

SERVICE BROCHURE

Legal support for HR teams

Ongoing legal support
for HR and management

Wołoszański & Partners
October 2026



Your legal partner in HR

HR teams make decisions every day that can affect the business for years. My priority is to give your team clear recommendations and help you put the chosen solution into practice.

We get to know your documents and how your organisation works. We help clarify employment rules, prepare changes and resolve difficult employee matters. If a dispute arises, we align the strategy with your business objectives.

Ongoing cooperation gives us the full context of each matter. I want HR and management to make informed decisions, with a clear understanding of the risks, costs and available next steps.

Kinga Miller

Partner, Advocate

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wlaw.pl





ABOUT THE FIRM

A law firm close to business

We advise management and business teams. We help you make decisions, organise documentation and handle matters that need legal support.

Lasting relationships

We learn how your organisation works and its history. This gives us the context for each new decision.

Responsibility and communication

We appoint a lead adviser. You receive clear recommendations and updates on our work.

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Ongoing support for your team

Advice on everyday employment decisions and support with more sensitive matters.



Everyday decisions

Leave, working time, bonuses and changes to employment terms.



Documentation

Contracts, internal rules and arrangements with employees and managers.



Employment changes

Terminations, reorganisations and redundancies.



Internal procedures

Bullying, discrimination, whistleblowing and workplace health and safety.



Data and lawful employment

GDPR in HR, remote work and employing foreign nationals.



Disputes and inspections

Negotiations, employment litigation and support with the Polish Labour Inspectorate (PIP).

Documents and employment

We tailor employment documents to the way your business actually operates.

Employment contracts

We draft contracts, amendments and employment terms notices. We help plan changes to duties and working conditions.

B2B and civil law contracts

We assess how the relationship works in practice and the risk of reclassification as employment. We identify changes to documents and working arrangements.

Management contracts

We advise on management contracts, changes to their terms and arrangements when managers leave the organisation.

Internal rules and records

We draft and update workplace, pay and social benefit fund rules. We advise on maintaining and archiving employment records.

Working time and pay

We help establish rules that HR can apply in its daily work.

Working time and absence

We advise on working schedules, time records, overtime and the handling of leave and absences.

Pay and bonuses

We review pay components, bonus schemes, benefits and deductions. We also assess documentation for compliance with equal treatment requirements.

Pay transparency and equality

We support recruitment and the development of pay policies. We help assess your obligations and plan the changes your business needs.

Terminations and organisational change

A legal plan and the right documents before discussions with employees begin.

01

Assessment

We review the grounds, the procedure and the risks in each individual case.

02

Documents

We draft termination notices, agreements and changes to employment terms.

03

Reorganisation

We plan redundancies and the obligations arising from transfers of undertakings.

04

Negotiations

We support negotiations with employees and trade union organisations.

Deliverables: an action plan, documents and preparation for discussions. We represent the employer if claims arise.

Procedures and workplace safety

Support with establishing policies and applying them to individual matters.

Preventing workplace bullying

We develop policies against bullying and discrimination. We help establish reporting routes and prepare teams to apply the rules.

Whistleblowing

We help implement internal reporting procedures, registers and follow-up rules. We advise on handling reports and protecting whistleblowers against retaliation.

Internal investigations

We support the investigation of reports, prepare documentation and assess possible action. We help protect confidentiality and ensure a fair process.

Workplace safety and accidents

We advise on employers' legal duties and workplace accident records. We work with HR and health and safety teams to assess liability.

HR data and lawful employment

We support HR with data processing and lawful working arrangements.

Applicant and employee data

We review legal bases for processing, the data collected and privacy notices. We advise on monitoring and access to personnel records.

Remote and hybrid work

We draft remote work rules covering costs and equipment. We address data protection and workplace health and safety duties.

Employing foreign nationals

We support work and residence formalities, documentation and employers' obligations. We help prepare your organisation for inspections.

Employment disputes and inspections

We act before conflicts escalate and represent employers when proceedings become necessary.

Before a dispute arises

Risk assessment

We assess employee concerns and review the case documents.

The employer's position

We agree the arguments, action plan and approach to communication.

Amicable solutions

We help draft settlements and conduct negotiations.

During proceedings

Employment litigation

We prepare court submissions and represent the employer.

Labour inspections

We support responses, documents and contact with PIP.

Management updates

We explain the implications of possible outcomes and the next steps.

HR legal support retainer

A fixed monthly fee for ongoing availability and work within an agreed hours allowance.

from

PLN 2,999

per month, excluding VAT

We tailor the hours allowance to your HR team's workload.

One dedicated legal adviser.
Advice during business hours.

Notice period: 1 month during the first 3 months of the engagement, then 3 months. The contract sets out the details.

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Scope and hours

We work within the agreed allowance. Unused hours do not roll over to the following month.

Larger matters and additional hours

Disputes, inspections and projects use the allowance first. We charge additional work at the rate agreed before signing the engagement contract.

Transparent billing

Each invoice includes a breakdown of work. Sworn translations and official fees are charged separately.

What your HR team receives

We tailor deliverables to your business needs and the agreed package.

Recommendations

Answers and legal opinions explaining the risks and available options.

Documents for implementation

Draft contracts, policies and correspondence with guidance on how to use them.

Action plans

Steps, documents and responsibilities for changes to employment arrangements.

Internal procedures

Policies and documents selected together with your HR team.

Support with discussions

Preparation for negotiations with employees, managers or trade unions.

Matter and cost updates

Progress updates and work breakdowns. Access to the firm's system on request.

International cooperation

We support Polish subsidiaries of foreign companies and HR teams in international groups.
We coordinate local advisers on matters across jurisdictions.



