



TAYLORED
HR SOLUTIONS



WRC INSPECTION READINESS GUIDE

Would Your Business Pass a WRC Inspection Today?

INTRODUCTION

A Workplace Relations Commission (WRC) inspection is designed to ensure employers are complying with Irish employment legislation. WRC Inspectors have the authority to examine employment records, interview employees and management, and investigate potential breaches of employment law.

Failure to meet these obligations can result in financial penalties, legal disputes, and reputational damage.

A proactive HR compliance review can help identify and resolve issues early, reducing the risk of penalties, claims and costly corrective action while providing peace of mind that your business is meeting its employment law obligations. This guide and practical checklist outline the key steps employers should take to prepare for a WRC inspection.



The best time to prepare for a WRC inspection is before you receive notice of one.

Contact **Taylored HR Solutions** for a practical compliance review and expert guidance to help ensure your business is inspection ready.

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REASONS FOR THE INSPECTIONS

A WRC inspection should not automatically be viewed as an indication that something is wrong within the organisation. Inspections form part of the WRC's wider role in promoting compliance with employment legislation and may arise as part of:

- Routine monitoring activity
- Sector specific initiatives
- Employment permit checks
- Concerns raised regarding workplace practices.

Regardless of the reason for the inspection, employers are expected to demonstrate that appropriate employment records are maintained and that statutory obligations are being met.

The WRC does not usually disclose the specific reason for an inspection and inspections are carried out in the same manner regardless of how they were initiated.

TIMING OF THE INSPECTION

In many cases, employers will receive advance notification of a planned inspection, giving them an opportunity to gather the required records and review their compliance arrangements. This notice may outline the information and documentation the Inspector intends to examine.

<i>Employer Tip</i>	Contact Taylored HR Solutions as soon as you receive notice of an inspection. We can conduct a pre-inspection compliance review, identify any gaps in documentation or employment practices, and help you address potential issues before the inspection takes place.
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However, employers should also be aware that inspections can take place without prior notification. For this reason, employment records, payroll information and supporting HR documentation should be maintained in a format that can be accessed quickly and easily whenever required.

<i>Employer Tip</i>	Being inspection ready every day is the most effective way to manage both announced and unannounced WRC inspections.
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WHAT HAPPENS DURING A WRC INSPECTION?

The inspection process is typically focused on verifying that employment practices align with legislative requirements. An Inspector may request access to:

- Employment records
- Examine payroll and working time information
- Review contracts and policies
- Discuss employment practices with management representatives

Inspectors are primarily concerned with whether employers can demonstrate compliance through accurate documentation and consistent workplace practices. Well organised records and clear procedures can help the inspection progress efficiently and minimise disruption to the business.

NON-COMPLIANCE

A successful inspection is not simply about producing paperwork when requested. Employers should be able to show that policies, procedures and employment practices are actively implemented and consistently applied throughout the organisation.

Area	Common Compliance Issue
Contracts	Inadequate, outdated or missing contracts of employment, including Written Statements of Terms not issued within the mandatory timeframe.
Working	Inaccurate or incomplete records of employees' working hours, breaks and rest periods.
Wages and Payroll	Underpayment of wages, incorrect calculations, failure to apply statutory entitlements, or missing payroll records.
Annual Leave	Incorrect calculation or payment of annual leave and public holiday entitlements.
Rest Breaks	Failure to provide employees with statutory daily, weekly and rest break entitlements.
Policies and Procedures	Missing, outdated or non-compliant workplace policies and procedures, including grievance, disciplinary, dignity at work and protected disclosures policies.

MANDATORY AND ESSENTIAL WORKPLACE POLICIES FOR EMPLOYERS

A common area of non-compliance identified during WRC inspections is the absence of clear, up to date workplace policies and procedures. Having policies in place is not enough. Employers should ensure managers understand how to apply them fairly and that employees know where to access them.

