# HUGHES HALL

# STAFF HANDBOOK
# (applicable to all College Employees, irrespective of status)

HUGHES HALL

UNIVERSITY OF CAMBRIDGE

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## WELCOME

Welcome to Hughes Hall.

Please read carefully the contents of this Staff Handbook because it contains a great deal of useful information to help you quickly settle into your new role.

This handbook is intended as a helpful employment guide and reference book for all academic and non-academic staff. It summarises College policies and procedures and is intended as a guide to set out expectations and to show how things operate in the College. It does not form part of your terms or conditions of employment which are contained in your Statement of Main Terms of Employment or other contract provided to you at the outset of your engagement.

Inevitably, changes will need to be made to this handbook from time to time, either as a result of changes in College policy and procedures or employment legislation, and relevant pages will be updated when appropriate. Such changes are shown on the second page relating to version control.

We wish you every success in your work and professional development at Hughes Hall, and we hope you will be happy here as part of the College team.

Laurie Smith, Bursar Suzanne Bedford, HR Manager

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# 1 INTRODUCTION

Hughes Hall is the oldest of the University of Cambridge's six 'graduate colleges'. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

## 1.1 Who does this handbook apply to?

This handbook applies to anyone who is employed by Hughes Hall.

The contents of this handbook do not form part of the terms of your contract with us. Your contract terms are set out in your Statement of Main Terms of Employment or the written document provided to you at the outset of your engagement. Where there is conflict between your contract of employment and this Handbook, your contract will prevail.

Everyone should ensure that they take time to read and understand the contents of this handbook and act in accordance with its aims and objectives. Managers must ensure all staff understand the standards of behaviour expected of them and take action when behaviour falls below those requirements.

We reserve the right to modify the contents of this handbook from time to time at our discretion.
Any queries should be referred in the first instance to the HR Manager.

## 1.2 Other procedures that apply to your employment

The College Statutes and Ordinances (as amended from time to time) are constitutional rules which cover the running and governance of the College. These are available for reference from the College Secretary on request and are also available under the heading "Statutes and Ordinances" at https://www.hughes.cam.ac.uk/about-us/official-documents/ .

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# 2 JOINING HUGHES HALL

## 2.1 Recruitment Policy

We aim to recruit top-calibre individuals with appropriate skills and experience, and to retain them through the appropriate performance management and training.

We are an equal opportunities employer and base the criteria for selection on an applicant's ability to perform a role to the required standard, irrespective of gender, age, marital or civil partner status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs, or pregnancy and maternity.

Hughes Hall has a legal obligation to employ individuals who are eligible to work in the United Kingdom (UK). The College therefore conducts checks of relevant documentation to ensure that it only offers employment to, and continues to employ, individuals who are eligible to work in the UK. In the event that an employee is unable to provide satisfactory evidence of their eligibility to work in the UK the College reserves the right to terminate the employment without notice.

## 2.2 The Contract of Employment

For employees, the contract of employment comprises the original Offer Letter issued to you and a Statement of Main Terms of Employment. This handbook should be read in conjunction with your Statement of Main Terms of Employment and your Offer Letter but the handbook does not form part of your contract of employment. Casual and other staff engaged by the College will also be issued with a written contract setting out their terms of engagement in which case the handbook will also not be part of those terms.

This handbook seeks to set out and explain the policies and procedures that are normally followed. You should retain the Offer Letter, Statement of Main Terms of Employment or contract of engagement and this handbook for future reference.

## 2.3 Amendments to this Handbook

It is the responsibility of each member of staff to note changes made to the handbook. It should be noted that amendments may be made from time to time. However, where amendments have a major impact on staff members we will issue a general notice advising of the change.

## 2.4 Induction

It is the College's normal practice to provide induction training for all new members of staff. This will include introductions to colleagues, general administrative arrangements including health and safety, fire procedures and familiarisation with other staff members' roles and responsibilities, as relevant to the role.

## 2.5 Conduct and Risk Management

All members of staff are expected to conduct themselves in a manner that is in accordance with the overall aim of Hughes Hall and are expected to play a part in maintaining a safe and pleasant environment. Members of staff are expected to treat each other, all members of the College, contractors, suppliers and visitors with respect and courtesy and to treat property with due regard. Risk assessments will be carried out from time to time to identify any hazards and to review our precautions.

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### 2.6 Probationary Period of Employment

When you join Hughes Hall, you may be subject to a probationary period, which could be extended prior to confirmation of permanent employment. If so, such details will be shown in your Statement of Main Terms and Conditions of Employment. The probationary period is only extended by reasons of absenteeism, lateness, conduct, performance and capability issues.

During the probationary period special terms and conditions may apply which are as follows:

- The notice period is governed by the Statement of Main Terms and Conditions of Employment and is a minimum of one week;
- Holiday entitlement accrued during the probationary period is taken in the normal way and subject to the usual approval.

