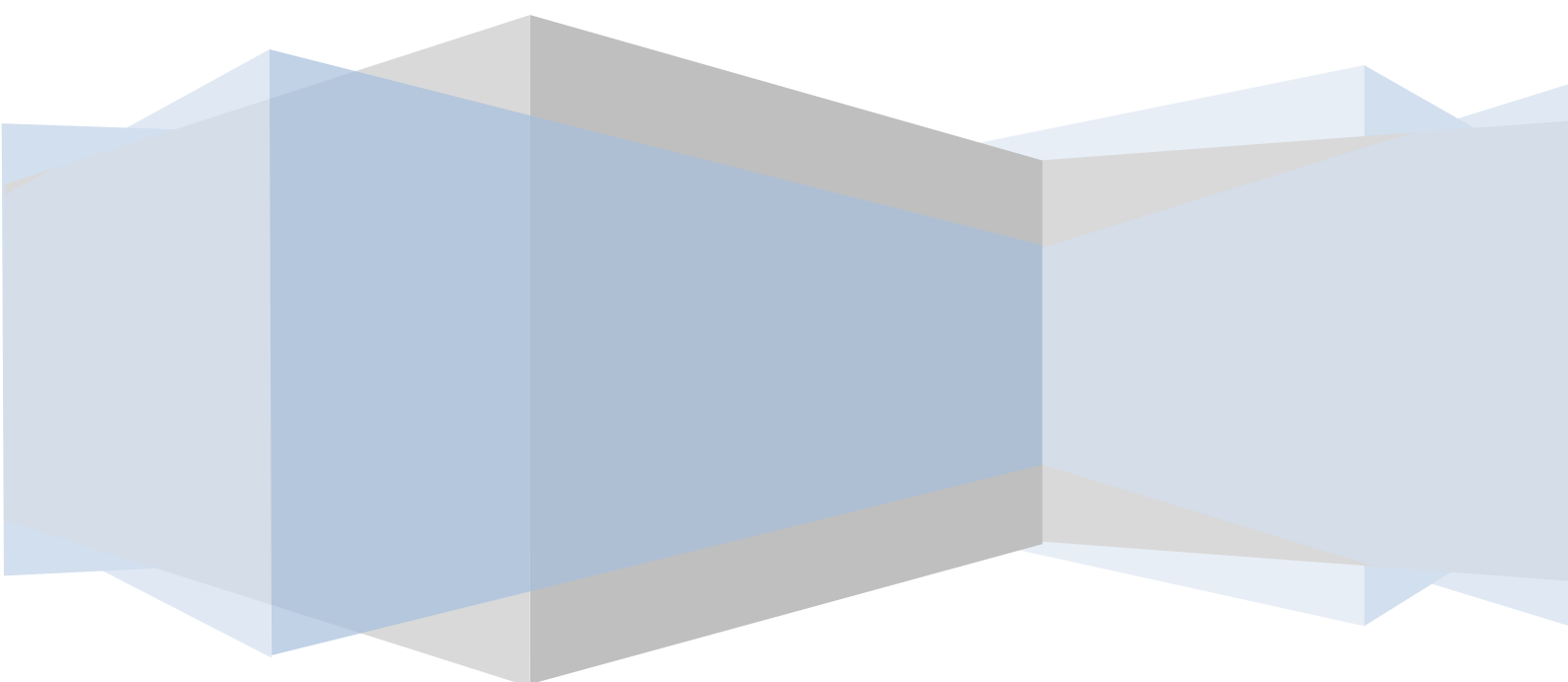


Brixham Future CIC

Staff Handbook

Version 1 –Aug 2016

John Brennan



Welcome to Brixham Future CIC

It is a pleasure to welcome you to our dedicated staff team providing new projects for the people of Brixham town and peninsular. We live in challenging times when resources are declining but needs are rising requiring a range of innovative cost effective responses.

Working together our staff and volunteers make it possible to improve our town step by step, sometimes small and sometimes by larger ones. We do this in order to maintain and improve our built heritage and beautiful natural environment. More importantly we also seek to `add value` to the lives of our residents and countless annual visitors. We want everyone to share in the pride we have of Brixham as a place and the people who live here.

We are sometimes asked what is so special about Brixham Future. Is it because we seek to be innovative but practical and because we seek to look forward providing solution before others have analysed the problems? Well, to us it is always the enthusiasm, drive, integrity and commitment shown by both our staff and volunteers as essential in making a really positive difference.

