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INTRODUCTION

Welcome to our team. The handbook is applicable to Salaried College Officers*, Stipendiary Office Holders* and Support Staff. We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information please refer to your Line Manager.

Please note that we provide equal opportunities and are committed to the principle of equality in accordance with legislative provisions. We expect your support in implementing these policies. We will not condone any unlawful discriminatory act or attitude in the course of your employment or in your dealings with our clients, suppliers, contract workers, members of the public or with fellow employees. Acts of unlawful discrimination, harassment or victimisation will result in disciplinary action.

General amendments to the Employee Handbook will be issued from time to time.

* Salaried College Officers and Stipendiary Office Holders should note that if there is a conflict of policy between the Employee Handbook and the Academic Staff Statute, the latter takes precedence.
JOINING THE COLLEGE

A) PROBATIONARY PERIOD

You join us on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

B) JOB DESCRIPTION

You may be provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to the College’s changing needs and your own ability.

C) EMPLOYEE TRAINING

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the College.

D) PERFORMANCE AND REVIEW

The College’s policy is to monitor your work performance on a continuous basis so that your strengths can be maximised and you can be helped to overcome any possible weaknesses.

E) JOB FLEXIBILITY

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative duties within the College. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows the College to operate efficiently and gain maximum potential.

F) MOBILITY

Although you are usually employed at Hughes Hall, it is a condition of your employment that you are prepared, whenever applicable, to work at any other of the College’s premises situated in the City of Cambridge. This mobility is essential to the smooth running of the College.

G) COLLECTIVE AGREEMENTS

There are no collective agreements that affect your terms and conditions of employment.
WAGES AND SALARIES ETC.

A) ADMINISTRATION

1. Payment
   a. For weekly paid staff the pay week ends on Sunday at midnight. Wages are paid on the Friday following the end of the pay week.
   b. For salaried staff the pay month is the calendar month. Salaries are paid at the end of the current month.
   c. You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.
   d. Any pay queries which you may have should be raised with the Senior Bursarial Clerk.

2. Overpayments
   If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

3. Income Tax and National Insurance
   At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

B) LATENESS/ABSENTEEISM

1. You must attend for work punctually at the required time(s). Unacceptable/persistent lateness will result in disciplinary action.

2. All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

3. Absence may result in disciplinary action and/or loss of appropriate payment.

C) TEMPORARY SHORTAGE OF WORK

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay.
STATUTORY ENTITLEMENTS

A) MATERNITY/PATERNITY/ADOPTION LEAVE AND PAY

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify your immediate Supervisor, at an early stage so that your entitlements and obligations can be explained to you.

B) PARENTAL/SHARED PARENTAL LEAVE

If you are entitled to take parental leave or shared parental leave in respect of the current statutory provisions, you should discuss your needs with your immediate Supervisor who will identify your entitlements and look at the proposed leave periods dependent upon your child’s/children’s particular circumstances and the operational aspects of the business.

C) TIME OFF FOR DEPENDANTS

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action which is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your immediate superior, who, if appropriate, will agree the necessary time off.

D) WORKING TIME REGULATIONS

The Working Time Regulations 1998, which came into force on 1st October 1998, include provisions that:

1. you are entitled to a daily in-work rest break of 20 minutes if your daily working time is more than 6 hours (for members of staff under 18 years of age, the entitlement is to a 30 minute in-work rest break if daily working time is more than 4.5 hours.)

2. you are entitled to a daily rest period of 11 consecutive hours between each working day (for members of staff under 18 years of age, the entitlement is to a 12 hour daily rest period in each 24 hour period.)

3. you are entitled to a weekly rest period of 24 hours in each 7 day period which may be averaged over a two week period i.e. two days’ rest over a fortnight (for members of staff under 18 years of age, the entitlement is to two days’ rest in each week which cannot be averaged.)

4. your average working time should not exceed 48 hours a week, normally averaged over a 17 week period, unless you have signed an agreement to opt out of this limit. (There are no separate rules for members of staff under 18 years of age.)

The College believes that your hours of work will comply with these provisions, but if at any time you think this may not be the case you should immediately advise your immediate superior.