At the end of the probationary period, if applicable, you will be told whether or not the probationary period has been completed successfully.

### 2.7 Hours of Work

Your working hours are as detailed in your Statement of Main Terms. Breaks are operated within the Working Time Regulations and are unpaid.

### 2.8 Time Keeping

Good timekeeping is your responsibility; breaches will be dealt with under the disciplinary procedure.

### 2.9 Working Time Regulations

The Working Time Regulations have provisions covering minimum periods of day and weekly rest, periods of annual leave and breaks while working and maximum weekly working time. We comply with the Working Time Regulations as amended from time to time.

### 2.10 Work Permits

All employees are required in law to provide evidence of their eligibility to work in the UK. As an employer we have the legal obligation to comply with the applicable immigration legislation which includes ensuring that employees provide the appropriate documentation prior to the commencement of employment.

In the event that an employee is unable to provide satisfactory evidence of their eligibility to work in the UK the College reserve the right to terminate the employment without notice.

All costs relating to any immigration application must be borne by the employee in question and will be deducted from your salary.

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# 3 WORKING FOR HUGHES HALL

## 3.1 Your Responsibilities

You have a duty to comply with all professional standards, risk management rules, emergency procedures and any current business recovery plan and guidelines, as set out under the Health & Safety at Work Act 1974. You must, by law, comply with such regulations and procedures, and non-compliance may lead to disciplinary action, which could result in dismissal, either with or without notice.

You are expected to act in a diligent and professional manner at all times and to report any acts of serious misconduct, dishonesty or breaches of rules, or any other regulatory body's rules or procedures, by a colleague. Not doing so may be regarded as an act of gross misconduct.

The College expects a high standard of behaviour from all its staff and you are required to comply with reasonable instructions. You are expected to perform your duties diligently and punctually, to behave towards the public and students with courtesy and consideration and, where appropriate, to present a neat and business-like appearance.

## 3.2 Confidentiality

You are likely to become aware of sensitive and confidential information relating to the College and its staff/Members of College and must not, during your employment/contract or afterwards, reveal, copy or disclose this information to anyone outside the College nor disclose to any person any confidential information relating to the College and its employees, workers and office-holders other than that required by law, e.g. HMRC. You must make yourself aware of our policies on data protection in relation to personal data and ensure compliance with them at all times.

## 3.3 Copyright

All written material of any sort, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with Hughes Hall, is our intellectual property and the property of our Copyright. You must therefore return any such material when you leave us.

## 3.4 Other Employment

You should not, except with the prior written approval of the Bursar, take any additional employment whilst working for Hughes Hall, whether paid or unpaid, or be directly or indirectly engaged, concerned or have any financial interest in any capacity in any other business, trade, profession or occupation (or the setting up of any business, trade, profession or occupation). Such consent will not be unreasonably withheld, but in giving permission we will consider issues such as conflict of interests and the satisfactory performance of your role.

## 3.5 Statements to the Media

Any statements to reporters from newspapers, radio, television, etc. in relation to the College and its students and employees, workers and office-holders are very sensitive and any such requests must be referred to the President. You should not make any statement and breaches of this requirement may result in disciplinary action.

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### 3.6 Job Descriptions

A role profile (job description), which outlines the main purpose of your role, will normally be issued upon commencing employment with Hughes Hall. However, once in post, the role will have frequent reviews, and where changes are required, you will be asked to contribute to the writing of an up-to-date job description. A job description is only a general guide and is not contractually binding; many roles naturally change and evolve. You may also be asked to make changes within your role from time to time, as appropriate. Job flexibility is important for your development and the overall success of the College.

### 3.7 Data Protection and Right of Access to Personal Information

#### 3.7.1 The College Data Protection Policy

The College's Data Protection Policy is in place to ensure compliance with data protection law in the UK (the UK General Data Protection Regulation, Data Protection Act and related international legislation). Data protection law applies to the processing (collection, storage, use and transfer) of personal information (data and other personal identifiers) about data subjects (living identifiable individuals).

Under data protection law, the College is identified as a data controller and as such is subject to a range of legal obligations. For clarity, the University of Cambridge and the other Colleges in Cambridge are separate data controllers, with their own policies and procedures. Sharing of personal information between the University and the Colleges is covered by a formal data sharing protocol.

The policy outlined in 3.7.2 and 3.7.3 applies to all staff and members of the college, except when they are acting in a private or external capacity. For clarity, the term staff means anyone working in any context for the College at any level or grade (whether permanent, fixed term or temporary) and including employees, retired but active members of staff, visiting Fellows, workers, office-holders, trainees, interns, seconded staff, agency staff, agents, volunteers, and external members of College committees. Equally, the term member includes senior members (Fellows) and junior members (students and alumni) of the College when they are handling or processing personal information on behalf of the College, except when they are acting in a private or external capacity.

