

EMPLOYEE HANDBOOK

2024-2025

This Employee Handbook is designed to help you understand the policies, procedures, and values that guide our work at iQualifyUK. It outlines your rights, responsibilities, and the standards we uphold as a team committed to delivering high-quality education. Whether you're new to the organisation or a long-standing member of staff, this handbook serves as a useful reference to support your experience and success at iQualifyUK.

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Absence

What this policy covers

The purpose of this policy is to ensure that employees who are genuinely unwell are treated fairly and consistently, while minimising the impact of sickness absence on the College.

The policy sets out procedures for reporting sickness absence and for the College's management of short-term and long-term absence. Any absences that are disability-related will be managed in accordance with relevant legislation and related Codes of Practice.

This policy also contains information on your entitlements in relation to paid and unpaid time off work for reasons other than sickness.

Your responsibilities

Breach of absence procedures

Breach of any of the absence reporting procedures detailed below, including those relating to the notification of absence or provision of a medical certificate, may result in disciplinary action. Any periods of absence that are unauthorised may be treated as gross misconduct and could lead to your dismissal without notice from the College. Unauthorised absence will not be subject to pay.

Frequent short-term absence

Persistent absenteeism has a detrimental impact on your colleagues and on the College as a whole. If it is considered that your absence level is a cause for concern, the College may meet with you to investigate the situation fully. The College may require you to undergo an Occupational Health assessment.

The College cannot sustain frequent short-term absences, even if the reasons for the absences are genuine. Therefore, unacceptable levels of absence will be subject to disciplinary proceedings. The College will take into account the reasons, frequency and pattern of your non-attendance in determining an appropriate course of action.

If you are issued with a formal disciplinary warning, you will be advised as to the level of attendance which the College expects of you. If you fail to achieve this level of attendance further disciplinary action may be taken.

Medical report

It may be necessary for the College to obtain a medical report during the course of your employment in order to gather further information about your medical condition, its probable effect on your future attendance at work, your ability to do your job and whether there are any reasonable adjustments to be made, if appropriate.

Although you have the statutory right to withhold your consent to the College to approach your GP or consultant for a medical report, if you do choose to withhold your consent to our application, the College may need to assess your state of health and its impact on your continued employment without the benefit of professional medical advice.

You may also be required to undergo a medical examination by a doctor nominated by the College. The College will be entitled to receive any report produced in connection with any such examination, and the College may discuss the contents of the report with the doctor in question.

If you refuse to undergo a medical examination without good reason, this may be viewed as a failure to follow a reasonable management instruction and could result in disciplinary action, up to and including dismissal without notice.

Medical suspension

If the College becomes concerned about your health and safety at work, or that the health and safety of others is being affected by your physical and/or mental health, you may be suspended on medical grounds pending further investigation to establish that you are fit to work. You will receive full pay during the period of your suspension.

Your entitlements

Medical and dental appointments

Where possible, you are requested to arrange any medical or dental appointments outside working hours.

If this is not possible, you must obtain permission from management before taking any time off and appointments should be arranged at the beginning or end of your working day to minimise any disruption to the College. Unless otherwise agreed, you will not be paid for any time off as a result of medical or dental appointments, with the exception of antenatal appointments.

Jury service

You are entitled to time off work for jury service. You should notify management immediately on receipt of the jury summons, giving full details.

You will not normally be paid for this time off, and you are advised to claim the expenses to which you are entitled from the Court. These will typically include compensation for loss of earnings.

Time off for religious observance

You should make any requests for time off for religious observance to your manager as early as possible. Although you have no legal or contractual right to religious leave or time off to pray, the College will consider all such requests.

Time off for religious observance must be taken from your rest periods or annual holiday entitlement. Alternatively, at the College's discretion, you may work additional hours in lieu of the time taken off.

If you wish to take the time off as annual holiday, you should make the request in accordance with the College's annual holiday procedures. For the avoidance of doubt, the College's rules relating to annual holiday will apply.

Bereavement leave

In addition to your right to take reasonable unpaid time off following the death of a dependant, the College may, at its discretion, permit you to take paid or unpaid leave following the death of an immediate or close relative. Please ask your manager for further information.

Adverse weather and other exceptional circumstances

If you are unable to attend work due to adverse weather conditions or other exceptional circumstances, you will not be paid for any periods of non-attendance. You may request to take paid holidays or work additional hours at an alternative time to make up for the time you have been absent. The College reserves the right to refuse such requests depending on the needs of the business.

If the College cannot operate due to these exceptional circumstances, it reserves the right to require you to take holidays during this time or impose a period of lay-off, when appropriate. The College also reserves the right not to provide you with advance notice of this requirement.

Other types of leave

The College will adhere to statutory requirements in providing time off when you have commitments relating to public office or role, trade union duties and activities and the Territorial Army. You should discuss such requests for time off with your manager at the earliest opportunity in order to work out the necessary arrangements, allow planning time and work with your manager to minimise any potential disruption to the College.

Disabilities

If you have a disability that impacts on your attendance at work, the College will give consideration to whether there are any reasonable adjustments that could be made to your job or other aspects of your working arrangements to minimise absenteeism or assist your return to work.

Absence-reporting procedures

Sickness absence reporting

You should notify the College of your absence in accordance with the Absence Reporting clause contained within your Contract of Employment.

It is not acceptable for you to text, email, contact a colleague, leave a message or have a friend or relative call on your behalf. If your manager is unavailable you should contact someone in a position of authority in the College.

You should provide the reason for your absence, an estimate of how long you expect to be off work, a telephone number by which you can be contacted and details of any outstanding or urgent work that requires attention.

Medical certification

If your absence lasts for seven calendar days or fewer, you must complete an absence form immediately upon your return to work.

However, if you are entitled to contractual sick pay (please see your contract of employment for details) you may also be required to provide the appropriate medical certification for absences of fewer than seven days.

If your absence lasts more than seven calendar days, you must forward a medical certificate, completed by a medical practitioner, to management in order to cover the absence.

The medical certificate must be submitted as soon as possible. If you unreasonably delay in providing a medical certificate, your absence will be classed as unauthorised.

If, on a medical certificate, your doctor recommends any adjustments to your duties, hours or working conditions, the College will discuss these with you and implement the recommendations, if these are reasonably practicable.

Failure to comply with the arrangements to assist your return to work without good reason may be treated as misconduct and may result in disciplinary action.

It is essential that you keep the College updated on the reasons for your continued absence and its estimated duration. You should contact the College daily during periods of absence unless you are instructed otherwise by your manager. You should also contact the College before the expiry of your medical certificate if you continue to be unwell. In addition, a further medical certificate should be submitted immediately on expiry of the previous certificate. Failure to contact the College or submit a medical certificate at this time may result in the interim absence being classed as unauthorised.

Procedure for return to work

You should contact your manager as soon as you become aware of your intended return date. If this date changes, you should update the College immediately.

Return to work meeting

Your manager will interview you on your return to work following a period of absence. The reasons for your absence will be discussed and your manager will decide whether the absence should be authorised. The onus is on you to satisfy management that there was a genuine medical reason for the absence.

Long-term absence

Welfare meetings

During a period of long-term absence, you are required to attend any scheduled welfare meetings with the College. The purpose of these meetings is to discuss your current state of health, how long you expect to be absent from work and what steps, if any, the College can take to facilitate your return to work.

If you are medically incapable of attending your place of work, a representative of the College will come out to visit you. If the time scheduled for the meeting is not suitable, you should contact the College immediately so that an alternative time can be agreed. You are also required to respond to any correspondence from the College and any requests for information about your health.

Medical certification

You should continue to provide medical certificates, completed by your medical practitioner, even if you have exhausted your entitlement to sick pay.

Failure to co-operate

The College will always be sensitive to your physical and mental wellbeing during periods of long-term absence. However, where there is a failure, without good reason, to co-operate with the College in relation to attending meetings, communicating effectively, attending occupational-health assessments and providing necessary information, this may be treated as misconduct and the College may take disciplinary action.

Termination of employment

The College is committed to supporting you during your absence and assisting your return to work. However, a prolonged period of absence cannot be sustained indefinitely, and the College may need to review your continued employment periodically. Before any decision is made in relation to termination of your employment on the grounds of capability, the College will consult fully with you and obtain up-to-date medical advice.

Alcohol and Drugs Misuse

What this policy covers

The purpose of the policy is to set out the College's position on drug or alcohol misuse in the workplace, to protect the health and safety of workers and to comply with relevant legislation.

Breaches of the policy may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

Your responsibilities

You must not be under the influence of drugs or alcohol when you report for work or during working time.

If you are taking medication or herbal remedies that may affect your work performance, or the safety, of yourself or others, you must inform the College as soon as possible of which medication you are taking and the possible side effects.

Support for employees with alcohol or drug problems

If you have, or believe you may have an alcohol or drug problem, you should inform the College and seek medical advice before it affects your performance or conduct at work. If you come forward and seek help for an alcohol or drug problem you will be treated sympathetically and any discussions will remain confidential.

The College will treat any absence due to drug and alcohol abuse in the same way as sickness absence on condition that you have obtained professional help and/or are receiving treatment. However, you must not be under the influence of alcohol or drugs at work throughout this time of support.

The use, possession, storage, transportation, promotion and/or sale of illegal drugs are forbidden in any situation connected to the College. The College reserves the right to involve the relevant authorities if it is deemed appropriate.

You are also expected to comply with any third party site rules, policies and procedures.

Procedure

The College will take all reasonable steps to prevent employees, agency workers and contractors carrying out work-related activities, if they are considered to be unfit or unsafe to undertake the work as a result of drug or alcohol consumption.

If you are suspected to be under the influence of alcohol or drugs during working hours or on College premises, the College reserves the right to send you home. This type of incident may be viewed as a gross misconduct offence and dealt with under the College's Disciplinary Procedure, which could result in dismissal without notice. If the College has reasonable grounds to believe that you were under the influence of drugs and/or alcohol at work you will not be paid for this day

Annual Holidays

What this policy covers

This policy sets out the rules and procedures in relation to taking annual holidays. It applies to all employees and workers.

Your entitlements and responsibilities

Details of the holiday year and your annual holiday entitlement can be found in your Contract of Employment.

Accrual of holidays

Annual holiday entitlement during your first year of employment accrues at the rate of one-twelfth of the full annual holiday entitlement, on the first day of each month, in advance.

You will not be permitted to take annual holiday during the first year of employment before it has accrued, unless otherwise agreed. Thereafter, you will be entitled to your full annual holiday entitlement each year and there will be no requirement to accrue holiday rights.