E) PENSION SCHEME

When required, the College will operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the College. Please refer to your individual statement of main terms of employment (form SMT) for further details.
HOLIDAY ENTITLEMENT AND CONDITIONS

A) ANNUAL HOLIDAYS

1. Your annual holiday entitlement is shown in your individual statement of main terms of employment (form SMT).

2. It is the College’s policy to encourage you to take all of your holiday entitlement in the current holiday year. The College does not permit holidays to be carried forward to subsequent holiday years.

3. All holiday requests should be approved by your immediate superior before making any firm holiday arrangements.

4. The College will allocate agreed holiday dates on a "first come - first served" basis to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.

5. You should give as much notice as possible of your intention to take holidays.

6. Your holiday pay will be at your normal basic pay unless shown otherwise on your statement of main terms (Form SMT).

7. You may not be permitted to take holiday during residential conferences if you are required to work.

8. You are required to take leave during the Christmas close period.

9. In the event of the termination of your employment any holidays accrued but not taken will be paid for. However, in the event of your having taken holidays which have not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary. This is an express written term of your contract of employment.

B) PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank is shown in your individual statement of main terms of employment (form SMT). Public/bank holidays that occur during term time may only be taken by agreement.
SICKNESS/INJURY PAYMENTS AND CONDITIONS

A) NOTIFICATION OF INCAPACITY FOR WORK

1. You must notify the College by telephone at the earliest possible opportunity and no later than 11.00 am on the first day of incapacity. Notification should be made personally (or if you are unable to do so, then by a relative, neighbour or friend), to your immediate superior. You should try to give some indication of your expected return date and notify the College as soon as possible if this date changes.

2. If your incapacity extends to more than seven days you are required to notify the College of your continued incapacity once a week thereafter, unless otherwise agreed.

B) EVIDENCE OF INCAPACITY

1. Doctors’ certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work.

2. If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and forward this to the College without delay. Subsequently you must supply the College with consecutive doctor's medical certificates to cover the whole of your absence.

C) PAYMENTS

1. You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.

2. Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

3. Any contractual sickness/injury payments are shown in your individual statement of main terms of employment (form SMT). Failure to comply with the College’s notification and evidence of incapacity requirements may result in such payments being withheld.

4. Any days of contractual sickness/injury payments which qualify for SSP will be offset against SSP on a day to day basis. An offset will be made for any other state benefits received if you are excluded or transferred from SSP.

5. If you are entitled to any contractual payments in excess of SSP and your entitlement expires, full or part payment may be allowed at the College’s discretion where it is considered that there are special circumstances warranting it.

6. Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which the College may have made to you because of the absence (including SSP) shall be repaid by you to the College up to an amount not exceeding the amount of the compensation or damages paid by the third party.
D) RETURN TO WORK

1. You should notify your immediate superior as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.

2. If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

3. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your immediate superior.

4. Upon returning to work after any period of sickness/injury absence, you may be required to attend a “return to work” interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.

E) GENERAL

1. Submission of a medical certificate or sickness self-certification absence form, although giving the College the reason for your absence, may not always be regarded by the College as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to the College.

2. In deciding whether your absence is acceptable or not the College will take into account the reasons and extent of all your absences, including any absence caused by sickness. The College cannot operate with an excessive level of absence as all absence, for whatever reason, reduces its efficiency.

3. The College will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.

4. If it is considered necessary, the College may ask your permission to contact your doctor or for you to be independently medically examined.
**SICKNESS SELF-CERTIFICATION ABSENCE**

This form should be completed on your return to work following any period of sickness.

If you are returning to work after a period of sickness of **more than 7 calendar days** a medical certificate or certificates should already have been provided to cover the period of absence in excess of these first seven days.

