**

*Clear expectations, regular check-ins and honest feedback make all the difference.*

With potential changes to employment law on the horizon – including the possible removal of the right to dismiss without reason during the first two years, getting probationary periods right is more important than ever!



**Now's the time to tighten up your processes, including:**

- Setting clear objectives from day one
- Holding regular check-ins to spot issues early
- Providing constructive feedback and support
- Documenting everything in case things don't work out
- Making informed decisions before the probation end date

Strong probation processes now will help protect your business in the future.

**Want help reviewing your onboarding or probation approach?  
We're here to support you – just get in touch.**

**hausofhr.com | 01604 261380 | info@hausofhr.com**

## CHARITY OF THE MONTH

### The Lewis Foundation

The Lewis Foundation will once again be spreading festive cheer to adult cancer patients across the Midlands through its annual Christmas Hamper Campaign. From 1st December to Christmas Day, co-founders Lorraine and Lee Lewis, alongside their team of volunteers, will be hand-delivering surprise hampers to patients in hospital and the community.

Each hamper, generously filled with festive treats, costs £45 to fund. Members of the public can also nominate someone they know who has been diagnosed with cancer to receive a hamper, provided the nominee lives in an area where The Lewis Foundation currently partners with hospitals.

For businesses, sponsorship comes with the opportunity to include their logo, web address and a personal festive message on each hamper tag, creating a meaningful connection with recipients. Individual sponsors will also be able to share a personal message. All sponsors will be recognised across The Lewis Foundation's communications and social media platforms.



A previous recipient said: "I want to say a massive thank you to you and your supporters for the beautiful Christmas hamper that was given to my husband yesterday. He is in Talbot Butler ward in Northampton General and is very poorly but your gift cheered him and me at this very difficult time."

With a team of 50 volunteers and community supporters, The Lewis Foundation works with 17 hospitals across the Midlands, delivering 2,000 gift packs every month to adult patients diagnosed with cancer from newly diagnosed to end of life. Packs contain overnight essentials, books and more.

For more information about The Christmas Hamper Campaign and to donate, visit:

<https://www.thelewisfoundation.co.uk/christmashamp>  
[er25](#)

## Blog hotspot!

Is the four-day work week just hype or a proven productivity booster?

Our latest blog reveals results from the UK's biggest trial: 92% of businesses kept the model, revenue stayed strong and burnout dropped by 71%. With fewer resignations and less absenteeism, it's clear this approach can work wonders for both people and profits.

Thinking about making the shift? We share five key questions every business must answer before taking the leap - from choosing the right structure to updating contracts and tracking results.

Get the insight you need to roll out a four-day week with confidence. **Read more here.**

### WHAT TO DO WHEN AN EMPLOYEE GOES ROGUE



It was a quiet Friday - until a viral video appeared.

There he was: our Chief Happiness Officer, strutting and shuffling across an Ibiza dancefloor like the Final Boss himself.

The catch? He hadn't booked leave.

Before we pounce, though, it's worth remembering that social media doesn't always tell the full tale.

Maybe he was networking - though let's be honest, probably not. Either way, the best approach is always to have the conversation. A return-to-work chat isn't just for sick leave; it's a chance to hear their side before jumping to conclusions.

After all, prevention is better than purr-ishment, and clear policies on annual leave - yes, even for cats in the C-suite - help stop things from getting hissterical.

At the Haus of HR, we like to lead by example. But if one of your employees has gone rogue, Ibiza-style, and you're not sure how to handle it, you know where to find us.

# QUESTION OF THE MONTH



## What is considered a "reasonable" investigation before dismissing an employee?

Under the Acas Code of Practice on Disciplinary and Grievance Procedures, along with the accompanying guidance, different individuals should ideally manage each stage of a disciplinary process. This means one person should carry out the investigation, another should lead the formal disciplinary hearing, and a third – ideally more senior – should handle any appeal.

This approach helps to maintain fairness and impartiality. If the same person is involved in multiple stages, particularly both the investigation and the hearing, there's a risk they may have already formed an opinion, which could unfairly influence the outcome.

A recent case, *Kedracki v Kingsway LIF Holdings Ltd* [2025], showed how failing to use different people at each stage can lead to a finding of unfair dismissal – even if the outcome wouldn't have changed.

That said, in smaller businesses, it's recognised that having multiple people involved may not always be possible. In these cases, it's important to follow a fair and transparent process as closely as you can and seek advice if needed.



**A NOTE FROM:  
BUDDY**  
CHIEF HAPPINESS OFFICER

### Paw-sitively Present: My Guide to Cutting Down on Human Sick Days

Humans get sick. I get it - you're not as resilient as us cats.

But if it's the same humans always "off sick," that's like me pretending to nap so I don't have to chase the laser pointer... suspicious.

Their absences cost you - treats you can't buy, extra work for the rest of the litter and the risk of dropping your favourite client toy.

Our latest guide gives you the purr-fect plan to keep everyone showing up, tails high and whiskers twitching. And yes, you can read it for **free** right now. Pounce here → [\*\*Absence Management\*\*](#).

## STRUGGLING TO FIND THE RIGHT PEOPLE? WE'VE GOT YOU COVERED

At Haus of HR, we know that great recruitment is about more than filling roles - it's about finding the right people who will thrive in your business.

That's why our in-house style recruitment services are fully bespoke, acting as an extension of your team.

We can handle as much (or as little) of the process as you need, including:

- Job advert creation and posting
- CV screening and shortlisting
- Candidate screening calls
- Interview arranging and coordination
- ATS (Applicant Tracking System) management for GDPR compliance and candidate experience

With us, you won't be drowning in CVs or worrying about candidate communication.

We make sure every applicant hears back, because your employer brand matters just as much as your hire.

### Special Offer – Free Recruitment Audit

Want to know how your recruitment process stacks up?

We'll review your current approach, identify gaps, and share actionable recommendations - all for free.

Benefits of your free audit:

- Improve your hiring efficiency
- Enhance candidate experience
- Attract better talent

**Contact us** today to book your free audit and make your next hire your best hire.