Timing and length of holidays

You are not normally permitted to take more than two weeks' holiday at any one time, except at the sole discretion of the College.

The College may require you to reserve a specified amount of annual holiday entitlement to be taken at a time set by the College, depending on the needs of the business. The College reserves the right not to provide you with advance notice of this requirement.

Carrying over unused holidays

You are not normally permitted to carry over accrued annual holiday from one holiday year to the next. Holidays not taken within the holiday year will be lost.

Holiday during long-term absences

You will continue to accrue your full statutory holiday entitlement during sickness absence.

However, any contractual holiday entitlement over and above the minimum statutory holiday entitlement will not accrue during any period of sickness absence. You are permitted to take annual holiday during periods of sickness and this must be requested via the normal procedure.

If you have been unable to take annual holiday due to long-term sickness you may be permitted to carry over part of your unused annual holiday from one holiday year to the next.

Termination of employment

The College may require you to take all or part of any outstanding holiday entitlement during a period of notice to terminate employment or garden leave. The College reserves the right not to provide you with advance notice of this requirement.

Upon the termination of your employment, for whatever reason, you will be entitled to be paid for holiday accrued but not taken in the current holiday year, at the date of termination of employment.

If upon the termination of your employment you have taken more annual holiday than you have accrued in the current holiday year, an appropriate deduction will be made from your final payment.

If you are dismissed for gross misconduct or if you fail to give the required notice on resignation, you are not entitled to be recompensed for unused holidays in excess of the minimum statutory entitlement.

Unauthorised holidays

If you are absent from work on a date on which a holiday request has been refused, the College will investigate the reason for your absence. If the College considers that you do not have a reasonable explanation for your non-attendance, you may be subject to disciplinary action, up to and including dismissal without notice.

Sickness and holidays

If you are taken ill or sustain an injury during a period of authorised holiday, you may be permitted to take the holiday at a later time.

If you are absent from work due to sickness immediately prior to a period of authorised holiday and your incapacity extends into the authorised holiday period, you may be permitted to delay the period of holiday until a later time. You should submit a written request to postpone the planned holiday, together with a medical certificate completed by a medical practitioner.

If you receive more than the statutory minimum annual holiday entitlement and you are absent without authorisation on the day before or the day after a public holiday, the College reserves the right to withhold holiday pay in respect of that public holiday.

Procedure

Procedure for requesting holidays

All periods of annual holiday must be authorised in advance by your manager. You must not make firm holiday arrangements before receiving confirmation from your manager that your request has been authorised.

You are required to submit completed holiday requests to your manager as early as possible, normally giving a minimum notice of one month.

Requests for annual holiday will normally be granted on a 'first come, first served' basis. Owing to the needs of the business, the College reserves the right to limit the number of employees who are permitted to take holiday at the same time. The granting of all holiday requests will be subject to adequate cover being available and the overall needs of the College.

Business Gifts

What this policy covers

The acceptance of gifts and offers of hospitality can give rise to suspicion of inappropriate conduct, particularly if offered by individuals or businesses that carry out, or are hoping to carry out, business for the College.

This policy establishes the fundamental principles of the giving, accepting and refusing of gifts and hospitality.

Your responsibilities

Hospitality

You must not accept offers of hospitality, including attending sporting and social functions, unless these are properly authorised and recorded by the appropriate manager.

Acceptance of hospitality at relevant conferences, courses or events may be appropriate where it is clear that the hospitality is corporate rather than personal and where the College has given its consent in advance.

All associated benefits, such as accommodation, travel, entertainment, and presents must be refused.

Gifts

As a general rule, you should not accept gifts from suppliers, clients, customers, contractors or any other person you deal with in your capacity as an employee of the College.

If the value of the item is negligible, or if the item is presented as a seasonal gift, you should comply with the procedure set out below.

Procedure

Hospitality

When hospitality is declined, those making the offer should be politely informed of the College's policy and procedures for accepting such offers.

Receipt of gifts

If the gift might constitute a bribe or other inducement, you are required to give the gift to your line manager, who will return it to the donor with a suitable covering letter.

In other instances, where appropriate, the College will require you to return the gift to the donor with a polite note explaining the College policy.

In exceptional cases, for example, if the College decides that the gift was made as a token of the donor's gratitude for a service carried out the College may allow you to retain the gift.

Promotional gifts that are of trivial value (for example, promotional pens) are exempt from this policy and need not be disclosed.

On seasonal occasions you may receive a number of gifts, for example, chocolates, bottles of wine, and so on. These gifts should be given to your line manager, who will ensure that they are distributed appropriately across the College.

Giving gifts

Although it is not College policy to offer gifts, the College recognises that, on occasion, this may be appropriate, for example, in recognition of exceptional service.

If you wish to propose that the College presents a gift, you should put a request in writing to your line manager stating:

- who the gift is for
- why it should be given
- the nature of the gift
- the gift's approximate value

If you send gifts that have not been approved in accordance with this procedure, you will not be reimbursed for the cost of the gift. In addition, such action may be treated as a disciplinary offence, which will be dealt with under the College Disciplinary Procedure.

Computers and Electronic Communications

What this policy covers

This policy sets out the College's guidelines on access to and the use of the College's computers and on electronic communications. It sets out the action which will be taken when breaches of the guidelines occur.

You are only permitted to use the College's computer systems in accordance with the College's Data Protection, Monitoring Policies and the following guidelines.

Your responsibilities

The College's computer systems and software and their contents belong to the College and they are intended for business purposes only. You are not permitted to use the College's systems for personal use, unless authorised by your manager.

You are not permitted to download or install anything from external sources unless you have express authorisation from your manager.

No device or equipment should be attached to the College's systems without prior approval of your manager.

The College has the right to monitor and access all aspects of its systems, including data that is stored on the College's computer systems in compliance with the Data Protection Act 1998.

System security

You must only log on to the College's computer systems using your own password which must be kept secret. You should select a password that is not easily broken (e.g. not your surname).

You are not permitted to use another employee's password to log on to the computer system, whether or not you have that employee's permission. If you log on to the computer using another employee's password, you may be liable to disciplinary action up to and including summary dismissal for gross misconduct. If you disclose your password to another employee, you may also be liable to disciplinary action.

To safeguard the College's computer systems from viruses, you should take care when opening documents or communications from unknown origins. Attachments may be blocked if they are deemed to be potentially harmful to the College's systems.

All information, documents, and data created, saved or maintained on the College's computer system remains at all times the property of the College.

Use of e-mail

Where the College's computer systems contain an e-mail facility, you should use that e-mail system for business purposes only.

E-mails should be written in accordance with the standards of any other form of written communication and the content and language used in the message must be consistent with best practice. Messages should be concise and directed to relevant individuals on a need to know basis.

You should take care when opening e-mails from unknown external sources. Attachments to e-mails may be blocked if they are deemed to be potentially harmful to the College's systems.

E-mails can be the subject of legal action (for example, claims of defamation, breach of confidentiality or breach of contract) against both the employee who sent them or the College. As e-mail messages may be disclosed to any person mentioned in them, you must always ensure that the content of the e-mail is appropriate.

Abusive, obscene, discriminatory, harassing, derogatory or defamatory e-mails must never be sent to anyone. If you do so, you may be liable to disciplinary action up to and including dismissal without notice.

Internet access

You are required to limit your use of the internet to sites and searches appropriate to your job. The College may monitor all internet use by employees.

You are expressly forbidden from accessing web pages or files downloaded from the internet that could in any way be regarded as illegal, offensive, in bad taste or immoral.

Monitoring

Monitoring of the College's computer systems and electronic communications may take place in accordance with the College's Monitoring Policy. Please refer to the College's Monitoring Policy for further details.

Procedure

Misuse of computer systems

Examples of misuse include, but are not limited to, the following:

- accessing on-line chat rooms, blogs, social network sites
- use of on-line auction sites
- sending, receiving, downloading, displaying or disseminating material that discriminates against, degrades, insults, causes offence to or harasses others
- accessing pornographic or other inappropriate or unlawful materials
- engaging in on-line gambling
- forwarding electronic chain letters or similar material
- downloading or disseminating copyright materials
- issuing false or defamatory statements about any person or organisation via the College's electronic systems
- unauthorised sharing of confidential information about the College or any person or organisation connected to the College, and
- loading or running unauthorised games or software

Any evidence of misuse may result in disciplinary action up to and including dismissal without notice. If necessary, information gathered in connection with the investigation may be handed to the police.

Complaints of bullying and harassment

If you feel that you have been harassed or bullied or are offended by material received from a colleague, you should inform your manager immediately.

Conduct and Standards

What this policy covers

This policy details the main standards of behaviour that you need to adhere to and also details the behaviours that the College would normally regard as gross misconduct. The standards of behaviour and the details of gross misconduct listed in this policy should not be considered exhaustive.

Your duties and responsibilities

You are under a duty to comply with the standards of behaviour required by the College and to behave in a reasonable manner at all times.

Attendance and Timekeeping

You must:

- comply with the rules relating to notification of absence set out in the College's Absence Procedure
- arrive at work promptly, ready to start work at your contracted starting time
- remain at work until your contracted finishing time
- obtain management authorisation if for any reason you wish to arrive later or leave earlier than your agreed normal start and finish times

The College reserves the right not to pay you in respect of working time lost because of poor timekeeping.

Persistent poor timekeeping may result in disciplinary action.

Conduct Standards

You must:

- maintain satisfactory standards of performance at work
- comply with all reasonable management instructions
- co-operate fully with your colleagues and with management
- ensure the maintenance of acceptable standards of politeness
- take all necessary steps to safeguard the College's public image and preserve positive relationships with all persons and organisations connected to the College
- ensure that you behave in a way that does not constitute unlawful discrimination
- comply with the College's Operating Policies and Procedures

Unless otherwise instructed, personal mobile telephones must be switched off or switched to silent mode at all times during normal working hours.

Flexibility

You may be required to work additional hours at short notice, in accordance with the needs of the business.

You may also be required to undertake duties outside your normal job remit and to work at locations other than your normal place of work.

Confidentiality

You must keep confidential, except as required by law, both during your employment and at any time after its termination, all information gained in the course of your employment about the College and that of all persons and organisations connected to the College.