<table>
<thead>
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<tr>
<td>Dates of sickness</td>
<td>TO</td>
</tr>
<tr>
<td>FROM (Including non-working days)</td>
<td>am/pm</td>
</tr>
<tr>
<td>__________________________</td>
<td>day</td>
</tr>
<tr>
<td>__________________________</td>
<td>date</td>
</tr>
<tr>
<td>Dates of absence</td>
<td></td>
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<tr>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td>__________________________</td>
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<td>__________________________</td>
<td>day</td>
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<tr>
<td>__________________________</td>
<td>date</td>
</tr>
<tr>
<td>Details of sickness or injury</td>
<td></td>
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<tr>
<td>Did you consult a Doctor? YES/NO. If YES please give details of: Doctor’s name, address, date of visit, treatment received and any current treatment. If NO please state why not.</td>
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**Declaration**

I certify that I was incapable of work because of my sickness/injury on the dates shown above and that this information is true and accurate.

I acknowledge that false information will result in disciplinary action.

I hereby give my employer permission to verify the above information.

Signed _________________________ Acknowledged __________________________
(employee) (for employer)

Date __________________________
SAFEGUARDS

A) RIGHTS OF SEARCH

1. Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to assist us in this matter should we feel that such a search is necessary.

2. Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.

3. We reserve the right to call in the police at any stage.

B) CONFIDENTIALITY

1. All information that:
   a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
   b. relates particularly to the College and its activities, or that of other persons or bodies with whom the College has dealings of any sort, and
   c. has not been made public by, or with the College’s authority,

   shall be confidential, and (save in the course of College affairs or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without the written consent of the College.

2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with the College, or at any other time upon demand, return any such material in your possession to the College.

C) COLLEGE PROPERTY AND COPYRIGHT

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with the College, is College property and, where appropriate, our copyright. At the time of termination of your employment with the College, or at any other time upon demand, you shall return any such material in your possession to the College.

D) STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, etc. in relation to College affairs will be given only by the President or the Bursar.

E) COMPUTER SYSTEMS

Hughes Hall has subscribed to the guidelines regarding computing and network rules, etiquette and security, produced by the University Computing Service on behalf of Cambridge University. Staff should abide by these guidelines. Statements referred to can be found at the following address on the University site of the world wide web.

http://www.cam.ac.uk/computing/
F) VIRUS PROTECTION PROCEDURES

1. In order to prevent the introduction of virus contamination into the software system the following must be observed:-

   a. Unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used.

   b. All software must be virus checked using standard testing procedures before being used.

G) E-MAIL

There are a number of legal points which arise from the use of E-Mail, both internally within the College and externally over the internet. To protect your own and the College’s interest, please make sure you apply the following :-

YOU MUST NOT

1. Respond to “Junk Mail” or give warnings to new E-mail viruses.

2. Forward or respond to chain letter-type E-mail.

3. Make comment, or statements which could in any way be contrived to be defamatory however innocent you consider them to be.

4. Include any information in your E-mail which is protected by copyright i.e. it is copied or published without the consent of the author.

5. Initiate or forward an E-mail which contains obscene or pornographic material.

6. Initiate or forward E-mail which could be considered to constitute an act of Harassment or be discriminatory. There are a number of laws which prohibit discrimination on the ground of sex, race and disability.

7. Disclose information which is protected by embargo or could in any way be considered confidential to the College and/or the members of staff.

8. Make any statements via E-mail which intentionally or unintentionally create a binding contract or make negligent statements.

    The College has the right to open any e-mail file.

Failure to comply with the above policy may result in disciplinary action that may lead to dismissal.
H) DATA PROTECTION

The Data Protection Act is primarily intended to protect individuals against possible misuse of information about them processed by computer and to reduce the threat to individual privacy presented by the widespread use of automatic data processing equipment. It is the policy of the College to ensure that all members of the College and its staff are aware of data protection requirements and their own individual responsibilities. The processing of personal data is governed by eight principles which require that all personal data must:

- be processed fairly and lawfully
- be obtained only for specified and lawful purposes, and will not be processed in any manner incompatible with those purposes
- be adequate, relevant and not excessive in relation to the purpose for which it is processed
- be accurate and, where necessary, kept up to date
- be kept for no longer than is necessary for the purpose for which it is processed
- be processed in accordance with the legal rights of data subjects
- be subject to appropriate technical and organisational measures to protect against unauthorised or unlawful processing, accidental loss, destruction or damage
- not be transferred to a country or territory outside the European Economic area (EEA) unless the country or territory ensures an adequate level of data protection.