Policy / Procedure	Why it matters
Grievance Procedure	Provides employees with a clear process for raising workplace concerns. This supports fair process.
Disciplinary Procedure	Sets out how misconduct, performance concerns and disciplinary matters will be managed. This is important in defending unfair dismissal claims.
Dignity at Work / Anti-Bullying and Harassment Policy	Helps employers prevent and address bullying, harassment and sexual harassment in the workplace.
Health and Safety Statement	Employers have duties under health and safety legislation to provide and maintain a safe workplace. A Safety Statement is a key compliance document.
Data Protection / GDPR Policy or Employee Privacy Notice	Employers process employee personal data and must meet GDPR obligations when collecting, storing and using that information.
Protected Disclosures Policy	Required for certain employers, including public bodies and private sector employers who meet the relevant employee threshold. It provides a reporting process for workplace wrongdoing.
Equal Opportunities / Equality Policy	Supports compliance with employment equality obligations and helps demonstrate a commitment to fair and non-discriminatory workplace practices.
Working Time and Leave Policy	Helps clarify working hours, rest breaks, annual leave and public holiday entitlements.
Sick Leave and Absence Management Policy	Sets out how sickness absence is reported, recorded and managed. It also supports consistency in applying statutory and company sick leave arrangements.
Family Leave Policies	Should cover maternity, paternity, parent's leave, parental leave and other statutory family leave entitlements.

10 ESSENTIAL EMPLOYMENT LAWS EVERY EMPLOYER MUST COMPLY WITH

1. Terms of Employment (Information) Acts 1994-2022

Requires employers to provide employees with written core terms and conditions of employment within five days of commencement.

2. National Minimum Wage Act 2000

Sets the minimum rates of pay that employers must provide to employees.

3. Payment of Wages Act 1991

Regulates the payment of wages, deductions from pay, and the provision of payslips to employees.

4. Organisation of Working Time Act 1997

Establishes employee entitlements relating to maximum working hours, rest breaks, daily and weekly rest periods, annual leave, and public holidays.

5. Employment Equality Acts 1998-2015

Prohibits discrimination in employment on any of the nine protected grounds and promotes equality and fair treatment in the workplace.

6. Maternity Protection Acts 1994-2004

Provides statutory maternity leave, maternity related protections, health and safety safeguards, and protection from dismissal or adverse treatment related to pregnancy or maternity leave.

7. Unfair Dismissals Acts 1977-2015

Protects employees from unfair dismissal and set out the circumstances in which a dismissal may be justified.

8. Minimum Notice and Terms of Employment Acts 1973-2005

Provides minimum statutory notice periods that employers and employees must give when ending employment.

9. Safety, Health and Welfare at Work Act 2005

Places a duty on employers to provide and maintain a safe place of work and protect the health, safety and welfare of employees.

10. Protected Disclosures Acts 2014-2022

Requires employers to protect employees who report wrongdoing and, for certain organisations, maintain a Protected Disclosures (Whistleblowing) Policy.

EMPLOYER READINESS CHECKLIST

Employer Information	
☐ Employer registration number with the Revenue Commissioners	
Employee Records	
☐ List of all employees, including full names, addresses and PPS numbers	
☐ Dates of commencement of employment	
☐ Dates of termination of employment (where applicable)	
☐ Employee job titles and classifications	
☐ Employment permits for non-EEA nationals or evidence that a permit is not required	
☐ Register of employees under 18 years of age	
Contracts and Employment Documentation	
☐ Completed written terms of employment for each employee	
Working Time and Leave Records	
☐ Working time records, including start and finish times	
☐ Records of daily and weekly rest periods	
☐ Overtime records	
☐ Annual leave records	
☐ Public holiday entitlement records	
☐ Sick leave records	
Payroll Records	
☐ Payroll records showing gross to net calculations	
☐ Hourly pay rates	
☐ Overtime payments	
☐ Deductions	
☐ Commission and bonus payments	
☐ Evidence that payslips are issued to employees	
☐ Records of electronic tip payments	
Additional Records	
☐ Details of board and lodgings provided to employees	
Employer Tip	Review these records regularly rather than waiting until an inspection is announced. Maintaining accurate and up to date documentation throughout the year will significantly reduce the risk of non-compliance findings and ensure your organisation is always prepared for a WRC inspection.

HOW TAYLORED HR SOLUTIONS CAN HELP

Preparing for a WRC inspection can place significant demands on business owners and managers, particularly where employment records and workplace policies have not been reviewed recently. Taylored HR Solutions provides practical, commercially focused HR support to help employers identify compliance risks, implement corrective actions and confidently prepare for inspection.

Our WRC Inspection Preparation Service includes:

- Comprehensive HR and employment law compliance audits
- Review of contracts of employment
- Assessment of working time, payroll and leave records
- Review and updating of employment policies and procedures
- Identification of compliance gaps and potential risk areas
- Practical recommendations and action plans
- Guidance on responding to WRC information requests
- Support before, during and after a WRC inspection

We work with employers to ensure that employment documentation, workplace practices and record keeping systems meet current legislative requirements and are readily available should a WRC Inspector request them.

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