



The UK Start-Up
*HR Compliance
Checklist*

Reduce risk. Protect your business.

Practical tips from real experience!

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**#1 Most UK start-ups
unknowingly operate non-
compliant.**

This puts founders at risk of:

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- Fines
- Legal claims
- HMRC penalties
- Reputational damage

#2 Right-to-Work Checks

Non-compliance can lead to
£20,000 per worker fines.

You must:

- Check ID before they start
- Use certified digital checking tools
- Keep compliant records

#3 GDPR & Employee Data

You must legally protect personal data.

Your business must have:

- Privacy notice
- Data retention policy
- Secure storage
- Access controls
- Record of processing

#4 Core Policies (Legal + Best Practice)

Minimum policies every start-up needs:

Policies such as:

- Disciplinary
- Grievance
- Equal opportunities
- Health & safety
- Data protection
- Sickness & leave

#5 Payroll Compliance

Need to ensure:

Payroll essentials:

- PAYE set up correctly
- Auto-enrolment pensions
- Payroll reporting to HMRC
- Accurate payslips
- Holiday pay calculation

#6 Probation Management

Most start-ups forget to document probation properly.

You need:

- Probation clause in contract
- Clear criteria
- Mid-point review
- Confirmation or extension letter

#7 HR Documentation

Your people files must include:

Keep everything secure and audit-ready.

- Signed contract
- RTW evidence
- Emergency details
- Job description
- Probation outcome
- Performance notes



*Want to access the
HR Essentials
Modular Support
Package?*

**Let's make sure your start-up is fully compliant and set up
to grow.**

Get in touch!

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