Conduct while representing the College

As a general rule, behaviour outside of normal working hours is a personal matter and does not directly concern the College. However, there are some exceptions to this rule. The College will become involved when incidents occur:

- at office parties or other work related social occasions or gatherings
- at social occasions or gatherings organised by a third party, where you have been invited in your capacity as an employee
- at work related conferences
- while working away on business on behalf of the College

On these occasions you are expected to behave in an appropriate and responsible manner, keeping in mind that you are representing the College. You are instructed specifically not to consume any alcohol at such events where you are driving.

Any employee whose conduct brings the College into disrepute will be subject to the College's disciplinary procedure. Such behaviour may be viewed as a gross misconduct offence and could render the employee liable to disciplinary action up to and including dismissal without notice.

Outside activities and other employment

You are not permitted to engage in any activity outside your employment with the College that could reasonably be interpreted as competing with the College.

You are required to seek permission from management before taking on any other employment while employed by the College.

Health and Safety

It is your duty and responsibility to familiarise yourself with, and to comply with, the College or any third party's health and safety policies and procedures. Breach of these rules may result in disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

You must report all accidents, however minor, as soon as possible, making a comprehensive entry in the College's Accident Book.

Dress and Appearance

The personal appearance of employees makes an important contribution to the College's reputation and image. For this reason, it is important that your dress and appearance is professional and reflects the environment in which you work.

All employees will be expected to comply with any management instructions concerning dress and appearance.

Property and equipment

You are not permitted to make use of College or a third party's telephone, fax, postal or other services for personal purposes.

You must not remove property or equipment from College or a third party's premises unless for use on authorised business or with the permission of management.

Where you damage property belonging to the College either through misuse or carelessness, the College reserves the right to make a deduction from your pay in respect of the damaged property.

On termination of your employment you must return all College property, such as keys, laptops, mobile telephones, College vehicles, documents or any other items belonging to the College.

Personal searches

The College may reasonably request to search your clothing, personal baggage, personal storage areas or vehicles. An authorised person must conduct any such search in the presence of an independent witness. Should you refuse such a request, the College will require the appropriate authorities to conduct the search on behalf of the College. Failure to co-operate with the College in this respect may be treated as gross misconduct.

Personal property

You are solely responsible for the safety of your personal possessions on College premises and should ensure that your personal possessions are kept in a safe place at all times. If you find an item of lost property on the premises, you are required to inform management immediately.

Environment

In order to provide a cost-effective service, you are requested to use College equipment, materials and services efficiently. You should try to reduce wastage and the subsequent impact on the environment by ensuring that you close windows, avoid using unnecessary lighting or heating or leaving taps running, switch off equipment when it is not in use and handle all materials with care.

Breach of this policy

A breach of the College's standards of behaviour is likely to result in disciplinary action being taken.

Gross Misconduct

Set out below are details of behaviour that the College views as gross misconduct, which is likely to result in dismissal without notice. This list is not exhaustive. Such behaviour includes:

- theft, dishonesty or fraud
- deliberate recording of incorrect working hours
- unauthorised absence
- smoking on College or a third party's premises or in a vehicle belonging to the College
- sleeping during working hours
- assault, acts of violence or aggression
- bullying
- unacceptable use of obscene or abusive language
- possession or use of or being under the influence of non-medicinal drugs or alcohol on College premises or during working hours
- wilful damage to College, employee or third party property
- serious insubordination
- serious or gross negligence
- bringing the College into disrepute
- falsification of records or other College documents, including those relating to obtaining employment
- unlawful discrimination, including acts of indecency or harassment
- refusal to carry out reasonable management instructions
- gambling, bribery or corruption
- serious breach of health and safety policies and procedures
- breach of confidentiality, including the unauthorised disclosure of College information to the media or any other party
- unauthorised accessing or use of computer data
- unauthorised copying of computer software

Data Protection

What this policy covers

This policy details your rights and obligations in relation to your personal data and the personal data of third parties that you may come into contact with during the course of your employment.

If you have access to the personal data of employees or of third parties, you must comply with this Policy. Failure to comply with the Policy and procedures may result in disciplinary action up to and including dismissal without notice.

Your entitlements

Personal Data means data held either on a computer or in a paper-based filing system which relates to a living individual who can be identified from that data.

The Data Protection Act 1998 prescribes the way in which the College may collect, retain and handle personal data. The College will comply with the requirements of the Data Protection Act and all employees and contractors who handle personal data in the course of their work must also comply with it.

The purposes for which your personal data may be held by the College

- Personal data relating to employees may be collected by the College for the purposes of:
- recruitment, promotion, training, redeployment and / or career development, such as references, CVs and appraisal documents
- administration and payment of wages, such as emergency contact details and bank/building society details
- calculation of certain benefits including pensions
- disciplinary or grievance issues
- performance management purposes and performance review
- recording of communication with employees and their representatives
- compliance with legislation
- provision of references to financial institutions, to facilitate entry onto educational courses and/or to assist future potential employers and staffing levels and career planning

Sensitive personal data

Sensitive personal data includes information relating to the following matters:

- your racial or ethnic origin
- your political opinions
- your religious or similar beliefs
- your trade union membership
- your physical or mental health or condition
- your sex life, or
- the commission or alleged commission of any offence by you

Processing of sensitive data

The College will process sensitive data primarily where it is necessary to enable the College to meet its legal obligations and in particular to ensure adherence to health and safety and vulnerable groups protection legislation or for equal opportunities monitoring purposes. In most cases, the College will not process sensitive personal data without your consent.

Procedure

Accuracy of personal data

The College will review personal data regularly to ensure that it is accurate, relevant and up to date.

To ensure the College's files are accurate and up to date, and so that the College is able to contact you or, in the case of an emergency, another designated person, you must notify the College as soon as possible of any change in your personal details (e.g., change of name, address, telephone number, loss of driving licence where relevant, next of kin details, etc).

Security of personal data

The College will ensure that personal data is not processed unlawfully, lost or damaged. If you have access to personal data during the course of your employment, you must also comply with this obligation. If you believe you have lost any personal data in the course of your work, you must report it to your manager immediately. Failure to do so may result in disciplinary action up to and including dismissal without notice.

Access to personal data ["subject access requests"]

The Data Protection Act gives you the right to access the personal data held about you by the College.

The College will arrange for you to see or hear all personal data held about you within 40 days of receipt of a written request and subject to a £10.00 administration fee.

Disciplinary Policy and Procedure

What this policy covers

This policy is designed to ensure that all disciplinary matters are dealt with promptly, fairly and consistently and to encourage an improvement in individual conduct and/or performance. It outlines the procedures that the College will follow should there be a need to take disciplinary action and your right to appeal.

If your commencement date was before 6th April 2012, the College reserves the right to discipline or dismiss you without following the Disciplinary Procedure if you have less than 12 months' continuous service.

If your commencement date was on or after 6th April 2012, the College reserves the right to discipline or dismiss you without following the Disciplinary Procedure if you have less than 24 months' continuous service.

Your entitlements and responsibilities

The College aims to deal with disciplinary matters promptly and fairly.

You have the right to appeal against a decision the College makes at a disciplinary meeting. In these cases, the College will make every effort for the appeal to be dealt with by a different manager to the person who dealt with the matter initially.

The College's decision at the appeal stage is final and there is no further right of appeal.

You have a responsibility to assist the College, if required, to investigate the matters raised at disciplinary meetings and comply with the disciplinary procedures.

Disciplinary sanctions

The level of the disciplinary sanction, if any, will be determined by the severity of the offence. The College will normally select one of the following:

Written warning

A Written Warning will usually be applied as the first step of corrective action following unsatisfactory performance or conduct offences.

The College will define the unacceptable acts and explain the conduct or standards required in the future. You will be advised in writing that a failure to improve the standard of conduct or performance may result in further disciplinary action. A time limit will be placed on the warning.

Final written warning

A Final Written Warning is usually applied after a Written Warning has been given and performance or conduct has not improved but may be applied after a more serious first or a second offence.

You will be advised in writing that a failure to improve the standard of conduct or performance may result in dismissal. A time limit will be placed on the warning.

Dismissal

Dismissal occurs when your employment is terminated either with or without notice. Dismissal without notice is also referred to as 'summary dismissal' and is restricted to cases of gross misconduct.

The College reserves the right, at its complete discretion, to impose a sanction short of dismissal if it is deemed appropriate. This may include demotion, transfer to a different post or another appropriate sanction. Any such decision will be confirmed to you in writing once you have been informed of the outcome.

Disciplinary procedure

Suspension from work

If the College believes it is appropriate, it may decide to suspend you from your work pending further investigation or disciplinary action. Suspension itself is not a disciplinary sanction.

If a decision to suspend is made, you will be informed verbally and this will usually be followed up in writing. While you are suspended, you should not attend work or make contact with anyone connected to the College unless otherwise instructed by the College. If you need to contact anyone connected to the College while you are suspended, you must notify your manager. Any reasonable request will not be refused. Breach of the terms of your suspension may result in additional disciplinary action up to and including dismissal without notice.

The College will endeavour to keep any suspension as brief as possible. Any period of suspension will be on full pay. However, should you fail to co-operate at any time with the investigatory process, for example by failing to attend any meeting, without good reason then the College reserves the right to treat this as unauthorised absence and this may result in pay being withheld until such time as you attend any rearranged meeting.

Investigation Meetings

Depending on the circumstances, you may be required to attend Investigation Meetings before a decision is taken to invoke the disciplinary procedure. An Investigation Meeting is an informal meeting and so you are not permitted to be accompanied unless you are under the age of 18 (when a parent or guardian will be permitted).

Depending on the outcome of the investigation, the College will decide whether or not to proceed with a Disciplinary Meeting.

If it is decided that there is no case to answer then you will be informed of this fact either verbally or in writing. You will be expected to return to work at the agreed date and time. This will end the process.

Invitation to a Disciplinary Meeting

If you are required to attend a Disciplinary Meeting, the College will inform you of this in writing.

In the letter, the College will set out the issues that are to be considered, how seriously these are being viewed, the potential consequences and details of any intention to call witnesses. The letter will also inform you of the date and time of the meeting to allow you sufficient time to prepare your case.

As this is a formal meeting, the letter will also detail your right to be accompanied.

Your right to be accompanied at a Disciplinary Meeting

You are entitled to be accompanied at a Disciplinary Meeting by a fellow employee or a Trade Union official. With the exception of those under the age of 18, when a parent or guardian will be permitted, no other person will be permitted to attend.

Should you wish to be accompanied, you must notify the College of the name and position of your chosen companion as soon as possible.

The College may require you to choose someone else in circumstances where it believes the chosen companion may have a conflict of interest, or may prejudice the meeting or it would be unreasonable to allow your chosen companion to attend.