The Data Protection Policy should be read in conjunction with:

- College Statutes, Ordinances and Regulations;
- staff employment contracts and comparable documents (which outline confidentiality obligations when processing information of the College) including the Staff & Senior Members Data Protection Statement published on the College website and accessible in Staff Documents \ GDPR;
- policies, procedures and terms of conditions of the College and, where relevant, similar documents of the University of Cambridge with regard to:
- information security;
- acceptable use of IT facilities (including use of personal devices);
- CCTV use;
- records management and retention;
- any other contractual obligations on the College or the individual which impose confidentiality or information management obligations (which may at times exceed those of College policies with respect to storage or security requirements – e.g. for funded research).

This policy is reviewed by Council and approved by Governing Body. It is reviewed at least once every 3 years. The Council remains responsible for ensuring appropriate resources are in place to achieve compliance with data protection law in line with an appropriate overall risk profile.

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### 3.7.2 Obligations of the College

The College upholds data protection law as part of everyday working practices, through:

a) ensuring all personal information (see Annex, 3.7.3) is managed appropriately through this policy;
b) understanding, and applying as necessary, the data protection principles (see Annex, 3.7.3) when processing personal information;
c) understanding, and fulfilling as necessary, the rights given to data subjects (see Annex, 3.7.3) under data protection law;
d) understanding, and implementing as necessary, the College's accountability obligations (see Annex, 3.7.3) under data protection law; and
e) the publication of data protection statements outlining the details of its personal data processing in a clear and transparent manner.

The Statutory Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd. The person within the College responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Compliance Manager, compliance@hughes.cam.ac.uk. Together they are responsible for:

a) monitoring and auditing the College's compliance with its obligations under data protection law, especially its overall risk profile, and reporting on such annually to the College;
b) advising the College on all aspects of its compliance with data protection law;
c) acting as the College's standard point of contact with the Information Commissioner's Office with regard to data protection law, including in the case of personal data breaches; and
d) acting as an available point of contact for complaints from data subjects.

The College shall otherwise ensure all members and staff are aware of this policy and any associated procedures and notes of guidance relating to data protection compliance, provide training as appropriate, and review regularly its procedures and processes to ensure they are fit for purpose. It shall also maintain records of its information assets.

Individual members and staff are responsible for:

a) completing relevant data protection training, as advised by the College;
b) following relevant College policies, procedures and notes of guidance;
c) only accessing and using personal information as necessary for their contractual duties and/or other College roles;
d) ensuring personal information they have access to is not disclosed unnecessarily or inappropriately;
e) where identified, reporting personal data breaches to the Compliance Manager at compliance@hughes.cam.ac.uk and co-operating with College authorities to address them; and
f) only deleting, copying or removing personal information when leaving the College as agreed with the College and as appropriate.

Details of all of the responsibilities relating to GDPR, including departmental data audits, retention policies and data protection statements are stored in Staff Documents \ GDPR.

Non-observance of the responsibilities listed above (3.7.2, paragraph 4) may result in disciplinary action against individual members or staff.

The obligations outlined above do not waive any personal liability for individual criminal offences for the wilful misuse of personal data under data protection legislation.

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### 3.7.3 Annex

**Legal Definition of personal information**

Personal information is defined as data or other information about a living person who may be identified from it or combined with other data or information held. Some "special category data" (formerly sensitive personal data) are defined as information regarding an individual's racial or ethnic origin; political opinion; religious or other beliefs; trade union membership; physical or mental health or condition; sexual life; or criminal proceedings or convictions, as well as their genetic or biometric information. Data collected about criminal convictions will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

**Data Protection**

The UK General Data Protection Regulation (UK GDPR) and the current Data Protection Act regulate our use of your personal data. As an employer it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

We will process data in line with our privacy notices in relation to both job applicants and employees.

You have several rights in relation to your data. More information about these rights is available in the Data Protection Policy (Annex, 3.7.3). We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.

You are required to comply with all College policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

**Data Protection Principles**

The data protection principles state that personal data shall be:

- processed (i.e. collected, handled, stored, disclosed and destroyed) fairly, lawfully and transparently. As part of this, the College must have a 'legal basis' for processing an individual's personal data (most commonly, the processing is necessary for the College to operate a contract with them, the processing is necessary to fulfil a legal obligation, the processing is in the legitimate interests of the College and does not override their privacy considerations, or they have consented to the processing);
- processed only for specified, explicit and legitimate purposes;
- adequate, relevant and limited;
- accurate (and rectified if inaccurate);
- not kept for longer than necessary;
- processed securely.