We trust you will find us a warm and friendly organisation where you can expand your horizons, acquire new knowledge and skills, and enjoy your work.

This Staff Handbook offers invaluable information and advice. It is based upon policies and procedures agreed by the Directors which will be revised and updated on a regular basis. Amendments to this handbook will be issued and in due course it will be re-issued to all staff. The latest policies and procedures are available from line management or obtainable via the staff intranet with date approved.

Please take the time to read and take in the detail and keep it close by as it contains all our current rules and guidance.

September 2016

Introduction -using the Staff Handbook

This handbook is designed to help you during your time as an employee with Brixham Future CIC .

Not only does it provide useful information on the conditions of your employment but also details the formal rules and regulations that apply to all employees. These should be read in conjunction with your **Statement of Terms and Conditions of Employment** sent to you before you commenced work with us. There may be local rules of your particular workplace or job role which will be explained to you as part of your Induction period.

Any special conditions which override those in this handbook will be notified to you in writing. In accepting employment with Brixham Future you have agreed to abide by our rules and regulations and therefore any breach of them may result in disciplinary action.

You will be given an Induction and the opportunity to ask questions in respect of above. If during the course of your employment you have any further questions you may contact the appropriate designated person.

Part 1 -Employment conditions and benefits

Brixham Future is committed to equality of opportunity before and during employment and to preventing and stopping unlawful discrimination. Please read our policy on Equal Opportunities sent to you on commencement of employment and available on the Staff Intranet.

If you feel you have been treated unfairly on grounds of race, colour, ethnic origin, gender, trans-gender, marital or family status, age, nationality, political affiliation, trade union membership, sexual orientation, creed or disability you should raise the matter via the appropriate procedures.

We are committed to making reasonable adjustment to enable disabled employees, including employees who become disabled to fulfil their job role as laid out under our Disability Policy.

We are committed to having a work force that is broadly representative of the local community.

References

All appointments are made subject to two satisfactory references prior to commencement of employment. If it is not satisfactory your offer of employment may be withdrawn or contract terminated.

Should you decide to seek employment elsewhere Brixham Future may provide a written reference in accordance with our established policy.

Disclosure

All persons who have access to vulnerable adults or children will have their suitability for such employment checked with police records and other nationally held exclusion registers. All new employees are required to have such a check via the Vetting and Barring Service before the offer of employment is confirmed. It is also a requirement for existing employees to undergo a recheck from time to time. All employees are required to declare any charges, convictions or cautions received during their time with Brixham Future. Where a conviction makes an employee unsuitable for the role and no alternative role is available termination of employment may occur.

Statement of Terms and Conditions of Employment

The above will be given to you prior to commencement of your employment and updated from time to time. You must retain one copy in a safe place whilst signing and returning the 2nd copy as required. We will also provide a copy of this Staff Handbook and a range of policies including our Equal Opportunities, Health & Safety, Code of Conduct, Smoking, drinking and Drugs, Disciplinary and Grievances, Whistle-blowing, Harassment & bullying policies. A further range of relevant policies and information are available on the staff Intranet and will be made available on induction.

Probationary Periods

New appointments are subject to 6 months probationary periods or as detailed in your Statement of Terms and Conditions of Employment. If either you or Brixham Future wish to terminate the employment during this period there is a reduced notice period as detailed in the probationary clause of the contract. Under some circumstances Brixham Future may extend the period for up to a further 12 weeks on given you written reasons for the extension.

Hours of work

Your normal hours are detailed in your Statement of Terms and Conditions of Employment. We have a range of policies which cover options and alternatives are available from management.

Rates of Pay and salary

The above is detailed in your Statement of Terms and Conditions of Employment. These may be reviewed from time to time but not automatically increased. Arrangements for paying overtime where applicable are detailed in the above Statement. All staff are expected to work additional hours outside normal working hours (for which TOIL is provided) and this is an implied part of all staff jobs and does not attract any additional payments.

You may be required to complete time sheets and return required. Any delay may affect your pay as will lost time sheets. Persistent lateness in submission or loss may result in disciplinary action.

Brixham Future shall be entitled to deduct a sum of money from salaries or wages without further agreement in the event that the sum is owed to us.

Holidays

The holiday year runs from 1st April to 31st March each year and will be detailed in your Statement of Terms and Conditions of Employment. It will be calculated on a pro-rata basis and if more leave taken than entitled it will be deducted from final salary.