Your companion is permitted to put forward and summarise your case, respond on your behalf to views expressed in the meeting, ask questions and confer with you, but will not be entitled to answer questions directly on your behalf.

Action if you cannot attend the meeting on the proposed date

If you feel that you have a legitimate reason as to why you cannot attend the meeting on the proposed date, you must contact the person named on the invitation letter to advise them of this fact immediately. The meeting may then be delayed to facilitate your attendance, if this is considered reasonable.

Attending the disciplinary meeting

You must attend the meeting at the proposed time. Failure to participate in the process or attend arranged meetings without good reason may result in additional disciplinary action or a decision being made in your absence.

Prior to the meeting, you should ensure that you are fully prepared to answer questions relating to the incident/circumstances in question. At the meeting you will be given every opportunity to state your case, present any evidence and call relevant witnesses before any decision is made.

After the Disciplinary Meeting

At the end of the meeting there will normally be an adjournment to allow for consideration of the facts. You will be informed of the outcome and any sanction will be confirmed in writing to you as soon as possible.

In some circumstances there may be a need to adjourn and reconvene a meeting at a later date, to allow further investigation. In this case you will be advised accordingly.

Notification of the decision and disciplinary sanction

Following the Disciplinary Meeting, the College will notify you of its decision and the disciplinary sanction it will apply. This letter will also explain your right to appeal against any decision taken and sanction applied.

Your right of appeal against disciplinary action

If you wish to appeal against a decision you must submit your request in writing, stating the reasons for the appeal, to the individual identified in the letter confirming the sanction. This should be submitted within five working days of receiving notification.

The Appeal Meeting

You will be informed of the date and time of the Appeal Meeting. If you feel that you have a legitimate reason as to why you cannot attend the meeting on the proposed date, you must contact the person named on the invitation letter to inform them of this fact immediately. The meeting may then be delayed to facilitate your attendance, if this is considered reasonable. You will be entitled to be accompanied by a fellow employee or a Trade Union official.

At the Appeal Meeting you will be given an opportunity to state your case. Your companion is permitted to put forward and summarise your case, respond on your behalf to views expressed in the meeting, ask questions and confer with you, but will not be entitled to answer questions directly on your behalf.

The meeting will then be adjourned to allow the College to consider the facts and the decision will be confirmed in writing. The outcome will be communicated as soon as possible, taking into account the complexity of the issues raised in the appeal. The decision at this stage will be final.

Disclosures and Disclosure Information

What this policy covers

The College uses a Disclosure service to assess the suitability of individuals for employment in positions of trust. As recipients of Disclosure Information, the College must comply fully with the relevant Code of Practice.

This policy outlines the College obligations in respect of the handling, use, storage, retention and disposal of Disclosures and Disclosure Information. It also sets out your obligations regarding disclosing information and the implications of an unsatisfactory disclosure being received.

The College's responsibilities

General principles

Where a Disclosure is deemed both proportionate and relevant to the position concerned, all application forms, job advertisements and recruitment briefs will contain a statement that a Disclosure will be conducted in the event of the candidate being offered the position.

The College also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure Information.

Use of disclosure information

Disclosure Information is only used for the specific purpose for which it was requested and for which your full consent has been given.

In the event of an unsatisfactory Disclosure the College will arrange to meet with you to discuss this issue and reserves the right to withdraw any employment offer or terminate your employment.

Storage and access

Disclosure Information is held separately from your personnel file and stored securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with relevant legislation, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The College maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Retention

The College will not retain your Disclosure Information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any dispute or complaint.

If, in exceptional circumstances, it is considered necessary to keep Disclosure Information for longer than six months, the College will consult the relevant statutory bodies and will give full consideration to

your rights under the Data Protection Act 1998. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, the College will ensure your Disclosure Information is immediately destroyed by secure means. While awaiting destruction, Disclosure Information will not be stored in any unsecured receptacle (e.g. waste bin).

The College will not keep any photocopy or other image of the Disclosure Information or any copy or representation of the contents of a Disclosure. However, the College may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position in relation to which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Your responsibilities

You are required to inform the College immediately if at any time during your employment you are questioned in connection with, charged with or convicted of any criminal offence or if you are in receipt of any notice of prosecution or police caution. Failure to notify the College may result in disciplinary action against you, up to and including dismissal without notice for gross misconduct.

Dress Code

What this policy covers

The personal appearance of employees makes an important contribution to the College's reputation and image. For this reason, it is important that your dress and appearance is professional and reflects the environment in which you work.

The directions and requirements within this policy are not exhaustive and all employees will be expected to comply with further management instructions concerning dress and appearance.

Your responsibilities

Formal dress code

If required, you must attend work each day in normal smart business dress suitable for a working environment which involves regular contact with customers / clients / members of the public and to maintain high standards of personal hygiene. You must adhere to the following standards, particularly when in contact with customers / clients / members of the public:

- You must ensure your clothing is clean, ironed, in good condition and free from rips and tears.
- Footwear should normally be dark, clean and in good condition.
- You are not permitted to wear jeans, T shirts, shorts, cropped garments, trainers, sandals or open toed shoes or similar inappropriate wear.
- Hair should be neat, tidy and well groomed.
- Any jewellery should not be excessive or unconventional.
- Earrings must not be obtrusive or ostentatious. No other visible body piercing is permitted.

Facial make up and fingernail varnish should be light and discreet

Equal Opportunities and Diversity

What this policy covers

The College recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The College will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the College's behalf are required to adhere to this policy when undertaking their duties or when representing the College in any other guise.

Your entitlements and responsibilities

Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and the College will take all necessary action to prevent its occurrence.

Specifically, the College aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. The College will review all policies and implement necessary changes where these could improve equality of opportunity.

Recruitment of ex-offenders

The College actively promotes equality of opportunity for all candidates, including those with criminal records where appropriate.

The College requires you to provide details of any criminal record at an early stage in the application process. Any such information should be sent in a separate confidential letter to the designated person. Only those who need to see it as a formal part of the recruitment process will have access to this information.

Having a criminal record will not necessarily prevent you from being appointed.

Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). The College will discuss with you the relevance of any offence to the job in question.

If you fail to reveal any information relating to disclosures in accordance with the College's Disclosures Policy, this may lead to the withdrawal of an offer of employment.

Career development

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

However, the College will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

Procedure

Complaints of discrimination

The College will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior employee using the College's Grievance Procedure (outlined elsewhere in the Employee Handbook).

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the College is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the College's Disciplinary Procedures.

Investigating accusations of unlawful discrimination

If you are accused of unlawful discrimination, the College will investigate the matter fully.

During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

Flexible Working

What this policy covers

The College recognises that employees may be interested in reducing working hours, working from home or changing working patterns owing to family commitments.

This policy outlines who is eligible to make a formal flexible working request, the procedure that should be followed and the issues that will be taken into account when deciding whether to agree to the request.

The College will make every effort to accommodate requests for flexible working, provided that an employee's duties can still be carried out effectively.

Your entitlements

Eligibility for flexible working

To be eligible to make a request for flexible working, you must:

- have been employed by the College for at least 26 weeks before the request is made
- not have made a formal request to work flexibly during the past 12 months

Employees who want to work flexibly to care for a child must:

- be making the application in respect of a child who is under 17, or, if the child is disabled, under 18
- be responsible for bringing up the child and be making the application to enable them to care for the child
- make the request no later than the day before the child's 17th birthday, or the child's 18th birthday if the child is disabled
- be either the mother, father, adopter, guardian or foster parent of the child
- be married to or the partner of those listed above

Employees who want to work flexibly to care for an adult who is aged 18 years or over, and who is in need of care, must be (or expect to be) the person who cares for that adult, and:

- married to, or the partner or civil partner of, the adult
- a relative of that adult
- neither of the above, but living at the same address as the adult for whom they care

Procedure

Any employee considering making an application to the College in terms of this policy has a responsibility to think carefully about their desired working pattern before making an application.

Making an application

You are only permitted to make one formal application per year; each year runs from the date when the application was made.

An application can only be made in order to help you care for the dependant; applications cannot be made for any other purpose. Applications should be made in writing and submitted to your manager. An application will be considered to have been made on the day that it was received by the College

For an application to be considered by the College, you must:

- set out the reason for the request - whether it is to care for a child or dependant adult
- give details of the demands of your caring responsibilities
- provide information to confirm that you meet the eligibility criteria shown above
- provide as much information as you can about the desired flexible working pattern you are applying for and specify the date from which you propose the change should take effect
- explain what effect, if any, you think the proposed change would have on the College and how any such effect might be dealt with
- state whether a previous application has been made to the College and, if so, when it was made

If you fail to provide all the required information, the College reserves the right to ask you to re-submit the application. An application may not be considered unless it is completed and submitted in full.

How your application will be considered

Your manager will acknowledge receipt of the request and arrange to meet with you within 28 days of the date the application was received. During this period, the proposed changes will be considered in light of the impact on the College financially, from a service viewpoint and in terms of the impact upon colleagues, as well as other practical considerations.

The meeting provides an opportunity to explore the desired work pattern in depth and to discuss how best it might be accommodated. It will also provide an opportunity to consider other alternative working patterns, should there be difficulties in accommodating the desired work pattern outlined in your application. You are entitled to be accompanied by a work colleague at this meeting.

If the application for flexible working is granted, it will mean a permanent change to your own terms and conditions of employment. Accordingly, it will be important that, before making an application, you give careful consideration to:

- which working pattern will assist best in caring for your dependant
- any financial implications it might have on you in cases where the desired working pattern will involve a drop in salary
- any effects it will have on the College and how these might be addressed.

The College's response

Within 14 days of the meeting taking place, your manager will write to you to either:

- agree to a new work pattern and confirm the date from which the contract variation shall take effect

Or:

- provide clear business grounds as to why the application cannot be accepted and setting out your right to appeal

Business reasons for which the College may reject your request are:

- the burden of additional costs
- detrimental effect on its ability to meet customer demand
- inability to reorganise work among existing employees
- inability to recruit additional employees
- detrimental impact on quality
- detrimental impact on performance
- insufficiency of work during the periods that you propose to work
- planned changes

There may also be occasions on which the College will need further time to consider an application or to put in place other arrangements before notifying you of the final decision. Accordingly, all time periods can be extended by agreement.

Your right of appeal if your application is refused

If you wish to appeal against a decision, you must submit your request in writing to the individual identified in the letter confirming the outcome, no later than the end of the fifth working day after you have been notified in writing of the decision.

