



**Duncan Lewis  
Solicitors**

## **Employment Law For Employees**



**Duncan Lewis Solicitors** serves corporate entities and private individuals in over 25 practice areas from offices throughout London and across England and Wales. Established in 1998, the firm has over 550 lawyers delivering legal services in over 60 languages. We have been recognised by independent legal directories, The Legal 500 and Chambers and Partners, as a top tier firm and described as a “diligent and professional team that is prepared to go the extra mile for its clients”.

### **Our Services**

It is extremely important to know your employment rights as an individual and to take steps to protect and enforce them.

We advise and assist on all employment matters and help resolve matters through settlement agreements, negotiations and mediation.

We offer advice on:

- ACAS early conciliation
- Breach of contract
- Disciplinary and/or grievance proceedings and investigations
- Discrimination
- Equal pay
- ‘Family friendly’ issues (including maternity, paternity and flexible working arrangements)
- Negotiating severance packages including settlement agreements
- Professional disciplinary proceedings (including GMC, HCPC, NMC)
- Redundancy
- Restrictive covenants
- Reviewing and negotiating offer letters, contracts of employment and consultancy agreements
- Unfair dismissal (including constructive dismissal)
- Whistleblowing

Time limits for issuing proceedings are very tight, with most claims having to be notified to ACAS within 3 months minus 1 day of the act(s) you are complaining about.

You will then be issued with an ‘early conciliation certificate’ after which proceedings have to be issued, again, within strict time limits which can vary according to when the certificate was issued. It is, therefore, important that you contact us as early as possible to ensure that your claim is not out of time.

## Fees and Funding

As an essential element of our service we will advise you on the funding options available to you and your case.

### **Conditional Fee Agreements ('No Win No Fee')**

In some cases, we are able to assist you by way of a conditional fee or a damages based fee agreement, commonly known as 'no win no fee' funding. To determine if your claim is eligible for 'no win no fee' funding, we will assess the prospects of success in your case and its value.

### **Private Funding**

In all privately funded cases, our aim is to offer fair prices in exchange for the specialist services we provide. We offer competitive hourly rates and fixed fee packages to ensure we give your case the best possible chance of success.

At your first meeting with us, we will discuss with you how we calculate our charges. Where possible, this includes a detailed breakdown of the estimated costs.

### **Legal Expenses Insurance**

Legal expenses insurance may be included as part of your household or motor insurance. It is important that you contact your insurance provider before your first meeting with us to check if they may cover your costs.

### **Offices across England and Wales**



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