You will be expected to assist the College to comply with its obligations under the Data Protection Act when dealing with all data, including manual data and computerised data.

You must only access, vary, erase, copy, or make use of any information in the College’s records for the proper discharge of your duties of employment and to the extent that you are authorised to do so. You must not access, vary, erase, copy, or use any information in the College’s records in such a way as to place the College in breach of its legal obligations under the Act. Any failure to abide by this provision may result in disciplinary action.

Closed circuit television cameras are used on our premises for security purposes. We reserve the right to use any evidence obtained in this manner in any disciplinary issue.

Any questions regarding the College CCTV system should be directed to the College’s Data Protection Officer who is the Bursar.

I) PERSONAL DATA

You are asked to agree that personal data (other than sensitive personal data) relating to you and to your employment with the College may, to the extent that it is reasonably necessary in connection with your employment or the activities of the College:

- be collected and held (in hard copy and computer-readable form) and processed by the College; and

- be disclosed or transferred to:
  - other members of staff of the College;
  - any other persons as may be reasonably necessary at the discretion of the Bursar;
  - as otherwise required or permitted by law.
You agree that the College may process sensitive personal data relating to you, including medical details and details of gender, race and ethnic origin. Personal data relating to gender, race and ethnic origin will be processed by the College only for the purpose of monitoring the College's equal opportunity policy with a view to enabling equal opportunity to be promoted and maintained. You agree that the College may disclose or transfer such sensitive personal data to other persons if it is required or permitted by law to do so or, in the case of personal data relating to gender, race or ethnic origin, for the purpose of monitoring, or enabling the monitoring of, the College's equal opportunity policy.

Your consent to the transfer and disclosure of personal data as set out above shall apply regardless of the country or residence of the person to whom the data is to be transferred. Where the disclosure or transfer is to a person resident outside the European Economic Area, the College shall take reasonable steps to ensure that your rights and freedoms in relation to the processing of the relevant personal data are adequately protected.

Except in relation to the conduct of activities to which you are giving your consent to the extent set out above, this does not affect any rights which you have in law in relation to the collection, processing or transfer of personal data relating to you.

J) ACCESS TO PERSONAL FILES

All members of staff are entitled to have access to certain information that is held about them by the College and any requests for such access will be dealt with promptly and in any event within 40 days of receipt of the request. Members of staff wishing to see such information should make a written request to the Bursar. A small administrative charge may be made.

K) BEHAVIOUR AT WORK

1. You should behave with civility towards fellow members of staff, and no rudeness will be permitted towards visitors or members of the public. Objectionable or insulting behaviour, or bad language will render you liable to disciplinary action.

2. You should use your best endeavours to promote the interests of the College and shall, during normal working hours, devote the whole of your time, attention and abilities to the College and its affairs.

3. Any involvement in activities which could be construed as being in competition with the College is not allowed.

4. All reasonable instructions from your immediate superior are to be carried out.

5. Bullying and harassment will not be tolerated.

L) PROFESSIONAL BOUNDARIES

Staff must ensure that communication with students is within clear and explicit professional boundaries. Communication via telephone, e-mail, text or social networking sites between a student and an employee of the college outside of professional protocol may lead to disciplinary action. Never reveal personal numbers or e-mail addresses to students without prior authorisation.

The College regards the private lives of staff as being nobody's business but their own. Staff must be careful, however, to ensure that nothing they say or do, including through the use of social networking sites, brings the College’s name into disrepute. Gossip in communities can be very damaging.
I) COMPLIANCE WITH PREVENT DUTY LEGISLATION

The college is legally required as an educational institution to comply with the Prevent Duty under Section 26 of the Counter-Terrorism and Security Act (2015). In fulfilling its legal obligations, the college maintains its commitment to

a. secure and protect the rights of academics, students and staff to hold, articulate and act upon their political, religious and ideological opinions at all times, within the law, and subject only to their contractual agreements and terms of employment.

b. respect the rights of academics, students and staff to confidentiality and privacy at all times, in the absence of a risk of serious crime, subject only to their contractual agreements and terms of employment.

c. ensure that the implementation of its PREVENT duty does not undermine, and remains subject to, the rights of academics, students, staff and visiting speakers under existing law, including the Education (No 2) Act 1986, the Human Rights Act 1998 and data protection legislation.