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**Data Subject Rights**

An individual's rights (all of which are qualified in different ways) are as follows:

- the right to be informed of how their personal data are being used. This right is usually fulfilled by the provision of 'privacy notices' (also known as 'data protection statements' or, especially in the context of websites, 'privacy policies') which set out how an organisation plans to use an individual's personal data, who it will be shared with, ways to complain, and so on;
- the right of access to their personal data;
- the right to have their inaccurate personal data rectified;
- the right to have their personal data erased (right to be forgotten);
- the right to restrict the processing of their personal data pending its verification or correction;
- the right to receive copies of their personal data in a machine-readable and commonly-used format (right to data portability);
- the right to object: to processing (including profiling) of their data that proceeds under particular legal bases; to direct marketing; and to processing of their data for research purposes where that research is not in the public interest;
- the right not to be subject to a decision based solely on automated decision-making using their personal data.

**Accountability**

**The College is required under law to:**

- comply with data protection law and hold records demonstrating this;
- implement policies, procedures, processes and training to promote "data protection by design and by default";
- have appropriate contracts in place when outsourcing functions that involve the processing of personal data;
- maintain records of the data processing that is carried out across the College;
- record and report personal data breaches;
- carry out, where relevant, data protection impact assessment on high risk processing activities;
- cooperate with the Information Commissioner's Office (ICO) as the UK regulator of data protection law;
- respond to regulatory/court action and pay administrative levies and fines issued by the ICO.

### 3.8 Dress Code

You are required to dress smartly and set a high standard of appearance when the occasion so demands to convey a professional image to students, the public and your colleagues.

You are expected to exercise common sense in your choice of clothing in a way that will not have an adverse effect on the image of the College and is appropriate to the working environment that you work in.

If at any time your dress or manner is inappropriate, your relevant manager will draw this to your attention. Thereafter, any breaches may be dealt with under the disciplinary procedure.

### 3.9 Food and Drink

Please do not eat food that would create an unpleasant odour in your office or at a place of work where visitors may attend, and do not place drinks near keyboards and other computer equipment. Irresponsible behaviour could result in our using the disciplinary procedure.

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### 3.10 Computer and College Equipment

Computer technology is vital to the successful operation and growth of Hughes Hall and is provided for fulfilling your work duties. You are asked to use all college equipment responsibly and with the utmost care to avoid any damage to equipment or disruption to college activities. Any abuse or negligent use of equipment will be investigated under the disciplinary procedure.

### 3.11 Employee Expenses Policy

**To review the full policy, please refer to Appendix 2 of the Staff Handbook.**

This policy sets out guidance and key principles in relation to incurring, claiming, approving, and the processing of expenses for employees and also applies to senior members, and visitors. This policy also applies when incurring expenditure on company credit cards. As a charitable organisation, Hughes Hall ('the College') has an obligation to ensure all funds are spent in a reasonable and cost-effective manner. Through this policy, the College also commits to implementing sustainable travel practices which consider travel's environmental, social, and economic impact and support its staff in choosing the lowest carbon impact mode of travel. The policy is not intended to limit all business travel but to support a reduction in non-essential travel, and its associated carbon impacts.

Employees will be reimbursed for necessary costs they incur whilst undertaking College business. Expenses should be kept to a minimum, without impairing your ability to carry out your work, and should not be such that an objective observer might regard them as excessive or unnecessary. Expenditure should be wholly and necessary for business purposes only and employees must avoid incurring any costs that lead to them, their family or friends gaining a financial or other material benefit. Value for money should be considered in terms of time, cost, and environment.

In relation to the Bridge Centres, the processed claims must also comply with the funding bodies' terms and conditions where they are more prescriptive than those of the College.

It is wise to discuss planned expenditure with your line manager before incurring costs. Claims should be made using the expenses form available from Finance or on Sharepoint and the completed form sent to finance@hughes.cam.ac.uk.

All original receipts must be attached to the email accompanying the claim form, except for mileage, where to and from addresses including postcodes are required. Please note: detailed line-by-line receipts must be submitted to support the claim; credit card slips/bank statements will not be accepted, as they do not provide the necessary breakdown of specific item expenditure.

### 3.12 Flexible Working

You have the statutory right to make an application for flexible working from day one of your employment.

If you wish to apply, a request must be submitted in writing through your reporting line, detailing the reasons for the request, your preferred working pattern and effective date, the impact on the College and how this might be handled. Only two applications may be made in any 12-month period.

If your request is accepted, you will be notified in writing. Alternatively, you will be invited to a meeting to discuss the request. You will be notified of the decision in writing after the meeting, which might be that the request has been accepted, rejected or accepted on a trial basis. You will have the right to appeal against the decision.

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The College will regularly monitor the effectiveness of any agreed flexible working arrangement (at least once every six months) to ensure that it continues to serve both the needs of the staff member and the College. In the event that it becomes necessary to revisit the terms of an individual flexible working arrangement the College will enter into an appropriate period of consultation with the staff member to discuss any proposed changes to the working pattern.