You must agree dates of your holidays with your manager at least 4 weeks in advance or longer. We can require you to take all or any of your leave at specified times, on giving 14 days notice.

Only with your line Managers approval can you carry forward up to 5 days annual leave which must be taken within 3 months of the following year. Payments will not be made in lieu of holidays.

Pensions

Details of our scheme will be provided by the line manger. The law in this area is in a state of flux with the introduction of Auto-enrolement. We will seek to maintain a pension scheme with an employer`s minimum contribution of at least 3% subject to the particulars of your employment.

Expenses

Reasonable expenses incurred in connection with your duties will be reimbursed on presentation of receipts within the rules of our policy. Claims must be submitted on a timely basis and not reimbursed if submitted 3 months or more after expense incurred.

Part 2 -Training & Development

Training & development

You are required to attend and participate in any relevant training identified as mandatory and /or statutory such as health & safety training or other learning activities. This may be away from your normal hours and/or place of work. If you have entered into a training agreement with Brixham Future then on the termination of your employment we reserve the right to deduct from your final salary any outstanding sums owed. Where evidence of continuous development is required of a professional body it is the individual`s responsibility to ensure compliance where membership of a professional body is a requirement of the employee`s post.

Staff will have a personal training needs analysis as part of their ongoing supervision and appraisal. This will enable them to have an equal access to training and development opportunities according to the requirements of their role. We also recognise that individuals learn in a variety of ways and opportunities for learning will be provided to reflect this.

Induction

All staff at every level must undertake an Induction and receive an Induction pack. Depending upon your post this Induction period will vary between 1 and 6 weeks depending on the post.

Managing Staff performance

As part of your job role you will have regular supervision and an annual appraisal in accordance with our established policies. As part of this process the supervisor will inform you of what is expected of you in relation to your job role and give constructive feedback on your performance in the role. They will also give you an opportunity to discuss and agree your development needs.

Part 3 -Absence from work

It is important that we manage any absence from work and that you are pro-active in communicating with us any reason for absence. There may be a number of reasons:

Maternity rights-If you need to attend antenatal clinic or parenting classes during work hours you will be paid at your normal hourly rate for the time at the appointment on production of evidence of an appointment. For more information see our policy on Maternity in the Human Resources Manual.

Paternity rights –Please see our policy and guidance in the Human Resources Manual

Adoption Rights –Please see our policy and guidance in the Human Resources Manual

Parental Leave –Please see our policy and guidance in our Human Resources Manual

Bereavement Leave- If you suffer a bereavement of a close family member who is a spouse/partner, children, parents, brother or sister or a relative who lives with you may take up to 5 days leave.

Dependant care -You may take emergency leave involving a dependent but this period will be unpaid.

Flexible working –Please see our policy and guidelines in the Human Resource Manual

Sickness absence- We closely monitor the level of sickness and will take prompt action to address any issues under our policy. Upon your return to work you may be asked to attend a `return to work interview`. If persistent this may result in action under Capability or Disciplinary Policy.

If you are unable to come to work you must inform your place of work no later than an hour before your starting time with the reason for absence and likely duration. It is also your responsibility to keep us informed if you are unable to return the following day or when covered by a doctor`s certificate at the end of the certified period.

Should you be ill for seven or less consecutive days (including weekends) you must complete a self certificate form on your return. If you are ill for eight or more days you must provide a doctor`s certificate ensuring it reaches your manager within 24 hours of its receipt.

You must provide a doctor`s certificate for any continued absence and a doctor statement to say you are fit to return to work if this is before the date given on your last certificate. If repeated absences of seven days or less occur you may be required to provide a medical certificate from day one.

Sick pay

Sick pay will not be paid for any period of sickness absence that is not covered by a declaration of sickness absence form or doctor`s certificate as appropriate. Unauthorised absence of this nature may result in disciplinary action, including summary dismissal.

If your illness period continues for a protracted period we reserve the right to require you to undergo a full medical examination to ascertain the possible duration of your illness or the likelihood of you returning to work in the near future.

You are entitled to Statutory Sick pay (SSP) as determined by the Regulations which vary from time to time. You may be eligible for Brixham Future Sick Pay for a limited period as detailed in our Policy and Statement of Terms of Employment reproduced below. Neither SSP or any of our own arrangements are payable on a retrospectively dated doctor`s sickness certificate.