The college officer responsible for addressing concerns relating to radicalisation (either of staff, or by them) is the Senior Tutor.
STANDARDS

A) WASTAGE

1. The College maintains a policy of "minimum waste" which is essential to the cost-effective and efficient running of all College activities.

2. You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc., and the following points are illustrations of this:-

   a. Handle machines, equipment and stock with care.
   b. Turn off any unnecessary lighting and heating. Keep doors closed whenever possible.
   c. Ask for other work if your job has come to a standstill.
   d. Start with the minimum of delay after arriving for work and after breaks.

3. The following provision is an express written term of your contract of employment:-

   a. Any damage to equipment, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement.
   b. Any loss to the College that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to the College the full or part of the cost of the loss.

4. In the event of failure to pay, the College has the contractual right to deduct such costs from your pay.

B) STANDARDS OF DRESS

As you are liable to come into contact with visitors and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. You should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

C) HOUSEKEEPING

From the point of view of hygiene, safety and of appearance, all work areas must be kept clean and tidy at all times.
HEALTH, SAFETY, WELFARE AND HYGIENE

A) SAFETY

1. You should make yourself familiar with the College’s Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.

2. You must not take any action which could threaten the health or safety of yourself, other members of staff, visitors or members of the public.

3. You should ensure that you are aware of the College’s fire and evacuation procedures and of the action you should take in the event of such an emergency.

4. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities and may result in disciplinary action being taken against you. Once issued, this protective wear/equipment is your responsibility.

5. You (or someone on your behalf) should report all accidents and injuries at work, no matter how minor, in an accident book on the same day or as soon as possible (i.e. the following day). The accident book for kitchen staff is kept in the Chef/Manager’s office and for all other College staff the accident book is located in the Maintenance Manager’s office.

6. You should report any health and safety matters of concern to your immediate superior or the HR Manager.

B) NO SMOKING

You are not permitted to smoke (this includes use of E cigarettes) anywhere inside College buildings. You may only smoke during authorised breaks.

C) ALCOHOL & DRUGS POLICY

Under legislation the College as your employer, has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all members of staff and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the College and/or the health and safety of its members of staff.

The effects of alcohol and drugs can be numerous:- (these are examples only and not an exhaustive list)

a. absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.)

b. higher accident levels (e.g. at work, elsewhere, driving to and from work)

c. work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

If your performance or attendance at work is affected as a result of alcohol or drugs, or the College believes you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.
D)  **HYGIENE**

1. You are expected to maintain a high standard of personal hygiene.
2. Any exposed cut or burn must be covered with a first-aid dressing.
3. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
4. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

E)  **HYGIENE FOR FOOD HANDLERS**

1. You must make yourself familiar with the College’s hygiene rules and strictly comply with their requirements.
2. You must wash your hands immediately before commencing work and after using the toilet.
3. Any cut or burn on the hand or arm must be covered with an approved dressing.
4. Head coverings and overalls/uniforms, where provided, must be worn at all times.
5. No jewellery should be worn, other than wedding rings, without the permission of the Chef/Manager.
6. You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn.
7. If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.
8. Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.
A) CHANGES IN PERSONAL DETAILS

You must notify the College Office of any change of name, address, telephone number, etc., so that accurate information can be maintained on the College’s records and contact can be made with you in an emergency, if necessary, outside normal working hours.

B) OTHER EMPLOYMENT

You must not take any other employment without the prior permission of the College. Such permission will not be unreasonably withheld provided that there is no conflict of interest and it is not likely to interfere with the performance of your job duties. The opportunity will also be taken to discuss with you any implications arising from the current working time legislation.

C) TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your immediate superior.

D) BEREAVEMENT LEAVE

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your immediate superior and agree appropriate time off.