Each case is considered on its own merits but the operational needs of the business may make some requests impossible to accept. Applications will only be rejected if there is a sound business rationale in line with the statutory reasons and you will be advised in writing accordingly.

When managing your flexible working request, the College processes personal data collected in accordance with its data protection policy. Data collected from the point at which the College receives a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your request for flexible working. Inappropriate access or disclosure of staff data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### 3.13 Occasional working from home

The following guidelines will apply to staff who request to work from home on an ad hoc basis. This should not be confused with those who commenced or revised their employment through a specific arrangement, which is contractual.

- Hughes Hall will consider requests from eligible staff to work from home on an occasional basis in the case of an emergency, or when inclement weather or transport problems make it impossible to travel to the office. You are reminded when working from home it is expected that your full attention is devoted to your normal work duties.
- Any agreement to work from home on specific dates will be at the discretion of the relevant Manager or Bursar.
- If you are working from home, you must be contactable by mobile or home phone during your normal agreed working hours unless the relevant manager has agreed that the project being worked on warrants no contact being made. The arrangements must be logged in the common diary and your contact details should be available for contact to be made by colleagues.

### 3.14 Use of Car for Business Purposes

You may from time to time be required to use your own car for business purposes. The Bursar should approve such use in advance. The appropriate business mileage rate can then be applied and claimed through the expenses procedure.

You must ensure that your insurance covers use of the car for business purposes. Distances should be measured using the base location/normal place of work as a reference point and using AA route planner mileage.

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### 3.15 College Property

The College expects all staff to treat College property with due care and attention. Should you use or be issued with (or loaned) any equipment in order for you to perform your duties, for example, money, books, papers, writings, stationery, computer equipment e.g. laptops, mobile phone, other effects and other property, such items shall at all times remain the property of the College and upon request of the College, shall be returned to the College.

The College's equipment is only to be used for the College's business purposes. If you need to take materials or College equipment off the College's premises, you must have prior management approval to do so. Should you need to take College property, e.g. laptop, away from Hughes Hall, it should be password protected and kept securely and out of sight in unattended vehicles, which should be locked.

Any faults, losses or damage must be reported to the appropriate college contact immediately, and will be subject to an investigation by management. Any losses and damages attributable to negligence, misuse or by any other contributory fault on your part will render you liable to pay for a replacement or repair in full or in part dependent on the circumstances and such payment shall be deducted from remuneration that is due to you. Dependent on the amount due to the College the payment may, at the College's discretion, be paid in instalments.

On termination of your contract of employment, for whatever reason, you must return to the College all property of the College then in your possession. This would include all correspondence, documents, precedents, papers, records or electronic data, however stored, which you have received or written during the course of your employment and any other property belonging to us.

### 3.16 Gambling

Gambling and betting are strictly prohibited whilst at work. The running of any sweepstakes must have prior permission from the Bursar.

### 3.17 Visitors

Please ensure that all visitors are shown to the Porters' Lodge and are accompanied at all times whilst on the premises.

### 3.18 Conflicts of Interest

If, as part of your duties at the College, you are called upon to deal with any matter in which you may have a personal interest, you must immediately disclose that interest to the Bursar.

### 3.19 Criminal activities

The College's reputation requires that its staff are known to be scrupulously honest and fair in their work. It follows from this that the College cannot condone any improper or criminal act by its staff when at work, or at any time if it has a bearing upon their employment with the College. The College will take rigorous action in such cases including, as appropriate, the use of the Disciplinary Procedures against any individual involved and/or the initiation of enquiries into the matter by the appropriate law enforcement authorities.

If you are charged with a criminal offence or receive a Formal Police Caution you must report that fact to the Bursar at the earliest opportunity. Subsequently, you should notify the College promptly of any further developments, e.g. any changes to the charge(s), the trial date, location, how you intend to plead.

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If you have any reasonable grounds for suspicion that another member of staff has been involved in any criminal activity affecting the College you should report the matter, in confidence, to the Bursar.

### 3.20 Alcohol and Illegal Substances

The consumption of alcohol or non-prescription drugs (including psychoactive (mind-altering) substances which may or may not be illegal) during working hours is not permitted and action will be taken under the College's disciplinary procedure if misconduct takes place at work as a result of drinking or taking drugs, or if you are found to be under the influence of alcohol or drugs whilst at work.

Even a small amount of alcohol can affect work performance and, if you are found under the influence of alcohol whilst at work, there could be serious health and safety consequences. The same applies to being under the influence of drugs. Incapacity or misconduct caused by an excess of alcohol or drugs at work is a potential gross misconduct offence under the College's disciplinary procedure and you are therefore liable to be summarily dismissed. This also applies if you are believed to be buying or selling drugs or in possession of or taking drugs on the College's premises.