You will be informed of the date and time of the subsequent appeal, which will take place within 14 days of the College receiving your letter of appeal. If you cannot attend on this day, you must contact the person named on the invitation letter to inform them of this fact. You will be entitled to be accompanied by a colleague.

After the appeal meeting, the College shall write to you notifying you of the decision reached. This decision will be final and you will not be permitted to make another formal application until 12 months after the date of your original application

Grievance

What this policy covers

A grievance is any concern, problem or complaint that you have in relation to your employment.

Where possible, you should try to settle any grievance informally with your manager at the earliest opportunity. Where any grievance is unable to be resolved informally, this policy sets out the College's Grievance Procedure.

Your responsibilities

You have a responsibility to raise any grievances promptly and reasonably, assist the College, if required, in any investigation of the matters raised in your grievance, follow the grievance procedure and attend all meetings arranged under it.

You may raise grievances either informally or formally. If you raise a grievance informally first, you may still raise the grievance formally subsequently if it is not resolved to your satisfaction.

The College aims to deal with all grievances promptly and impartially, and to make all reasonable efforts to achieve a satisfactory outcome.

You have the right to appeal against a decision the College makes in respect of a grievance raised by you. In these cases, the College will make every effort for the grievance to be dealt with by a different manager to the person who dealt with the grievance initially.

The College's decision at the appeal stage is final and there is no further right of appeal.

Procedure

Dealing with grievances informally

If you have any grievance, you should discuss this with your manager in the first instance, who will then attempt to resolve the situation on an informal basis.

If you feel unable to approach your manager directly, you should approach another manager or a more senior member of the College, who will discuss with you ways of dealing with the matter.

If attempts to resolve the matter informally do not work, it may be appropriate for you to raise a formal grievance under the following formal procedure.

Your right to be accompanied at Grievance Meetings

At all formal stages of this procedure, you are entitled to be accompanied by a fellow employee or by a trade union official. If you are under 18, your parent or guardian will be allowed to accompany you.

Should you wish to be accompanied, you must notify the College of the name and position of your chosen companion as soon as possible.

Formal procedure

The College will make all reasonable efforts to deal with formal grievances in a fair and consistent manner. While the College will make every effort to settle any grievance within the time limits detailed in this procedure, this may not be possible on some occasions.

You must set out the nature of the grievance, and the full particulars of it, in writing. The written grievance should be submitted to your manager in the first instance, or to the person identified in your

contract of employment. If your grievance is against your manager, you should submit it to another manager or a more senior member of the College

Attending the Grievance Meeting

You will be invited to a meeting to discuss the grievance, normally within five working days of the College receiving your grievance. You must take all reasonable steps to attend this meeting.

Prior to the meeting, you should ensure that you are fully prepared to present your grievance, share any supporting evidence and answer any questions relating to the incident/circumstances in question.

Notification of the outcome

After the Grievance Meeting, an appropriate period of time may be taken to allow for any further investigation and/or the consideration of all the facts before a decision is reached. The College will then, normally, inform you in writing of its decision regarding the raised grievance without unreasonable delay. The letter will also explain your right to appeal against any decision taken.

Appeals against grievance outcomes

If you are dissatisfied with a decision made regarding a grievance you have raised, you have the right of appeal. Whenever possible, the appeal will be dealt with by a different manager to the person who dealt with the grievance.

Your appeal must be made in writing, stating the reasons for the appeal, to the individual identified in the decision letter. This should be submitted no later than the end of the fifth working day after you received written notification.

The Appeal Meeting

The College will arrange and hold an Appeal Meeting as quickly as possible, normally within five days. You will be entitled to attend the Appeal Meeting and will be given an opportunity to state your case.

You must take all reasonable steps to attend this meeting. If you feel that you have a legitimate reason as to why you cannot attend the meeting on the proposed date, you must contact the person named on the invitation letter to inform them of this fact immediately. The meeting may then be delayed to facilitate your attendance, if this is considered reasonable.

Harassment and Bullying

What this policy covers

As part of the College's overall commitment to equality of opportunity, it is fully committed to promoting a fair and harmonious working environment in which everyone is treated with respect and dignity and in which no individual feels bullied, threatened or intimidated. The aim of this policy is to prevent harassment and bullying in the workplace which includes harassment and bullying by other workers or by third parties you encounter while doing your job.

Harassment or bullying at work in any form is unacceptable behaviour and will not be permitted or condoned and will be viewed as a gross misconduct offence which may result in dismissal without notice.

What is harassment and bullying?

Harassment and bullying detract from a productive working environment and can impact on the health, confidence, morale and performance of those affected by it, including anyone who witnesses or has knowledge of the unwanted or unacceptable behaviour.

Definition of harassment

Harassment is any unwanted physical, verbal or non-verbal conduct based on sex, sexual orientation, marital or civil partnership status, gender reassignment, religion or belief, age, race or disability which affects the dignity of anyone at work or creates an intimidating, hostile, degrading, humiliating or offensive environment.

A single incident of unwanted or offensive behaviour can amount to harassment. Some examples are given below, but many forms of behaviour can constitute harassment. These examples are:

- physical conduct, ranging from touching, pushing or grabbing to punching or serious assault
- verbal or written harassment through jokes, offensive language, defamatory remarks, gossip, threats or letters
- unwelcome sexual behaviour, including unwanted suggestions, propositions or advances
- the sending or displaying of material that is pornographic or obscene, including e-mails, text messages, video clips, photographs, posters, emblems or any other offensive material
- isolation, non-co-operation at work or exclusion from social activities
- coercion, including pressure for sexual favours
- inappropriate personal contact, including intrusion by pestering or spying

It should be noted that it is the impact of the behaviour that is relevant and not solely the motive or intent behind it.

Definition of bullying

Bullying is persistent, offensive, abusive, intimidating or insulting behaviour, which, through the abuse of power, makes the recipient feel upset, threatened, humiliated or vulnerable.

Bullying can be a form of harassment and can undermine an individual's self-confidence and self-esteem and cause them to suffer stress.

Bullying can take the form of physical, verbal and non-verbal conduct. As with harassment, there are many examples of bullying, which can include:

- shouting at or humiliating others
- high-handed or oppressive levels of supervision
- unjustified, offensive and/or insulting remarks about performance
- excluding employees from meetings, events or communications without good cause
- physical or emotional threats

Bullying can occur in the workplace and outside of the workplace at events connected to the workplace, such as social functions or business trips.

Your rights and responsibilities

Your rights

You have the right to work in an environment which is free from any form of harassment or bullying. The College recognises your right to complain about harassment or bullying should it occur. All complaints will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that, when you make a complaint, you will be protected from further acts of bullying and harassment. If others also give evidence or information in connection with the complaint, they equally will be protected. Perpetrators of these acts will be subject to disciplinary action which may warrant dismissal.

Your responsibilities

You have a responsibility to help ensure a working environment in which the dignity of everyone is respected. You must comply with this policy and you should ensure that your behaviour to colleagues and anyone connected to the College, does not cause offence and could not in any way be considered to be harassment or bullying.

You should discourage harassment and bullying by making it clear that you find such behaviour unacceptable. You should also support colleagues who suffer such treatment and are considering making a complaint. You must alert a manager or supervisor immediately to any incident of harassment or bullying to enable the College to deal with the matter promptly and effectively.

The College's responsibilities

The College will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment and bullying. This policy and procedure will be communicated effectively to all employees, and the College will ensure that all employees are aware of their responsibilities. Appropriate training, where necessary, will be provided.

Procedure

In order to raise a complaint of harassment or bullying, please refer to the College Grievance Procedure (outlined elsewhere in this Employee Handbook).

Maternity and Adoption Leave

What this policy covers

This policy outlines your statutory rights and responsibilities when you are pregnant, give birth or adopt a child. It also outlines the arrangements and notification requirements before, during and after a period of Maternity or Adoption Leave, your statutory entitlements to pay during your leave and your right to return to work following Maternity or Adoption Leave.

This policy also covers associated issues such as holidays.

Your entitlements

Time off for antenatal care

If you are pregnant, you have the right to take reasonable time off work, with pay, during your working hours to receive antenatal care, regardless of your length of service. This includes relaxation and/or parent craft classes, when this has been recommended on medical grounds by your registered medical practitioner or registered midwife.

The College requires you to give reasonable notice when making a request to take time off for scheduled antenatal appointments. Prior to time off being authorised, you will also be required to provide a copy of your appointment card and/or medical certificate confirming your pregnancy, with the exception of your first appointment.

Different types of leave available

If you are pregnant or you have recently given birth, you are entitled to Maternity Leave.

If you adopt a child, either you or your partner will be entitled to Adoption Leave. Adoption leave can be taken by either partner adopting a child jointly, regardless of your gender. To obtain the benefit of these rights, you must comply with the qualifying conditions that are outlined below.

Where you meet the eligibility criteria, you are entitled to 52 weeks' Maternity or Adoption Leave, in order to care for a new baby or a newly adopted child who is up to 18 years of age.

Maternity and Adoption Leave is made up of 26 weeks' Ordinary Leave, followed by 26 weeks' Additional Leave. Additional Maternity Leave (AML) or Additional Adoption Leave (AAL) follows immediately after the end of your Ordinary Leave. There can be no gap between the two types of leave.

New mothers and adoptive parents have the right to transfer all, or part, of their AML or AAL entitlement to the other parent. Further details can be found in the Paternity Leave policy (outlined elsewhere in the Employee Handbook).

Compulsory Maternity Leave

When you give birth, you are legally compelled to take a minimum of two weeks' Maternity Leave immediately after giving birth. For health and safety reasons, new mothers who work in a factory have a longer minimum period of four weeks.

Benefits during Maternity or Adoption Leave

During Maternity or Adoption Leave, you are entitled to receive all your normal contractual benefits, including annual holiday entitlement, with the exception of your normal pay

Statutory Maternity and Adoption Pay (SMP/SAP)

SMP and SAP is payable for up to 39 weeks.

The first six weeks of SMP is payable at the higher rate, which is the equivalent of 90% of your normal earnings. Your normal earnings are calculated based on the eight-week period before the Qualifying Week, i.e. the 15th week before your expected week of childbirth. The remaining 33 weeks of SMP are payable at a standard rate for the relevant tax year and can change each year.

SAP is payable for up to 39 weeks, also at a standard rate for the relevant tax year, and can change each year.

If your earnings are below the standard rate set by the Government, you will be paid at the equivalent of 90% of your average earnings in the eight-week period before the Qualifying Week or the date the child is matched.