E) EXPENSES

The College will reimburse you for any authorised expenses incurred on College activities, details of which will be provided whenever appropriate. You must provide receipts for any expenditure.

F) COMMUNICATIONS

The College will try to keep you informed about items of interest by means of the College notice board and email notifications.

G) STAFF PROPERTY

The College does not accept liability for any loss of, or damage to, property which you bring onto the premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight.

H) EMPLOYEE’S PROPERTY AND LOST PROPERTY

Articles of lost property should be handed to the Domestic Bursar who will retain them whilst attempts are made to discover the owner. After three months, the College will dispose of any lost property which has not been claimed.

I) PARKING

You do not have any contractual right to parking facilities on College premises. You are, however, permitted to park your private vehicles in the College car park, subject to availability. To avoid congestion, all vehicles must be parked only in the designated parking areas and a valid permit must be displayed. No liability is accepted for damage to private vehicles, however it may be caused. Parking tickets may be attached to vehicles parked without a clearly visible permit which would result in the payment of a fine to the company administering the scheme.
J) MAIL

All mail received by the College is liable to be opened, including that addressed to members of staff. Private mail, therefore, should not be sent care of the College’s address. No private mail may be posted at the College’s expense except in those cases where a formal re-charge arrangement has been made.

K) TELEPHONE CALLS/MOBILE PHONES

Telephones are essential for College activities. Personal telephone calls are only allowed during breaks (except in an emergency) and should be kept to a minimum.

L) BUYING OR SELLING OF GOODS

You are not allowed to buy or sell goods on your own behalf on College premises.

M) FRIENDS AND RELATIVES CONTACT

Your friends and relatives may either call on you in person or contact you by telephone provided it does not interfere with the performance of your job duties. Such instances should be kept to a minimum.

N) FLEXIBLE WORKING

You may have the right to request flexible working in accordance with current statutory provisions. Further information on the application process can be obtained from your line manager or HR.

O) USE OF SOCIAL NETWORKING SITES

Any work related issue or material that could identify an individual who is a client or work colleague, which could adversely affect the College, a client or our relationship with any client must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment or mobile device.

P) OTHER POLICIES AND PROCEDURES

The College has a number of other policies and procedures that will have been explained to you during your induction. Copies of these will have been provided to you separately or are available on request from the office.

Q) THIRD PARTY INVOLVEMENT

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. You agree to permit us to share any relevant sensitive data where it is necessary for the purposes of that hearing.
A) INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

B) QUALIFYING DISCLOSURES

1. Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the College has committed a “relevant failure” by:
   a) committing a criminal offence;
   b) failing to comply with a legal obligation;
   c) a miscarriage of justice;
   d) endangering the health and safety of an individual;
   e) environmental damage; or
   f) concealing any information relating to the above.

2. These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The College will take any concerns that you may raise relating to the above matters very seriously.

3. The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

C) THE PROCEDURE

1. In the first instance you should report any concerns you may have to the Bursar who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.

2. If you do not report your concerns to the Bursar you should take them direct to the appropriate organisation or body.

D) TREATMENT BY OTHERS

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.
CAPABILITY PROCEDURES

A) INTRODUCTION

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

B) JOB CHANGES/GENERAL CAPABILITY ISSUES

1. If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve and any additional support and assistance we can reasonably provide.

2. If your standard of performance is still not adequate this will again be discussed with you and it will be made clear what improvements are required and within what time frame. You will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.

3. If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.

4. If such improvement is not forthcoming after a reasonable period of time, and if no suitable role can be found for you, you will be dismissed with the appropriate notice.

C) PERSONAL CIRCUMSTANCES/HEALTH ISSUES

1. Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

2. There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

D) SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal but you will retain the right to a hearing and you will have the right to appeal.
DISCIPLINARY PROCEDURES

A) INTRODUCTION

1. It is necessary to have a minimum number of rules in the interests of the whole organisation. The Disciplinary Procedures set out below are applicable to Support Staff. Salaried College Officers and Stipendiary Office Holders need to refer to the Disciplinary Procedures outlined in the Academic Staff Statute.