The College reserves the right in any of these circumstances to arrange for you to be escorted from the premises immediately and sent home without pay for the rest of the day. The College also reserves the right to suspend you from work on full pay while carrying out an investigation.

If you are representing the College at business/client functions or conferences or attending College organised social events outside normal working hours, you are expected to be moderate if drinking alcohol and to take specific action to ensure you are well within the legal limits if you are driving. You are prohibited from taking drugs on any of these occasions.

**The Catering, Bar and Conference Staff Alcohol Consumption Policy can be found at Appendix 3 of the Staff Handbook.**

### 3.21 Professional Boundaries

Staff are reminded to maintain the highest levels of professional conduct with their students at all times. It is expected that all interactions, including but not limited to communication through e-mail, telephone, social networking sites or face to face, are conducted with dignity and respect and remain within the boundaries of expected professional protocol; this includes interactions that fall outside of normal day to day teaching arrangements. You are reminded that you must have prior consent from your reporting line to share your personal phone numbers and e-mail addresses with students. It is generally expected that all communication with students will be conducted on college provided e-mail and telephone systems where appropriate.

Further, staff are reminded to act responsibly both in their day to day behaviour, and in any online presence, and should avoid bringing the College's name into disrepute. Staff are advised to familiarise themselves with the policy on Staff, Senior Members & Student Relationships and comply with the terms set out within it.

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### 3.22 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:

- 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;
- 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;
- 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.

### 3.23 Code of Behaviour Policy

In an environment that encourages and celebrates freedom of thought and expression, it is vital that our behaviour towards one another remains courteous and professional. The following Code, sets out the Colleges expectations around how we should behave and not behave towards other members of our community. All Hughes Hall employees have a responsibility to act in line with this Code. College employees and workers, academic visitors, volunteers, retired staff, suppliers and others are also expected to behave in a manner that is consistent with the Code if undertaking their work or services specifically in the College environment or when engaging in activities related to the College.

**The Code of Behaviour**

We are each individually responsible for our own actions and for recognising the impact of our behaviour on others. Acknowledging one of the Colleges core values of inclusivity and the Universitys core values of freedom of thought and expression and freedom from discrimination, we should always strive to:

- Foster a trusting environment that enables honest and supportive working and studying conditions
- Recognise that our actions can impact others and show courtesy and consideration in our interactions with others, even if we disagree with their views
- Discuss views that others may find disagreeable or distasteful in a constructive and lawful way in line with the University Statement on Freedom of Speech
- Treat each other fairly and without bias
- Recognise and acknowledge the contribution of others to our work
- Honour the need for confidentiality when the nature of our work requires it
- Maintain appropriate and professional relationships with all members of the College and University, in particular students and those in subordinate positions to us
- Promote a culture where colleagues can speak out about inappropriate behaviour
- Support our colleagues experiencing inappropriate behaviour by intervening, speaking out and helping where we feel able.

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In order to maintain a culture of courtesy and professionalism, we must never bully, harass, discriminate, victimise or commit sexual misconduct, by avoiding such behaviour as:

- Talking down to, belittling, gratuitously interrupting or preventing others from speaking
- Directing inappropriate language, such as swearing, towards others or making degrading comments about individuals or groups of individuals
- Making inappropriate derogatory remarks about a colleagues performance in public, whether directly (such as in a meeting) or indirectly (for example, by needlessly copying people into an email)
- Humiliating others by shouting at them, either publicly or privately
- Maliciously ignoring individuals or groups of individuals, or inhibiting the ability of others to perform their roles by withholding information or excluding them from necessary meetings and discussion
- Imposing overbearing and intimidating levels of supervision or management
- Undermining the reputation of others through malicious rumours or false allegations or by breaching confidential conversations
- Making racist, sexist, homophobic, transphobic, disablist or ageist jokes, remarks or gestures, which may demean or discriminate independently of our intention.
- Mocking, mimicking or belittling a colleague, student or visitor because we perceive them as different to us, or using this difference as a reason to treat them unfairly
- Behaving in a controlling or coercive way, such as placing excessive pressure on others to subscribe to a particular political or religious belief
- Circulating or displaying any type of communication on any form of media that would otherwise constitute a form of inappropriate behaviour contrary to this Policy
- Making unwelcome and unpermitted sexual advances, suggestive behaviour or touching someone against their will or without their consent, even if it is perceived as harmless by the individual behaving this way
- Retaliating to allegations of inappropriate behaviour, including threatening those who have made the allegations, providing unfair or misleading references, or blocking access to career development opportunities.

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# 4 COMMUNICATIONS

Excellent communications are vital for the success of the College. This includes being polite, courteous and concise.