Employees' who follow the correct sickness absence reporting procedures and provide fit notes as required, may receive occupational sick pay up to the following maximum amount:

Service	Full Pay	Half Pay
During first 6 months service	Zero	zero
6 months service or more but less than 12 months service	2 weeks	zero
12 months service or more but less than 3 years service	3 weeks	3 weeks
3 years service but less than 5 years service	6 weeks	6 weeks
Service of 5 years or more	9 weeks	6 weeks

Additional information about sick pay is contained within Appendix C of the policy. For information concerning entitlement to accrued annual leave during periods of sickness absence see the Annual Leave Policy. A member of staff who is absent as the result of an accident will not be entitled to occupational sick pay if damages may be receivable from a third party. This may be paid out in the first instance with Directors agreement but subject to an agreement to re-imburse once received.

Lateness /unauthorised absence

If you are going to be late or absent for any reason you should advise your Manger or Senior as soon as possible. If you do not attend work for 10 consecutive days or more without contacting us and you are unable to be contacted it will be assumed that you no longer wish to be employed by us and your employment may be terminated. Unauthorised absence including leaving work before the agreed time is likely to result in disciplinary action, including summary dismissal.

Medical appointments

Where it is necessary to attend hospital, dental or GP appointments such appointments should be made outside normal working hours or during TOIL or leave time

Territorial Army or special reserves

If you are a member of above you may take up to an additional 2 weeks paid leave to cover periods of training .Special arrangements will be made for those `called up` in national emergencies.

Public duties

You may be permitted unpaid time off to carry out Justice of the Peace or School Governor duties. If called for Jury Service you will be allowed time off to attend but expected to claim allowances for loss of working time and repay Brixham Future.

Part 4- Internal Relations

Changes

We constantly face new challenges and where such matters require changes we will consult with affected staff or their representatives. Where it is not possible to avoid redundancies Brixham Future will in consultation with elected staff representatives make redundancy selection on agreed factors contained within our Redundancy Policy.

Grievance Procedure

There may be occasions when you feel aggrieved about an issue concerning your employment, your treatment or another matter affecting you at work. In these circumstances you should raise the issue as a grievance with your manager who will seek to resolve as quickly as possible. If your grievance is with your Manger you may raise the matter with a more senior person. At all stages of the Grievance Procedure you have the right to be accompanied by a work colleague or trade union representative authorised to act upon your behalf. For more information please see our Grievance Policy and Procedures which should accompany your Statement of Terms and Conditions of Employment.

Capability Procedures

The aim of the above is to assist you achieve and maintain the standards of job performance required and where these are not being attained to ensure you are treated fairly and consistently.

Where your performance is unacceptable or the lack of capability has serious consequences this will be dealt with under the formal procedures. If there appears to be a health problem, medical advice will be obtained before any action is taken.

For more information please read our Capability Procedures.

Disciplinary Procedures

The aim of the Disciplinary Procedure is to help and encourage you to achieve and maintain the standards of conduct required by Brixham Future and where these are not be attained to ensure you are treated fairly and consistently.

Minor breaches of conduct will be dealt with informally but where the matter is serious or persistent the formal procedures will be followed. No disciplinary action will be taken until a full investigation has been carried out and you are advised of the nature of the allegations against you. Furthermore you will be given access to any available documentation and evidence including witness statements and have the right to be accompanied at all stages by a work colleague or trade union representative.

For acts of gross misconduct such as theft, fraud, negligence, misuse of drugs, alcohol or substances or acts of a similar nature or seriousness (the list is not exhaustive) you may be summary dismissed. The procedure may be implemented at any stage if your misconduct warrants such action.

Where allegations of serious misconduct have been made against you it may be necessary to suspend you on full pay pending the outcome of an investigation. This should not be seen as a penalty or a belief in your guilt, but is there to protect you and others. During suspension you should

have no contact with the organisation or anyone connected to it. You are expected to make yourself available for the investigation and co-operate with the investigation. If you are unable to meet with the Investigating Officer due to illness you will be asked to provide a letter from your doctor.

For more information please see our Disciplinary Procedures which you should have received with the Statement of Terms and Conditions of Employment.

Discrimination

It is our intention to provide an environment that is free from discrimination. If you feel you have been discriminated against on grounds of race, colour, ethnic origin, gender, marital or family status, age, nationality, political affiliation, trade union membership, sexual orientation, creed or disability you should invoke the Grievance Procedure sent to you with the Statement of Terms and Conditions of Employment.