If you do not qualify for SMP or SAP, you may be entitled to claim for an allowance of financial support by contacting your local benefits office.

Qualifying for SMP and SAP

To qualify for SMP or SAP you must:

- have average weekly earnings equal to or above the Lower Earnings Limit for National Insurance purposes during the eight-week period up to and including the Qualifying Week or the date you are matched with a child
- have been continuously employed for at least 26 weeks, ending with the 15th week before your expected week of childbirth (the 'Qualifying Week') or the date you are informed by the approved adoption agency, or the central authority, that you have been matched with a child
- (if you are pregnant) still be pregnant at the 11th week before your expected week of childbirth or have had the child by that time
- give the College at least 28 days' notice (or, if that is not possible, as much notice as is reasonably practicable) of the day you would like your SMP or SAP to start
- provide the College with the appropriate medical certification of your expected week of childbirth, normally using the medical certificate MAT B1, or provide a written declaration that you have chosen to receive SAP rather than Statutory Paternity Pay

Returning to work after Maternity or Adoption Leave

You do not need to give notice of your return to work if you simply return at the end of your Maternity or Adoption Leave period.

If you wish to return to work before the full entitlement of your Maternity or Adoption Leave has ended, or change your mind about the intended date of return to work, you must give the College a minimum of eight weeks' notice of the intended date of your return.

In the event that you fail to give the required eight weeks' notice of an earlier date of return, the College may postpone your return until the end of the eight weeks' notice you should have given, or until the end of the Maternity or Adoption Leave period, whichever is earlier.

You are entitled to return to your original job at the end of Ordinary Maternity or Adoption Leave. Where you take Additional Maternity or Adoption Leave, you are also entitled to return to your original job at the end of the Additional Leave. However, if this is not reasonably practicable, you will be offered a similar role on no less favourable terms and conditions.

You will not lose the right to return to work if you do not follow the correct notification procedures. However, the College may take appropriate disciplinary action if you fail to return to work at the end of the Maternity or Adoption Leave period.

In the event that you are unable to return to work at the end of the Maternity or Adoption Leave due to ill health, the College's normal sickness absence rules, procedures and payments will apply.

Holiday entitlement and Maternity or Adoption Leave

Annual holiday entitlement will continue to accrue during the whole of your Maternity or Adoption Leave. You must discuss and agree with the College, in advance, when your accrued holiday entitlement can be taken.

Holiday entitlement cannot be taken simultaneously with Maternity or Adoption Leave. Accrued holiday can only be taken either before the beginning of the Leave or after the end of the Leave. Authorisation must be obtained from the College in the normal way prior to your accrued holiday being taken.

Contact during Maternity or Adoption Leave

The College may make reasonable contact with you during your Maternity or Adoption Leave. In addition, you may attend work during your Maternity or Adoption Leave, for a limited period, without affecting your Maternity or Adoption Leave. These days are referred to as Keeping in Touch days (see below).

Keeping in Touch (KIT) days

During your Maternity or Adoption Leave, you may work up to 10 days for the College, during your Leave, without losing your right to your Maternity or Adoption Leave pay.

Any days worked will be paid at your normal rate of pay, and any SMP or SAP will be taken into account for these purposes.

Neither you nor the College is under any obligation to agree to work or provide work for KIT days.

Procedures

Notification procedures for Maternity Leave

If you are pregnant and give birth to a child, you are entitled to take Maternity Leave. To be eligible, you must comply with the rules and procedures set out below:

- no later than the end of the 15th week before the week your child is due, you must give the College notice of:
 - the fact that you are pregnant and the date on which you intend to start your Maternity Leave
 - the expected week of childbirth, which must be confirmed by providing the medical certificate MAT B1
- Within 28 calendar days of you giving notice, the College will respond in writing, to confirm the date on which your Maternity Leave will end. This will normally be 52 weeks from the start of your Maternity Leave
- The earliest you may start your Maternity Leave is 11 weeks before your expected week of childbirth. However, Maternity Leave will start automatically if you give birth before this date

Your Maternity Leave will automatically start if you are absent from work for a pregnancy-related illness during the four weeks before your expected week of childbirth.

Changing the start of your Maternity Leave

You may change your mind about when you want to start your Maternity Leave, as long as you notify the College, in writing, of your new start date. You must give the College the relevant notice by whichever date is the earlier of the following notice periods:

- 28 days before the date on which you originally intended to start your leave

Or

- 28 days before the new date on which you want to start your leave

Notification procedures for Adoption Leave

If you adopt a child, you are entitled to Adoption Leave. This right applies to both men and women.

The partner of an individual who adopts, or the other partner of a couple adopting a child jointly, may also be entitled to Paternity Leave and Statutory Paternity Pay.

If you are part of a couple that adopts a child, you can choose which partner will take Adoption Leave and which will take Paternity Leave. Either partner can choose the type of leave that applies to them.

To qualify for Adoption Leave, you must:

- be newly matched with a child for adoption by an approved adoption agency
- have notified the agency that you agree that the child should be placed with you and have agreed the date of placement
- have worked continuously for the College for 26 weeks ending with the week in which you are notified of being newly matched with a child by the agency
- notify the College of when you want to take Adoption Leave no more than seven calendar days after being notified that you have been matched with a child

You should also give the College the matching certificate from the approved adoption agency as evidence of your entitlement to Adoption Leave. Only one period of Adoption Leave will be available, irrespective of whether you have more than one child placed with you for adoption as part of the same arrangement.

Within 28 calendar days of you giving notice, the College will respond in writing to you, confirming the date when your Adoption Leave will end. This will normally be 52 weeks from the start of the Adoption Leave.

You may choose to start your Adoption Leave either from:

- the date of the child's placement

Or

- a fixed date, which can be up to 14 calendar days before the expected date of the child's placement

Changing the start of your Adoption Leave

You may change your mind about when you want to start Adoption Leave, as long as you notify the College, in writing, of your new start date. You must give the College the relevant notice by whichever date is the earlier of the following notice periods;

- 28 days before the date you originally intended to start your leave or
- 28 days before the new date you want to start your leave

Overseas adoption

If you are adopting a child from overseas, you must have received official notification that the adoption has been approved by the central authority and give the College notice, in writing, at each of the three notification stages.

The College will require copies of official notification as evidence of the child arriving in the UK and to support your request to take Adoption Leave.

The procedures for overseas adoption are determined by the central authority and are thorough. In the first instance, you should discuss your intention to take Adoption Leave within 28 days of the date on which you received the official notification

Monitoring

What this policy covers

This policy sets out the College's approach to employee monitoring, provides information relating to the types of monitoring used and the College's obligations in relation to such monitoring and in introducing additional monitoring.

The College's responsibilities

You should be aware that the College may carry out employee monitoring.

In addition, employee monitoring may be necessary to detect and/or investigate unauthorised or excessive use of the College's telecommunications systems, detect and/or prevent crime and to maintain compliance with regulatory practices or procedures relevant to the College, where applicable.

Types of monitoring

The monitoring carried out may include:

- monitoring lateness via video cameras
- checking e-mails and analysing e-mail traffic to ensure the system is not being abused
- checking websites visited by employees using College systems
- recording telephone calls and checking call logs
- monitoring the use of College vehicles via vehicle-tracking systems

The College may use information gathered through employee monitoring as the basis for disciplinary action against employees.

If disciplinary action results from information gathered through monitoring, you will be given the opportunity to see or hear the relevant information in advance of the disciplinary meeting.

The College will ensure data collected through monitoring is processed in accordance with the College's Data Protection Policy and the Data Protection Act 1998 and, in particular, it will be kept secure and access will be limited to authorised individuals.

Additional monitoring

The College reserves the right to introduce additional monitoring. Before doing so, the College will:

- identify the purpose for which the monitoring is to be introduced
- ensure that the type and extent of monitoring is limited to what is necessary to achieve that purpose
- where appropriate, consult with affected employees in advance of introducing the monitoring
- weigh up the benefits that the monitoring is expected to achieve against the impact it may have on employees

The College will ensure employees are aware of when, why and how monitoring is to take place and the standards they are expected to achieve.

Covert monitoring

If the College has reason to believe that certain employees are engaged in criminal activity, the College may use covert monitoring to investigate that suspicion. In such instances, any monitoring will take place under the guidance of the police and will be carried out in accordance with Data Protection legislation

Parental Leave

What this policy covers

The College recognises that working parents may need to take additional unpaid leave from work to care for their children. This policy outlines the qualifying conditions and the procedure to request Parental Leave. It also sets out how and when the leave can be taken, provides information on your contractual rights and your right to return to work following Parental Leave.

If you meet the qualifying conditions set out below, you are entitled to take the relevant Statutory Parental Leave for each child. The College will consider all requests for Parental Leave, however, you must be aware that Parental Leave can only be authorised to be taken at a time to suit the needs of the business.

Your entitlements

Qualifying conditions

In order to qualify for Parental Leave, you must have been employed by the College for a continuous period of one year or more. You must also have responsibility for the child and you must be one of the following:

- the biological mother or father of the child
- the child's adoptive parent (male or female)
- have legal responsibility for the child, such as the child's legal guardian

You must confirm that the requested leave is intended for the purpose of spending time with or caring for the child.

Taking Parental Leave

If you meet the qualifying conditions, you are entitled to the following:

- a maximum of 13 weeks' unpaid Parental Leave for each of your children under the age of five years; the leave must be taken before the child's fifth birthday
- if your child is adopted and is under the age of 18, you are entitled to a maximum of 13 weeks' unpaid Parental Leave, to be taken before the fifth anniversary of the date of placement, or before the child's 18th birthday, whichever is earlier
- if your child is disabled, you are entitled to a total of 18 weeks' Parental Leave, which can be taken at any point up to your child's 18th birthday

You should be aware that there is a maximum of four weeks' Parental Leave that can be taken in any one year.

Parental Leave can only be taken in blocks of one complete week or more, except in the case of children with a disability, when you may take Parental Leave one day at a time.

Contractual benefits during Parental Leave

You are entitled to enjoy your normal terms and conditions of employment, with the exception of pay, while on Parental Leave.

Procedure

If you meet the qualifying conditions detailed above, you are required to give the College a minimum of 21 calendar days' notice, in writing, of your request to take Parental Leave. The request must specify the start and end date of the intended leave and state that the purpose of the leave is to spend time with or to take care of the child.

You must confirm if you have previously taken Parental Leave, in relation to the same child, during any previous or other employment with another employer.