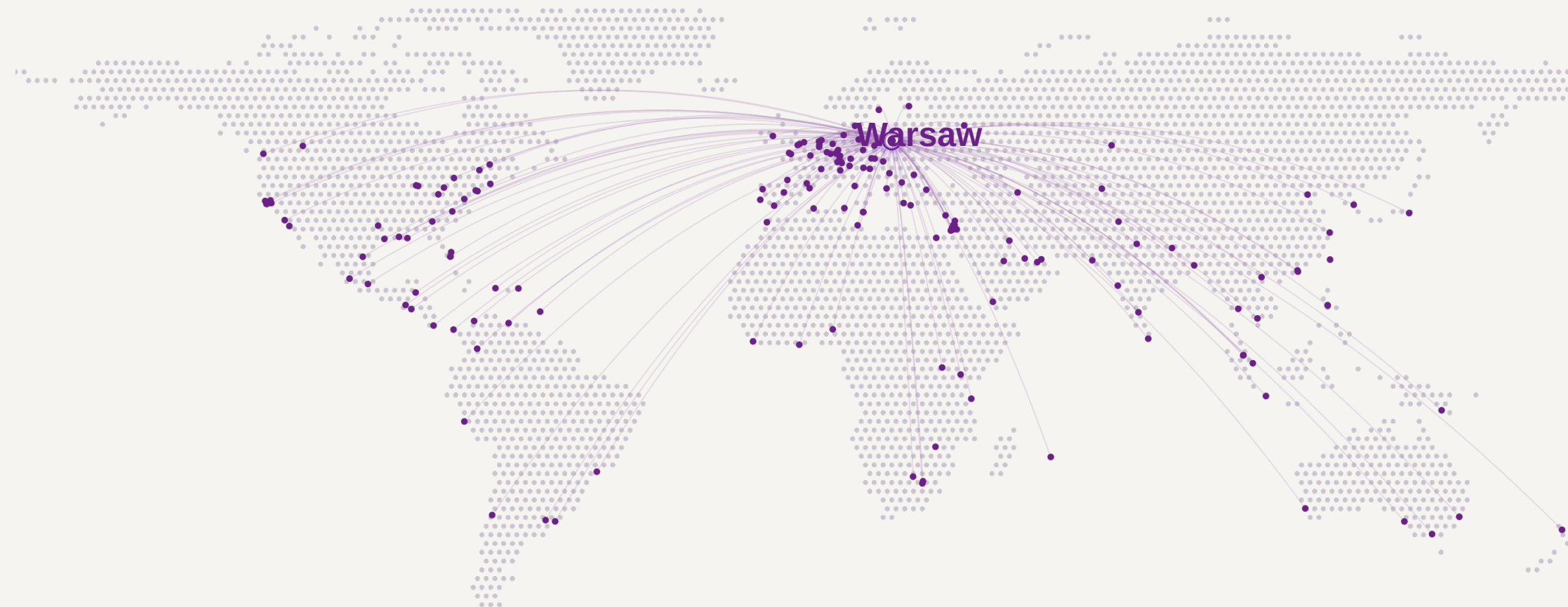
Over 100 countries

We have been a member of Alliott Global Alliance since 2020. The alliance brings together independent law, tax, audit and accounting firms.

WLAW remains your point of contact. We agree the scope of overseas advisers' work and billing arrangements for each project.

The reach of our international network

Coordination in Warsaw. Local advisers in the markets where your business operates.



100+
countries

Independent law firms
and tax, audit and
accounting firms.

AGA network cities shown on the WLAW website.

Alliott in the rankings

Recognition of Alliott Global Alliance, of which WLAW is a member.



Chambers Global 2026

Leading Law Firm Networks,
Global Market Leaders.



The Legal 500

Alliott Global Alliance recognised
as a Leading Law Firm Network.

International recognition of the firm

Polish chapters in international legal guides.



Blockchain & Crypto-Assets 2026

Poland chapter authors: Michał Wołoszański,
Łukasz Kudela and Marta Solarska-Kaleńczuk.

[Read the Chambers chapter](#)



Competition Litigation 2027

Poland chapter authors: Kinga Miller,
Marta Solarska-Kaleńczuk and Michał Wołoszański.

[Read the ICLG chapter](#)

Selected clients

Companies and brands featured in WLAW's public references.



What clients say

Feedback on working with WLAW across a range of matters.

Hyundai Capital Europe

Proactive support and an understanding of the market and company strategy. A lasting relationship makes the firm feel like part of the client's own team.

Artur Szczepanski

Hyundai Capital Europe GmbH

FILLMED Poland

Efficient GDPR implementation and ongoing corporate advice. The client values business understanding, reliability and anticipating change.

Monika Nowak-Bartyzel

General Manager, FILLMED Poland

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Web Shield

M&A support and coordination of advisers to schedule. The client values the individual approach and prompt, considered action.

Christian Chmiel

Founder of Web Shield Group

Quadient

Efficient cooperation and understanding of an IT business. The client values clear communication, an effective team and a prompt response to change.

Bohumil Farsky

Country Sales Manager, Quadient

Partners of the firm



**Michał
Wołoszański**

Managing Partner
Attorney-at-law



**Kinga
Miller**

Partner
Advocate



**Marta Solarska-
Kaleńczuk**

Partner, COO
Data Protection Officer



**Łukasz
Kudela**

Partner
Attorney-at-law

How we organise the engagement

We organise our work around the matter's scope, your priorities and your decisions.

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Scope

We agree the objective, source documents and expected outcome.

Team

We appoint a lead adviser and bring in the expertise required.

Work

We prepare documents, agree positions and report on progress.

Decisions

We provide recommendations and a plan for the next steps.

For international matters, we also agree the scope of work and responsibilities of local advisers.

Contact

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