Bullying and harassment

Brixham Future has an established Harassment and bullying policy. We are committed to ensuring that all staff work in an environment that is free from harassment or bullying. Harassment is any unwanted behaviour which a person finds intimidating, upsetting, embarrassing, humiliating or offensive. Bullying is persistent, offensive, intimidating, malicious, abusive or insulting behaviour which makes the individual feel threatened, humiliated or vulnerable.

If you have a concern about yourself or someone else whom you believe may be the subject of above you should discuss this with your line manager. If your concerns are about your line manager you should discuss it with a more senior person.

If possible provide evidence by way of dates, times and details of what happened. We will not tolerate harassment or bullying and will deal with any perpetrators under the Disciplinary Procedure. Copies of the Harassment & Bullying policy are available from line management or the Staff Intranet.

Whistle blowing

Brixham Future has an established Whistle blowing policy. As an employee you have a duty of care to everyone we serve not to overlook poor practice but to speak out and seek to correct it. If you have a concern you must discuss it with your line manager or more senior person if applicable and if possible provide detailed evidence. We will do our utmost to protect those who genuinely raise concerns from any detrimental treatment resulting from their action. For more information please see our Whistle blowing Policy.

Preventing abuse of adults and children

Brixham Future has a range of Safeguarding Policies for both Adults and Children. Abuse can take many forms, including sexual, physical, psychological and financial as well as neglect and discrimination. The abuse may be a single act or repeated, it may take one or multiple forms and the lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can also occur outside that relationship.

Each employee has a specific duty to protect the people we serve from abuse. Where you have concerns you must alert more than one senior management and respond if no action is taken. You

should be familiar with both our specific Safeguarding Vulnerable Adults and Safeguarding Children policies in our Operational Manual and attend relevant training sessions. Any abuse is unacceptable and we reserve the right to summarily dismiss an employee for any instance of abuse.

Code of Conduct, Smoking, drinking & drugs at work

Brixham Future has an established Code of Conduct. We also have a non –smoking, drinking and drugs policy. You are encouraged to foster good working relationships with other staff and volunteers and it is therefore your responsibility to ensure your behaviour and lifestyle does not bring us into disrepute. You should ensure that your relationships are professional and respect others` privacy, discouraging gossip and maintaining confidentiality.

You must inform your manager of any close personal relationships which develop at work so that working relationships are not adversely affected. We have a clear expectation that all staff will maintain professional relationships at all times and with all persons they have dealings with. All staff will be expected to sign our code of conduct and Smoking, drinking and drugs Policies which will be sent to you as part of Terms and Conditions of Employment.

Union

Any employee has the right, if she/he so wishes, to be a member of an independent Trade Union.

If she/he is a member of a Trade Union he/she has a right to take part in the activities of the Trade Union. Trade union activities shall be without prejudice to his/her employment with Brixham Future.

Volunteers

As a member of staff you may be working with volunteers on an occasional or regular basis. Volunteers are a huge asset to Brixham Future and must be treated with the same professionalism afforded to a member of staff. Whilst Volunteers are unpaid they are expected to adhere to our policies and procedures. If you have any concern relating to a Volunteers conduct please refer the matter to your line manger.

Part 5 -Termination of employment

Anti-Bribery and Corruption Policy

Brixham Future has a strict Anti-Bribery and Corruption Policy in line with the Bribery Act 2011. If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for Brixham Futures, or to obtain or retain an advantage in the conduct of business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under our Disciplinary Procedures, and disciplinary action up to and including dismissal may be applied.

Resignation notice

After you complete your probationary period you are require to give Brixham Future the amount of notice detailed in your Statement of Terms and Conditions of Employment. This should be done in writing. Entitlement to give or receive notice of termination of your employment is set out below:

Termination Brixham Future	Period of Notice
After the end of your probationary period and before the end of the 5 th year of continuous service	1 month
Termination for each conditional year of completed service up to the 12 th year	1 additional week
After the 12 th completed year	12 weeks
After the end of your probationary period, Termination by you at any time during your employment	1 month

We reserve the right in our absolute discretion to pay your salary in lieu of notice.

Exit

You may be asked to attend an exit interview when you leave. This will normally take place about 2 weeks prior to your agreed departure date after you have handed in your notice to be carried out by someone outside your direct line management. The purpose of the interview is to discuss your reason for leaving and ascertain any information which may be helpful in the future running of the organisation.