## 4.1 Internal Communications

It is the policy of the College to keep everyone informed on all matters, which are important to their roles and their employment with the College. Governing Body and College Council are responsible for discussing and formulating policy and making decisions about the College and its future development. Approved Minutes from these meetings are published on the College's website. Regular staff and management meetings are held to keep everyone informed of important developments. All departments are encouraged to hold regular team meetings. We encourage two-way communication and opportunities are available to ask questions and receive answers from the person providing the information.

## 4.2 Professional Relations

Hughes Hall is people-focused. Our Members of College and employees are key to the success of Hughes Hall and must always be treated with courtesy and in a professional manner. Failure to do so may result in the use of the disciplinary procedure.

## 4.3 Computer Use and Electronic Communications and Internet Policy

Electronic communications are essential for our business but must be used carefully to prevent the unintended creation of legal liabilities for the College and for employees.

This part of our handbook deals mainly with the use (and misuse) of computer equipment, e-mail, the Internet, telephones, personal digital assistants (PDAs), smartphones and voicemail, but it applies equally to the use of fax machines, copiers, scanners, CCTV, and electronic key fobs and cards. It outlines the standards we require users of these systems to observe, the circumstances in which we will monitor use of these systems and the action we will take in respect of breaches of these standards.

Unauthorised access to College information, whether computerised or manual, may lead to disciplinary action. In the case of computerised information, "hacking" will be considered a dismissible offence.

### 4.3.1 System security

You should not delete, destroy or modify existing systems, programs, information or data, which could have the effect of harming the College or exposing it to risk.

You should not download or install software from external sources without authorisation from the IT Manager. This includes software programs, instant messaging programs, screensavers, photos, video clips and music files. Incoming files and data should always be virus-checked by the IT department before they are downloaded.

The following must never be accessed from the Hughes Hall desktop & laptop computers or from personal devices: online radio, audio and video streaming, and webmail (such as Hotmail or Yahoo) and social networking sites (such as Facebook, Instagram, Bebo, Second Life, YouTube, Twitter) unless this forms part of your role. This list may be modified from time to time.

No device or equipment should be attached to our systems without the prior approval of the IT Manager. This includes any USB flash drive, MP3 or similar device, PDA or telephone. It also includes use of the USB port (unless Bitlocker encrypted), infra-red connection port or any other port.

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### 4.3.2 Security and use of passwords

No information belonging to the College, especially member details, should be taken off the premises e.g. on laptops or USB sticks. If necessary, information that you might require to work on off the premises should be stored and accessed via your Microsoft Office 365 Teams folders.

Do not pass on passwords to anyone else; they are for individual use only. Passwords should be stored in a non-accessible, secure place.

### 4.3.3 Prevention of Viruses

In order to ensure that the system is kept virus free, no unauthorised disks / CDs / DVDs should be used, or software installed, on our computer equipment (including laptops) unless this has been cleared with our IT Manager.

### 4.3.4 Private Work

College computer equipment and the computer network should not be used for any work other than that required by your role unless this has been agreed in advance by your relevant manager or other authorised individual.

### 4.3.5 Games

Our computer equipment and network should not be used for computer games, even outside normal working hours.

### 4.3.6 Prohibited use of our systems

Misuse or excessive personal use of our telephone or e-mail system or inappropriate internet use will be dealt with under our Disciplinary Procedure. Misuse of the internet can in some cases be a criminal offence.

Creating, viewing, accessing, transmitting or downloading any of the following material will usually amount to gross misconduct (this list is not exhaustive):

(a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);

(b) offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or to our clients;

(c) a false and defamatory statement about any person or organisation;

(d) material which is discriminatory, offensive, derogatory or may cause embarrassment to others (including material which breaches our Equality, Inclusion and Diversity Policy, Anti-harassment and Anti-bullying Policy);

(e) confidential information about College Members, employees, workers, office-holders or clients (except as authorised in the proper performance of your duties);

(f) unauthorised software;

(g) any other statement which is likely to create any criminal or civil liability (for you or us); or

(h) music or video files or other material in breach of copyright.

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### 4.3.7 Monitoring of use of systems

Our systems enable us to monitor telephone, e-mail, voicemail, Internet and other communications and to monitor the site CCTV system. For business reasons, and in order to carry out our legal obligations in our role as an employer, your use of our systems including the telephone and computer systems (including any personal use) may be continually monitored by automated software or otherwise.

We reserve the right to retrieve the contents of email messages or check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the business, including for the following purposes (this list is not exhaustive):

(a) to monitor whether the use of the email system of the internet is legitimate and in accordance with this policy;

(b) to find lost messages or to retrieve messages lost due to computer failure;

(c) to assist in the investigation of alleged wrongdoing; or

(d) to comply with any legal obligation; or

(e) to find messages when the member of staff is absent from College.