You are also required to provide evidence of your responsibility to the child: either a copy of the child's date of birth or adoption placement and, if applicable, the child's entitlement to a Disability Living Allowance.

If you intend to take a period of Parental Leave immediately after a period of Paternity Leave, you must give the College a minimum of 21 days' notice before the expected week of confinement or placement.

The right to postpone Parental Leave

The College has the right to postpone your Parental Leave for up to six months if the timing of your absence will unduly disrupt the business. However, any Parental Leave requested to take place immediately after the birth of your child, or the date of placement, will not be postponed provided that you have given 21 calendar days' notice of your intention to take Parental Leave at this time.

Returning to work after Parental Leave

You are normally entitled to return to work following Parental Leave to the same position you held before commencing your leave. Your terms of employment will remain unchanged upon your return from a period of Parental Leave.

If your Parental Leave has been combined with a period of Maternity, Adoption or Paternity Leave of more than four consecutive weeks, and it is not reasonably practicable for you to return to the same position you held before commencing leave, the College will offer you a suitable and appropriate alternative position.

Breach of this policy

If you take a period of Parental Leave under this policy for any purpose other than to spend time with or otherwise care for your child, you may be subject to disciplinary action, up to and including dismissal.

Paternity Leave and Paternity Pay

What this policy covers

This policy outlines the different types of Paternity Leave, the qualifying conditions and the procedures that you need to follow when requesting Paternity Leave. It also provides information relating to your contractual rights and your right to return to work following Paternity Leave.

The following sections provide only a general guide; further guidance and clarification must be sought from Management.

Your entitlements and responsibilities

Paternity Leave

You can take Paternity Leave in relation to the birth or adoption of a child. If you are the partner of an individual who adopts, or you are the other member of a couple who is adopting jointly, you may be entitled to Paternity Leave.

If you have adopted the child, you can choose who will take the Adoption Leave and who will take the Paternity Leave. Only one period of Maternity or Adoption Leave and one period of Paternity Leave may be taken between the couple even if your partner works for a different company.

Further details of Adoption Leave entitlement are set out in the Maternity and Adoption Policy (outlined elsewhere in the Employee Handbook).

Different types of Paternity Leave available

If you meet the qualifying conditions detailed above, you will be entitled to Ordinary Paternity Leave (OPL) and may also be entitled to Additional Paternity Leave (APL).

Ordinary Paternity Leave

In order to qualify for Ordinary Paternity Leave (OPL) you must:

- have worked continuously for the College for 26 weeks leading into the 15th week before the child is due; or by the week in which an approved adoption agency matches you with the child (the notification week)
- be the biological father of the child or the mother's husband or partner (male or female) or have, or expect to have, responsibility for the child's upbringing
- confirm the requested leave is intended for the purpose of caring for the child, or to support the child's mother or adoptive parent in caring for the child.

Eligible employees are entitled to take up to two weeks' paid OPL. OPL must be taken in units of either one whole week or two consecutive whole weeks. Leave may start on any day of the week, on or following the child's birth, but must be completed:

- within 56 calendar days of the actual date of birth of the child; or
- if the child is born early, within the period from the actual date of birth up to 56 calendar days after the expected week of birth.

You may change your mind about the starting date for OPL, providing you tell the College at least 28 calendar days in advance of the changed start date (or as soon as is reasonably practicable, if not in a position to do so within the prescribed period).

Additional Paternity Leave

If you meet the OPL qualifying conditions above, you are entitled to 26 weeks' Paternity Leave in order to care for the new baby or a newly adopted child who is under 18 years of age providing the following qualification criteria are also met:

- you remain employed by the College until the week before the first week of your APL
- the child's mother has been entitled to Statutory Maternity Leave, pay or Maternity Allowance in respect of the pregnancy, or your co-adopter has been entitled to one or both of Statutory Adoption Leave or pay in respect of the child's adoption and
- the child's mother, or your co-adopter, has returned to work

Ordinary Statutory Paternity Pay

Eligible employees are entitled to be paid during their OPL following the birth or placement of their child in order to care for the child or support its mother or adoptive parent.

During OPL, most employees will be entitled to Ordinary Statutory Paternity Pay (OSPP), which will be the same as the standard rate of Statutory Maternity Pay (SMP). In order to qualify for OSPP you must:

- meet the OPL qualifying conditions mentioned above and
- have average weekly earnings equal to or above the Lower Earnings Limit for National Insurance purposes over the eight week period leading up to and including, the 15th week before the child is due or, in adoption cases, the Notification Week

In addition to meeting the conditions detailed above, the College may request you to provide a self-certificate as evidence that the mother or adoptive parent meets these conditions. The self-certificate must also provide the information required above and include a declaration that you meet the necessary conditions.

Additional Statutory Paternity Pay

If you are eligible for APL you may also be entitled to be paid Additional Statutory Paternity Pay (ASPP).

The rate of ASPP is either the standard rate set by the Government or 90% of your average weekly earnings, where this is lower.

To qualify for ASPP you must meet the OSPP qualifying conditions mentioned above. In addition, the child's mother or adopter must have returned to work, with at least two weeks of their Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay remaining.

At least 20 weeks must also have elapsed since the birth or adoption of the child.

ASPP will only be paid for any period of APL taken during the maternity pay period of the mother or adoption pay period of the adopter. Once this pay period ends, any remaining period of APL will be unpaid.

In addition to meeting the conditions detailed above, in order to qualify for ASPP, the College may request you to provide a self-certificate as evidence that the mother or adoptive parent meets these conditions. The self-certificate must also provide the information required above and include a declaration that you meet the necessary conditions.

Contractual benefits during your Paternity Leave

You are entitled to enjoy your normal terms and conditions of employment, with the exception of pay, whilst on Paternity Leave. You are also entitled to return to the same job following your leave

If the College provides you with an enhanced contractual right to Paternity Leave or Paternity Pay you should clearly understand, that when payment of contractual paternity pay is made this is inclusive of any SPP or ASPP entitlement i.e. you are not entitled to both.

Contact during Paternity Leave

The College may make reasonable contact with you during your Paternity Leave. In addition you may attend work during your APL, for a limited period, without affecting your Paternity Leave and paternity pay. These days are referred to as Keeping in Touch days.

Keeping in Touch days

You may work up to 10 days for the College, during your Paternity Leave, without losing your right to your paternity pay. Any days worked will be paid at your normal rate of pay, and any SPP or ASPP will be taken into account for these purposes.

Neither you nor the College are under any obligation to agree to work or provide work for Keeping in Touch days.

Procedure

Requesting Ordinary or Additional Paternity Leave

If you wish to take OPL you must notify the College by the 15th week before the expected week of childbirth, stating the week the child is due, or the date of being matched with a child, whether you wish to take one week's or two weeks' continuous leave; and the date you want the leave to start.

If you wish to take APL, you must give the College a minimum of eight weeks' notice prior to the intended start date of your leave.

The College will consider all requests for Paternity Leave. However, you must be aware that Ordinary Paternity Leave can only be authorised to be taken immediately after the birth or the placement of the child or if later at a time to suit the needs of the business.

Providing proof of entitlement

Where the mother or adopter of the child satisfies the conditions for Maternity or Adoption Leave, you will need to provide the following documentation:

- Mother or adopter declaration -
 - the mother or adopter must provide a written declaration stating their name and address, the date they intend to return to work after their maternity or Adoption Leave, their National Insurance number, confirmation that you are the only person exercising the entitlement to take APL in respect of the child and that they consent to the College processing the information contained in the declaration.
- Employee declaration -
 - you must provide the College with a written request to take Paternity Leave. You must specify the expected week of child birth, or the date of the child's birth or the date the child was matched. The request must also specify the start and end date of the intended leave and state that the purpose of the leave is to care for the child.

You will also be required to provide a copy of the child's birth certificate or the relevant documents issued by the approved adoption agency, the name and address of the adoption agency and the name and address of the mother's employer.

Taking ordinary Paternity Leave

You are permitted to take OPL in units of either one whole week or two consecutive whole weeks

Leave may start on any day of the week on or following the child's birth or the date of matching. Your leave must be completed within 56 calendar days of the actual date of birth of the child, or the date the child was matched.

If the child is born early, leave must be taken within the period from the actual date of birth up to 56 calendar days after the expected week of birth.

Taking additional Paternity Leave

APL must be taken during the period between 20 weeks after the child's birth or placement and must end no later than 12 months after the date of birth or placement. The leave must be taken as a minimum of two weeks and up to a maximum of 26 weeks. It can only be taken in multiples of complete weeks and must be taken as one continuous period.

Changing the start of your Ordinary Paternity Leave

Where you are to take OPL in respect of a child's birth or to coincide with the day a child is placed with you, you can give written notice to vary the start date of your leave from that which you originally specified.

At least 28 days before the Expected Week of Childbirth or the Expected Placement Date, notice should be given where you wish to:

- vary your leave to start on the day of the child's birth
- vary your leave to start a specified number of days after the child's birth or after the placement date of the child (minus the specified number of days)
- vary your leave to start on a specific date (or a different date from that you originally specified).

Changing the start or finish date of your additional Paternity Leave

Where you are eligible to take APL, you may give written notice to cancel or vary the start and/or finish dates that you previously notified to the College.

Where you wish to change the start of your APL, you must provide at least six weeks' notice before the original start date of your APL or if you now wish to start your APL earlier, the notice you provide must be at least six weeks before the new date on which you want your APL to start.

If you are unable to give six weeks' notice, you should give the College written notice of your request as soon as reasonably practicable. However, in these circumstances, if your request cannot be accommodated the College may require you to take a period of APL of up to six weeks starting on either your original or revised start date.

Returning to work after your Paternity Leave

You are normally entitled to return to work following Ordinary Paternity Leave to the same position you held before commencing your leave. Your terms of employment will continue to be the same as they would have been had you not been on Paternity Leave.

If your OPL has been combined with a period of APL or a period of Parental Leave of more than four consecutive weeks, and it is not reasonably practicable for you to return to the job you held before commencing leave, the College will offer you a suitable and appropriate alternative position.

If you are unable to return to work following a period of Paternity Leave due to sickness or injury, this will be treated as sickness absence and the normal reporting procedures will apply.

You should be aware if you do not return to work for any other reason, the College will treat a late return as an unauthorised absence, which may result in disciplinary action up to and including dismissal without notice.

Breach of this policy

If you take a period of Paternity Leave under this policy for any purpose other than to care for the child, you may be subject to disciplinary action up to and including dismissal.

Personal Relationships at Work

What this policy covers

This sets out the College's rules regarding personal relationships at work and outlines your responsibilities.