Repayment of money and return of property

When you leave Brixham Future you must return all property, keys, documents, files and any electronically held information.

We reserve the right on termination of employment for whatever reason to deduct any loans, grants, overpayments or other money, or holidays taken in excess of entitlement to be deducted from final salary.

Part 6 -Health & Safety

Health, Safety & environment policy

Brixham Future recognises and accepts its responsibilities as an employer and for persons other than employees to provide in so far as is reasonably practicable a safe and healthy environment and ensure that people are not exposed to risks to their health and safety.

Brixham Future also requires that employees and other persons take reasonable care of their own health and safety and act responsibly with regards to other persons.

Where you have a concern or issue with regard to health and safety within Brixham Future you should discuss in the first instance with your line manager and if unresolved with the designated Health & Safety Officer as detailed on the staff Notice Board.

Staff responsibilities

You are responsible for:

Familiarising yourself with Brixham Future Health & Safety Policy

Observing relevant rules, regulations and procedures and complying with all risk assessments and safe systems of work

Undertaking only those tasks you are competent to perform and reporting any condition that adversely affects your capability to perform your work

Reporting any incident, near miss or hazard and wearing appropriate personal protection equipment

Cooperating with management in improving the working environment, not interfering with or misusing equipment, taking care of yourself and other people and attending training

Failure to fulfil your health and safety responsibilities may result in disciplinary action.

Risk assessments

Your manager is responsible for ensuring appropriate risk assessments are carried out and taking appropriate action to minimise them. There are also a range of Brixham Future policies & procedures which minimise risks which you should familiarise yourself with and these include Health & Safety Policy, Lone Working Policy and Working from Home Policy.

Reporting Accidents and near misses

Poor housekeeping is a major cause of accidents. You are required to assist with `good housekeeping` by keeping you place of work clean and tidy and clear up any spilled liquids and pick up objects lying on the floor regardless of your responsibility for the incident.

You are further required to assist with good housekeeping in maintaining a hygienic environment by washing your utilised drinking and eating utensils immediately after use and ensuring the fridge does not contain your food or beverages for more than 24 hours.

All accidents of dangerous occurrences must be reported and registered on the appropriate form of what occurred. You are also required to cooperate with any subsequent investigation that occurs and the work of the Health & Safety Committee.

Fire procedures

You must familiarise yourself with the fire exits in your area of work and ensure they are kept clear and accessible at all times during working hours. Regular fire drills will be conducted and you must participate in these. You must read the Fire and Emergency Notices in the office.

First Aid

You must familiarise yourself with the location of first aid equipment and supplies. Any items used must be replaced on a daily basis and all workplace accidents recorded in the Accident Book. You must attend First Aid Training as required and carry a First Aid Kit with you in your vehicle if used on company business.

Driving as part of your employment

If you need or choose to drive a vehicle as part of or during your employment it is your responsibility to ensure that you have a current valid driving licence and that you are properly insured and your vehicle is road-worthy and properly taxed. If this is not the case you must advise your manager at the time the request is made. You must provide to the office up-to-date copies of your insurance and driving licence (photo card and counterpart), and re-submit every year.

Should you lose your licence or incur a driving offence for any reason, you must advise your manager immediately. Please note, losing your licence may result in the termination of your contract of employment.

Please note that Brixham Future will not be responsible for meeting any parking, speeding or other motoring offences you may incur in the course of driving on Brixham Future business.

On no account is it permissible to drink alcohol or take non-prescribed drugs while driving on Brixham Future business using your own vehicle, either while driving or parked.

If you are driving for extended periods for whatever reason you must take regular breaks as failure to do so may cause accidents particularly after dark.

If you drive on Brixham Future business, on no account must you make or receive calls on a hand-held mobile phone while driving. This also applies to calls on hands-free kits if it will result in you not being in proper control of the vehicle. This applies both to Company provided or personal mobile phones.

Brixham Future will, under no circumstances, be responsible for any fines or other legal sanctions imposed on individuals if they are involved in an accident or other situation as a result of disregarding this law.

Display screen equipment

Where you regularly use above as part of normal work activity you will be entitled to an annual eye test and be reimbursed for the cost. Where the eye examination identifies the need for corrective spectacles for screen based work Brixham Future will pay for these up to the sum of £100 pounds.

Computer software

Brixham Future operates the terms of purchase and usage within author`s license. All software must be purchased and registered in Brixham Future name.

