

HR Compliance Checklist for Irish Hospitality Employers

20 things your business needs to have in place before a WRC inspection — or before anything goes wrong.



WRC inspections can happen without warning. The Workplace Relations Commission has the power to audit any employer at any time. Use this checklist to identify gaps before an inspector does — and before a small issue becomes a costly one.

1

Contracts & Written Terms

Every employee must receive written terms within 5 days of starting



Written contracts issued to all employees

Includes part-time, casual, and seasonal staff — not just permanent employees.

WRC Priority



Probation clauses clearly stated

Duration, review process, and right to extend must be explicitly included.

WRC Priority



Terms of employment provided within 5 days

Core terms (name, role, hours, pay, location) must be given in writing on or before Day 5.

WRC Priority



Place of work specified

Fixed, variable, or remote — the contract must reflect where the employee is expected to work.



Right to work documentation on file

Copies of passport, visa, work permit or GNIB card retained for every employee before they start.

WRC Priority

2

Working Time & Leave Entitlements

The Organisation of Working Time Act 1997 is one of the most commonly breached



Working Time Act compliance in place

Maximum 48-hour working week (averaged), mandatory rest periods, and break entitlements being met.

WRC Priority



Holiday calculations are correct

Annual leave calculated correctly for part-time and variable-hours staff — not just full-time employees.

Common Gap

- ☐ **Public holiday entitlement being applied correctly** Common Gap

All employees (including part-time) receive correct public holiday pay or a substitute day.
- ☐ **Sick leave policy is compliant with the Sick Leave Act 2022** WRC Priority

Statutory sick pay entitlements have been phased in — ensure your policy reflects current obligations.
- ☐ **Clocking and break records maintained** WRC Priority

Records of hours worked and breaks taken retained for at least 3 years.
- ☐ **Wage records up to date and accurate** WRC Priority

Payslips issued, pay records retained, and at least minimum wage being paid for all hours worked.

3

HR Policies & Procedures

Policies must be written, communicated, and accessible to all employees

- ☐ **Disciplinary procedure in place and communicated** WRC Priority

Must align with the WRC Code of Practice. Employees should know the process before any issues arise.
- ☐ **Grievance procedure documented and accessible** WRC Priority

Employees need a clear route to raise workplace concerns. This is commonly absent in smaller businesses.
- ☐ **Bullying & harassment policy in place** WRC Priority

Required under the Employment Equality Acts. Must include reporting procedures and timelines.
- ☐ **Dignity at Work policy communicated to all staff**

Often combined with bullying & harassment — must be issued to all employees, not just management.
- ☐ **Protected disclosures (whistleblowing) policy in place** Common Gap

The Protected Disclosures (Amendment) Act 2022 extended obligations significantly. Review if yours is current.

4

Personnel Records & GDPR

Employee data is subject to GDPR — holding it incorrectly creates separate risk

- ☐ **Personnel files complete and up to date**

Each employee file should contain their contract, emergency contact, performance records, and any disciplinary history.
- ☐ **Training records maintained for all staff** Common Gap

Food safety, manual handling, fire safety — all training should be logged with dates and certification where applicable.
- ☐ **GDPR compliance for employee data** WRC Priority

Employees should be informed about what data is held, why, and for how long. A simple privacy notice covers this.

How did you score?

17–20

✅ **Green**

Strong compliance. Keep records current and review annually.

11–16

⚠️ **Amber**

Some gaps that need attention. Prioritise WRC Priority items first.

0–10

🔴 **Red**

Significant exposure. A WRC inspection right now would likely result in findings.

Found gaps you're not sure how to close?

Our HR consultants work exclusively with Irish hospitality businesses. We can audit your current setup and fix what's missing — before it becomes a problem.

[Book a Free Consultation](#)

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This checklist is for guidance purposes only and does not constitute legal advice.

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