Your entitlements and responsibilities

The College recognises that employees who work together may form personal friendships and, in some cases, close personal relationships.

These rules are aimed at striking a balance between your right to a private life and the College's right to protect its business.

The College does not, as a general rule, wish to interfere with such friendships and relationships. However, the College must also ensure that all employees continue to conduct themselves in an appropriate, professional and responsible manner while at work and that everyone continues to fulfil their job duties both diligently and effectively.

Intimate personal relationships between employees that cause disruption to the business, or that may bring the College into disrepute, can adversely affect service to customers or fellow employees.

This will not be tolerated and may render employees liable to disciplinary action, up to and including dismissal.

Employees engaging in close personal relationships at work, whether the relationship is with a fellow worker or with any person connected to the College, must adhere to the following:

- You must not allow relationships to influence conduct at work. Intimate behaviour at work during working hours or on College or client premises is prohibited
- If you begin a relationship with a colleague, client, supplier or contractor that exposes you to the potential for a conflict of interest, or for the abuse of your level of authority, you must inform your manager as soon as it is reasonably practicable

Procedure

If a relationship or breakdown of a relationship starts to affect your performance or conduct at work, it may be managed through the College's disciplinary procedures.

In these circumstances, or if there is a clear conflict of interest or you are exposed to the risk of an abuse of authority, the College reserves the right to transfer you to an alternative job or department to limit the risk of such exposure.

Public Interest Disclosure ('Whistleblowing')

What this policy covers

The College constantly strives to safeguard and act in the interest of the public and its employees. It is important to the College that any fraud, misconduct or wrongdoing, by employees or other agents, is reported and properly addressed.

This policy applies to all employees and all other agents of the College, who are encouraged to raise concerns in a responsible manner. The College prefers that a concern is raised and dealt with properly, rather than kept quiet.

Your responsibilities

You are encouraged to bring to the attention of the College any practice or action of the College, its employees or other agents that you reasonably believe is against the public interest, in that the practice or action is:

- a criminal offence
- a failure to comply with any legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual
- an attempt to conceal information on any of the above

Any individual raising legitimate concerns in good faith will not be subject to any detriment, either during or after employment. The College will also endeavour to ensure that the individual is protected from any intimidation or harassment by any other parties.

Procedure

In the first instance, you should raise any concerns you have with your manager. If you believe your manager to be involved, or if, for any reason, you do not wish to approach your manager, then you should raise it with a more senior person in the College.

Any matter raised under this policy will be investigated promptly and confidentially. The outcome of the investigation, as well as any necessary remedial action to be taken, will be confirmed to you. If no action is to be taken, the reason for this will be explained to you.

Escalating your concern

If you are dissatisfied with this response, you should raise your concerns in writing directly with a more senior person in the College.

If, after escalating your concerns, you believe that the appropriate remedial action has not been taken, you should then report the matter to the proper authority. These authorities include:

- HM Revenue & Customs
- the Financial Services Authority
- the Health and Safety Executive
- the Environment Agency or Scottish Environmental Protection Agency
- the Information Commissioner

This list is not intended to be exhaustive, and you must take care to ensure you contact the proper authority in relation to the particular concerns you have.

If you raise a concern and you are found to be culpable, or in any way involved in the wrongdoing, or if you raise a concern maliciously or in a manner not prescribed in this policy, then you may be subject to disciplinary action up to and including dismissal without notice for gross misconduct.

You should not disclose to a non-relevant third party any details of any concern raised in accordance with this policy, and you must not, in any circumstances, publicise your concerns in any way.

Sick Pay

What this policy covers

This policy sets out your entitlement to sick pay and outlines the basic rules and qualifying criteria that apply to sick pay. The payment of sick pay is dependent on your adherence to the College's Absence Procedures, which can be found in this Employee Handbook.

Your entitlements

Statutory Sick Pay

Regardless of your length of service, if you are absent from work because of sickness or injury, you will normally be entitled to receive Statutory Sick Pay (SSP) from the College at the prevailing rate. The payment of SSP is conditional upon you satisfying the following qualifying conditions:

- your period of absence consists of at least four consecutive work days
- you earn at least the 'Lower Earnings Limit' for National Insurance Contributions (NIC), which is reviewed on an annual basis

The first three days of sickness absence are classed as waiting days, and SSP will not normally be paid.

Once you have met the necessary qualifying conditions and provided the required medical evidence that you are unfit for work, SSP will be paid for each subsequent work day that you remain absent due to sickness or injury. You will only be paid for those days on which you would normally work or are scheduled to work.

SSP is normally payable for a maximum of 28 weeks.

If your absence is as a result of an injury or illness caused by a third party, any Statutory Sick Pay paid is required to be repaid if any compensation for loss of earnings is recovered from the third party.

The provisions relating to SSP are extremely complex. If you have any questions about this policy, you should discuss these with your manager.

Procedure

You must comply with the College's Absence Procedure, which is outlined in this Employee Handbook.

Social Networking Sites and Blogs

What this policy covers

This policy sets out the College's position on employees' use of social networking sites and blogs, whether conducted on College media and in work time or your own private media in your own time.

Your responsibilities

Social networking sites and blogs offer a useful means of keeping in touch with friends and colleagues, and they can be used to exchange views and thoughts on shared interests, both personal and work-related.

The College does not object to you setting up personal accounts on social networking sites or blogs on the internet, in your own time and using your own computer systems. However, you must not do so on College media or in work time.

You must not link your personal social networking accounts or blogs to the College's website. Any such links require the College's prior consent.

You must not disclose College secrets, breach copyright, defame the College or its clients, suppliers, customers or employees, or disclose personal data or information about any individual that could breach the Data Protection Act 1998 on your blog or on your social networking site.

Social networking site posts or blogs should not be insulting or abusive to employees, suppliers, College contacts, clients or customers.

References to the College

If reference is made to your employment or to the College, you should state to the reader that the views that you express are your views only and that they do not reflect the views of the College. You should include a notice such as the following:

'The views expressed on this website/blog are mine alone and do not reflect the views of my employer'

You should always be conscious of your duty as an employee to act in good faith and in the best interests of the College under UK law. The College will not tolerate criticisms posted in messages in the public domain or on blogs about the College or any other person connected to the College.

You must not bring the College into disrepute through the content of your website entries or your blogs.

Any misuse of social networking sites or blogs as mentioned above may be regarded as a disciplinary offence and may result in dismissal without notice.

You should be aware that any information contained in social networking sites may be used in evidence, if relevant, to any disciplinary proceedings.

Third parties

You must not disclose any information that is confidential or proprietary to the College or to any third party that has disclosed information to the College. The College's Data Protection Policy (detailed elsewhere in the Employee Handbook) provides guidance about what constitutes confidential information.

This policy should be read in conjunction with the College policy on Computers and Electronic Communications (also detailed elsewhere in the Employee Handbook).

Procedure

Breaches of this policy will be dealt with under the College's Disciplinary Procedure. You should be aware that the College regards breach of any part of this policy as gross misconduct that may result in disciplinary action up to and including dismissal without notice.

If you become aware of information relating to the College posted on the internet, you should bring this to the attention of your manager.

Time Off for Dependents

What this policy covers

The purpose of this policy is to ensure that employees who are genuinely in need of unpaid time off in order to deal with an emergency are treated fairly and consistently while minimising the impact on the business.

You are entitled to take a reasonable amount of unpaid time off during working hours to deal with particular situations affecting your dependants. The amount of time off will depend on the nature of the incident and your individual circumstances.

This policy explains what is meant by dependant and in which circumstances unpaid time off can be granted and sets out the notification procedures.

Your entitlements and responsibilities

Definition of dependant

A dependant is:

- a spouse
- a civil partner
- a child
- a parent
- a person who lives in the same household as you other than as your tenant, lodger, boarder or employee
- any person who would reasonably rely on you for assistance or who would rely on you to make arrangements for the provision of care in the event of illness or injury
- any other person who may rely on you for the provision of care or arrangements for the provision of care

What counts as time off

Reasonable time off will be granted in the following circumstances:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the care of a sick or injured dependant or to make arrangements to deal with an unexpected disruption to their care provision
- in consequence of the death of a dependant
- to deal with an unexpected incident involving your child during school hours or those of another educational establishment

The right is only to deal with emergencies and to put care arrangements in place - for example, arranging to employ a temporary carer or arranging for the dependant to stay with relatives. You would not be entitled to time off under this policy for the ongoing care of the dependant.

Procedure

You must inform the College as soon as practicable of your unavailability for work, the reason for it and how long you expect to be away from work.

You do not have to do this in writing, but you will need to give the College sufficient information for it to be determined that your time off falls under the Time Off for Dependents provision.

You may be required to provide evidence to the College of your need to take time off under this provision.

If you fail to inform the College as soon as is reasonably practicable that you need time off, or if you abuse the rights under this provision, you may be subject to disciplinary proceedings, up to and including dismissal without notice.

Training

What this policy covers

The College recognises that all employees play a crucial role in ensuring the success of the business and is therefore committed to providing training and development to improve the skills and competence of all of its employees.

The College will provide you with appropriate training to develop the knowledge and skills necessary for you to perform your duties effectively. Wherever possible, the College will ensure you have every opportunity for career development.

This policy covers the different types of training and development you might expect and how the College may recover the costs of training from you in particular cases.

Your entitlements

The types of training that the College provides falls into four broad categories: induction, occupational, internal and external.

Induction training

As a new employee, you will be given a comprehensive introduction to the workplace, your colleagues, catering facilities, duties, health and safety and other procedures.

Your manager or supervisor will assess your training requirements and arrange for that training to be provided. As far as possible, the College will meet your training needs by a combination of occupational, internal and external training.

Occupational training

Throughout your employment with the College, there may be a need to acquire new skills and these can be gained through occupational training delivered by colleagues.

Internal training

Occasionally, the College may arrange for external training providers to deliver training courses in the workplace. This form of training might be triggered by the introduction of new equipment or working methods and will be arranged when the College feels the training cannot adequately be provided in-house.

External training

External training may be provided in a variety of forms, ranging from short courses of a few hours' duration through to lengthy courses leading to the award of qualifications.

Where necessary, the College will arrange for you to undertake external training if this cannot be provided internally.

Procedure

Paying back your training costs

When you undertake external training courses with significant cost implications, you will be required, prior to commencing the course, to sign an agreement to repay all or a proportion of the costs of the course if you leave the College's employment within a certain time period. Full details will be set out in your training cost agreement