2. The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

3. Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

4. The following rules and procedures should ensure that:
   a. the correct procedure is used when requiring you to attend a disciplinary hearing;
   b. you are fully aware of the standards of performance, action and behaviour required of you;
   c. disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
   d. you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind;
   e. other than for an “off the record” informal reprimand, you have the right to be accompanied by a fellow employee at all stages of the formal disciplinary process;
   f. you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and
   g. if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

B) DISCIPLINARY RULES

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other specific conditions, procedures, rules etc. that are contained within this handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.
C) RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT
(these are examples only and not an exhaustive list)

You will be liable to disciplinary action if you are found to have acted in any of the following ways:-

a. failure to abide by the general hygiene and health and safety rules and procedures
b. smoking anywhere inside College buildings other than in the MCR clubroom
c. consumption of alcohol on the premises without prior permission
d. persistent absenteeism and/or lateness
e. unsatisfactory standards or output of work
f. rudeness towards visitors, members of the public or other members of staff, objectionable or insulting behaviour, harassment, bullying or bad language
g. failure to devote the whole of your time, attention and abilities to College activities and affairs during your normal working hours
h. failure to carry out all reasonable instructions or follow the College's rules and procedures
i. unauthorised use or negligent damage or loss of College property
j. failure to report immediately any damage to property or premises caused by you
k. unauthorised use of E-mail and internet.
D) SERIOUS MISCONDUCT

1. Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon the College’s activities or reputation, you may be issued with a final written warning in the first instance.

2. You may receive a final written warning as the first course of action if in an alleged gross misconduct disciplinary matter, upon investigation, it is shown to have some level of mitigation and is treated as an offence just short of dismissal.

E) RULES COVERING GROSS MISCONDUCT
(these are examples only and not an exhaustive list)

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

a. grossly indecent or immoral behaviour, deliberate acts of unlawful discrimination, serious acts of harassment or physical, verbal or psychological bullying of any type

b. dangerous behaviour, fighting or assault on another person (including violence and offensive language)

c. incapacity at work or poor performance caused by intoxicants or drugs

d. possession, supply or use of drugs*

*For this purpose, the term ‘drugs’ is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.

e. deliberate falsification of any records (including clocking records, absence records and so on, in respect of yourself or any fellow member of staff)

f. undertaking private work on the premises and/or in working hours without express permission

g. working in competition with the College

h. taking part in activities which result in adverse publicity to the College, or which causes the College to lose faith in your integrity

i. theft or unauthorised possession of money or property, whether belonging to the College, another member of staff, or a third party

j. serious negligence which causes unacceptable loss, damage or injury to persons or College property

k. destruction/sabotage of College property, or any property on the premises

l. serious breaches of health and safety rules (including those within the Employee Safety Handbook) that endanger the lives of or may cause serious injury to employees or any other person

m. interference with, or misuse of, any equipment for use at work that may cause harm

n. gross insubordination and/or continuing refusal to carry out legitimate instructions

o. breach of confidentiality (including a failure to maintain confidentiality in an investigation relating to a complaint of harassment)
p. gross abuse of the harassment policy

F) DISCIPLINARY PROCEDURE

1. Disciplinary action taken against you will be based on the following procedure:-

<table>
<thead>
<tr>
<th>OFFENCE</th>
<th>FIRST OCCASION</th>
<th>SECOND OCCASION</th>
<th>THIRD OCCASION</th>
<th>FOURTH OCCASION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNSATISFACTORY CONDUCT</td>
<td>Formal verbal warning</td>
<td>Written warning</td>
<td>Final written warning</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*******************************************************

| MISCONDUCT                     | Written warning | Final written warning | Dismissal |

*******************************************************

| SERIOUS MISCONDUCT             | Final written warning | Dismissal |

*******************************************************

| GROSS MISCONDUCT               | Dismissal |

*******************************************************

2. The College retains discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal but you will retain the right to a disciplinary hearing and you will have the right of appeal.

3. If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal, warning, written warning, final written warning, or dismissal and full details will be given to you.