No software must be downloaded onto your personal computer nor must you install computer software that has not been checked by an authorised person acting on Brixham Future behalf for virus contamination.

Any breach of our policy will result in disciplinary action including dismissal.

Insurance

All staff are covered by Employers Liability Insurance but children, partners, friends or other persons may find they are not and therefore should not accompany you to work.

Telephone, fax and video calls

The use of or property for above is strictly forbidden for incoming or outgoing calls except in emergency situations with the permission of line managers. Personal calls on own mobile equipment is also forbidden except in the designated rest periods. The misuse of company time will result in disciplinary action including dismissal.

Working from home

Brixham Future has a Working from Home Policy. There is no automatic right to work from home but we accept that there are circumstances when it is both practicable and sensible to allow a member of staff for an interim period to work from home. It is a requirement that the provision of our policy is strictly followed.

If your offer of employment requires you to establish and work from an office at your home you will be expected to provide adequate safe and secure working accommodation and a land telephone line. Brixham Future will pay a one off taxable `set up` allowance of £1000 (one thousand pounds) against equipment receipts. A small taxable annual allowance of £1,000 (one thousand pounds) will also be paid incrementally each month as a contribution towards the cost of running the office. For further information please see our Working from Home Policy.

Whether working from home on an interim or permanent basis there are a range of requirements including:

a) Insurance

The insurance of employees at the place of work will be operative in home working only if in the event of an accident it can be clearly demonstrated that there are no health and safety risks such as slippery floors, loose mats, trailing leads, etc. Any employee working at home must have signed a copy of the appended declaration which will be kept on file.

b) Security

Employees at home must ensure that our Confidentiality Policy is observed.

c) Communication

Employees working at home are expected to be available during agreed working hours to receive and respond to telephone calls and emails.

d) Working environment

Staff working at home should separate domestic and work activities. Individuals with caring responsibilities are required to demonstrate that they have care arrangements in place during their normal working hours which will enable them to undertake their work without undue distraction/interruptions.

e) Working hours

Brixham Future established policies on Leave entitlements and TOIL apply. Employees working at home are responsible for monitoring their own working hours, and where the normal hours are not completed the balance should be recorded against TOIL.

f) Working at home declaration

All employees or volunteers working from home are required to sign the following declaration:

I confirm that the environment at home in which I will carry out work associated with my employment by Brixham Future will be kept safe and free from hazards. Should I suffer an accident which could be attributable to a hazardous environment I understand that the employee insurance will not be valid and that Brixham Future will carry no liability.

Part 7 -Communication

Internal Communications

Brixham Future is a small organisation and there will be regular staff meetings and bulletins. You will have regular 1to1 supervisions with your line manager and an annual Appraisal all of which give you an opportunity to express any issues and receive constructive feedback on your own performance in line with our Supervision and Appraisal policies.

External communications

You are required to act in such a way as safeguard the interests of Brixham Future. You therefore should act to avoid any act or admission which would bring Brixham Future into disrepute or diminish funders or public confidence. Therefore information, articles or personal opinions concerning Brixham Future should not be communicated to the media or external organisations without approval. Any contact with the media should be referred to the named senior manager responsible for media relations.

You should not use Brixham Future name in connection with any business or for personal gain.

Electronic communication

You may have access to a wide range of electronic communications including email, intranet and internet and must ensure that you do not cause offence. In particular you are prohibited from accessing or sending pornographic material. Where a website of questionable nature has been accessed in error you should inform your line manager.

You may use the internet and emails during lunch break or after the normal working day or weekends for private purposes but this benefit is not to be used by family members or friends. The setting up of a private website on Brixham Future equipment is prohibited.

Blogging and social networking are permitted outside of normal working hours. However care should be taken not to bring Brixham Future into disrepute, not to make libellous or hurtful comments about individuals, breach confidentiality or data protection requirements.

Part 8 –Conduct at work

Brixham Future has an established Code of Conduct which will be sent to all staff as part of Statement of Terms and Conditions of Employment prior to them commencing work. All staff are required to read and adhere to this code and face disciplinary action in respect of any breach.

Alcohol

You must not consume alcohol on or about our premises unless organised and authorised by senior management as part of a social event. On external social occasions pertaining to work when offered a drink and you are not expected to drive you should take no more than 2 units so as not to impinge upon your duty of care. If you are judged to be under the influence of alcohol or other intoxicating substance you may be sent home and your behaviour or condition may result in summary dismissal.

Medication

If you are taking prescribed medication during working hours it must be kept in a secure place. Your line manager and or colleagues must also be made aware if the medication (or lack of it) is likely to affect you in any way and what to do in an emergency.

Other than prescribed medication the possession, trading, storage or usage of illegal substances or controlled drugs will result in disciplinary action including up to summary dismissal.

Gambling

Betting and gambling or other actions making a personal gain at the expense of others is strictly forbidden. Any breach of these instructions may lead to disciplinary action including dismissal.

Confidentiality

Brixham Future has a Confidentiality policy which you should study. Any access to confidential information must not be disclosed to third parties either during or after employment.

You have a personal responsibility to ensure the safe storage and transmission of confidential information including leaving confidential information on desks or accessible on computers or in insecure cabinets. You must maintain a routine of regular security checks to ensure confidentiality.

Copyright

During the course of your employment you will have access to or be involved in producing a number of documents some of which have a commercial value.

All documents produced during the course of your employment are the property of Brixham Future and are protected by copyright. They must not be used, copied or passed to others unless as part of your employment or with written senior management consent. On leaving Brixham Future, all documents including those held electronically must be returned.

Employment

Depending on the nature of your contract with Brixham Future you should not become involved in any secondary employment which adversely affects the work you do for us. Any additional employment should be agreed in writing by Brixham Future.

Part 9 –Additional Information

Access to personnel files

Your employment file is confidential and will not normally be made available to other employees. We operate an open file policy and if you wish to inspect the contents of your personnel file you may do so by giving 48 hours notice in writing to your senior manager. Your file material which is exempt under the Data Protection Act will be made available to you in a private location but may not be removed although documents may be photocopied.

Personal details

It is important for good communication and emergency contact that we keep up to date records of your home address and telephone numbers etc and you should inform us of any changes.

Personal property

Brixham Future accepts no responsibility for damage or loss to personal property including cars brought onto any premises or used in the course of employment. You are advised not to bring valuables, credit cards or large amounts of cash to work.

Security & search

Where a criminal act is suspected Brixham Future reserves the right to inspect your vehicle or belongings before being brought into or taken off our premises. Security checks do not imply suspicion and you may have another work colleague present to act as a witness if you wish.

Tools and equipment

All tools and equipment provided by either Brixham Future or yourself must be adequate for the task undertaken. A car must have an annual MOT certificate. Any electrical equipment must be tested on a regular basis. Under no circumstances must you attempt to dismantle and repair electrical equipment.

Pets

Unless it is you're seeing or hearing guide dog or PAT dog these animals must not be taken into work or left in your car during normal working hours.

Part 10-Useful policies, information and guidance- Human Resource Manual

Part 1 – General policies

- 1. Equal opportunities &-Statement of Intent**
- 2. People with disabilities policy**
- 3. Harassment & bullying policy and procedure**
- 4. Code of conduct policy**
- 5. Providing references policy**
- 6. Employment contracts and staffing policy**
- 7. Smoking, drinking and drugs policy**
- 8. Insurance policy for everyone**
- 9. People with criminal records policy**
- 10. Directors, Staff & volunteer census policy**
- 11 .Gender identity policy**
- 12. Lone worker policy**

Part 2 – Security

- 1. Data Protection Act 1998 -Policy statement on the storage, handling, use, retention & disclosures.**

Part 3 – New Staff

- 1. Recruitment and selection policy**
- 2. Induction check list for new staff**

Part 4 – Working arrangements

- 1. Managing staff sickness & absence policy**
- 2. Staff appraisal & supervision policy**
- 3. Statement of Terms and Conditions of Employment**
- 4. Flexible working policy including TOIL (see 6.2)**
- 5. Maternity (Part 1) & Adoption (Part 2) leave**
- 6. Shared Parental Leave policy**
- 7. Expense claims policy**
- 8. Working at home policy**

Part 5 – Staff relations

- 1. Disciplinary procedure for employees**
- 2. Grievance procedure for employees**
- 3. Redundancy policy and procedure employees**
- 4. ‘Whistle Blowing’ – sharing concerns policy**
- 5. Capability Policy and Guidance Notes (Appendix 1)**
- 6. Resignations**

Part 6 – Staff benefits

- 1. Retirement & Pensions (including Auto-enrolment)**
- 2. Annual Leave Policy**