4. In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the procedure in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.
G) DISCIPLINARY AUTHORITY

The operation of the disciplinary procedure contained in the previous section is based on the following authority at the various levels of disciplinary action. However, the list does not prevent a higher level of seniority progressing any action at whatever stage of the disciplinary process.

- Formal verbal warning: Line Manager
- Written warning: Line Manager
- Final written warning: College Officer
- Dismissal: Bursar

H) PERIOD OF WARNINGS

1. Formal verbal warning

   A formal verbal warning will normally be disregarded for disciplinary purposes after a six month period.

2. Written warning

   A written warning will normally be disregarded for disciplinary purposes after a 12 month period.

3. Final written warning

   A final written warning will normally be disregarded for disciplinary purposes after a 12 month period (in exceptional cases, the period may be longer).

I) GENERAL NOTES

1. If you are in a supervisory or managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct.

2. In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.

3. Gross misconduct offences will result in dismissal without notice.

4. You have the right to appeal against any disciplinary action.
1. You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.

2. If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.

3. An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.

4. The appeal procedure will normally be conducted by a member of staff not previously connected with the process so that an independent decision into the severity and appropriateness of the action taken can be made.

5. If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.

6. You may be accompanied at any stage of the appeal hearing by a fellow employee of your choice. The result of the appeal will be made known to you in writing, normally within five working days after the hearing.
GRIEVANCE PROCEDURE

1. It is important that if you feel dissatisfied with any matter relating to your work you should have an immediate means by which such a grievance can be aired and resolved.

2. Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.

3. If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your statement of main terms of employment (form SMT) either verbally or in writing, explaining fully the nature and extent of your grievance.

4. If the problem has not been resolved within ten working days you should either agree a further time at which the matter will be discussed with a view to resolution or, if not previously involved, bring the matter to the attention of the Bursar.

5. If the problem has still not been resolved within a further ten working days, you should bring the matter to the attention of the College Officers meeting. This is the final stage of the grievance procedure.
PERSONAL HARASSMENT AND BULLYING POLICY AND PROCEDURE

A) INTRODUCTION

1. Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.

2. The College recognises that personal harassment can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

B) POLICY

1. The College deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all employees.

2. The College has published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

3. The College recognises that it has a duty to implement this policy and all employees are expected to comply with it.

C) EXAMPLES OF PERSONAL HARASSMENT

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

a. insensitive jokes and pranks
b. lewd or abusive comments about appearance
c. deliberate exclusion from conversations
d. displaying abusive or offensive writing or material
e. unwelcome touching
f. abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.
D) COMPLAINTING ABOUT PERSONAL HARASSMENT

1. Informal complaint

The College recognises that complaints of personal harassment and particularly of sexual harassment can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through the normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior person of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the Bursar, who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

2. Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Bursar as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

a. the name of the alleged harasser
b. the nature of the alleged harassment
c. the dates and times when the alleged harassment occurred
d. the names of any witnesses
e. any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint the College will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation the decision of the investigator, detailing their findings, will be sent, in writing, to you normally within ten working days.

You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.
E) GENERAL NOTES

1. If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.

2. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.
EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

8. Short listing and interviewing will be carried out by more than one person where possible.

9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

11. Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

2. All promotion will be in line with this policy.

D) MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

2. Monitoring may involve:-
   
a. the collection and classification of information regarding the race in terms of ethnic/national origin and gender of all applicants and current employees;

b. the examination by ethnic/national origin and gender of the distribution of employees and the success rate of the applicants; and

c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.
TERMINATION OF EMPLOYMENT

A) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment.

B) RETURN OF COLLEGE PROPERTY

On the termination of your employment you must return all College property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.
ANTI-BRIBERY POLICY

Introduction

Bribery is a criminal offence. The College prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by Hughes Hall employees or by third parties acting for or on behalf of Hughes Hall.

Policy

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for the College, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to the Bursar. You may be asked to give a written account of events.

Staff are reminded of the College’s Whistleblowing policy which is available in the Employee Handbook, or upon request.

Gifts and hospitality

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from the Bursar. Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from the Bursar.

A record will be made of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and the College reserves the right to amend this policy without prior notice.