Monitoring of a member of staff's email and/or internet use will be conducted in accordance with an impact assessment that the College has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the College's legitimate interests and is to ensure that this policy on email and internet use is being complied with. The information gathered through monitoring may be shared internally, including with a member of staff's line manager, managers in the department in which the staff member works and IT staff if access to the data is necessary for performance of their roles. However, information would normally be shared in this way only if the College has reasonable grounds to believe that there has been a breach of the rules set out in this policy. Information gathered will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted. Information obtained through monitoring will not be disclosed to third parties other than our external HR consultancy, (who comply with our data protection policies), unless the College is under a duty to report matters to a regulatory authority or to a law enforcement agency.

Monitoring your usage will mean processing your personal data. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the Staff and Senior Members Data Protection Statement. Monitoring of CCTV footage is defined in the CCTV Policy. Both these documents are available at Policies and documents - Hughes Hall (cam.ac.uk)

You have unlimited access to the Internet and the system is to be used solely for the work of the College during working hours. A limited level of personal usage is permitted during non-working hours e.g. lunch breaks.

The Internet is an important communication facility providing contact with external sources throughout the world. Where appropriate and duly authorised, you are encouraged to make use of the Internet as part of your official professional activities.

Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the College's name, which should be pre-authorised. Where personal views are expressed, a disclaimer stating that this is the case should be clearly added to all correspondence. Intellectual Property Rights and Copyright must not be compromised or infringed when publishing on the Internet.

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When a website is visited, devices such as cookies, tags or web beacons may be employed to enable the site owner to identify and monitor visitors. If the website is of an inappropriate nature, such a marker could be a source of embarrassment to the visitor and us, especially if inappropriate material has been accessed, downloaded, stored or forwarded from the website. Such actions may also, in certain circumstances, amount to a criminal offence if, for example, the material is pornographic in nature.

You should therefore not access any web page or any files (whether documents, images or other) downloaded from the Internet, which could, in any way, be regarded as illegal, offensive, in bad taste or immoral. While content may be legal in the UK, it may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of our Electronic Information and Communications Systems Policy.

You should not under any circumstances use our systems to participate in any Internet chat room, post messages on any Internet message board or set up or log text or information on a blog or wiki, even in your own time.

The use of the Internet to access and/or distribute any kind of offensive material or non-employment related issues would leave an individual liable to disciplinary action, which could lead to dismissal.

#### 4.3.8 E-mail etiquette and content

E-mail is a vital business tool, but an informal means of communication, and should be used with great care and discipline. You should always consider if e-mail is the appropriate means for a particular communication and correspondence sent by e-mail should be written as professionally as a letter. Messages should be concise and directed only to relevant individuals.

Nobody should send abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory e-mails. Anyone who feels that they have been harassed or bullied, or are offended by material received from a colleague via e-mail should inform their manager.

Care must be taken with the content of e-mail messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

If the e-mail system is used, particular attention should be paid to the following points:

- All College business and communications must be carried out via the Hughes Hall email system, using your @hughes.cam.ac.uk address. Private addresses like @cam.ac.uk must not be used under any circumstances.
- Any e-mail messages must be sent using the standard Hughes Hall signature format, The standard format is available from the Communications team.
- E-mail messages and copies should only be sent to those for whom they are particularly relevant.
- E-mail should not be used as a substitute for face-to-face communication. Hasty messages, sent without proper consideration, can upset and/or cause concern or misunderstandings.
- If an e-mail is confidential, the necessary steps must be taken to protect confidentiality, as the College will be liable for infringing copyright or any defamatory information circulated either within the College or to external users of the system.
- Offers or contracts transmitted via e-mail are as legally binding on the College as those sent on paper.
- The College reserves the right to access any @hughes.cam.ac.uk mailbox.

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In general, you should not:

- send or forward private e-mails at work which you would not want a third party to read;
- send or forward chain mail, junk mail, cartoons, jokes or gossip;
- send 'flame-mails" (emails that are abusive);
- send messages that could constitute bullying, harassment or other detriment;
- use the email system for online gambling or accessing or transmitting pornography or transmitting copyright information and/or any software available to you;
- contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to those who do not have a real need to receive them;
- sell or advertise using our communication systems or broadcast messages about lost property, sponsorship or charitable appeals;
- agree to terms, enter into contractual commitments or make representations by e-mail unless appropriate authority has been obtained. A name typed at the end of an e-mail is a signature in the same way as a name written at the end of a letter;
- download or e-mail text, music and other content on the Internet subject to copyright protection, unless it is clear that the owner of such works allows this;
- send messages from another staff member's computer or under an assumed name unless specifically authorised; or
- send confidential messages via e-mail or the Internet, or by other means of external communication that are known not to be secure.

If you receive a wrongly delivered e-mail, you should return it to the sender. If the e-mail contains confidential information or inappropriate material (as described above) it should not be disclosed or used in any way.

#### 4.3.9 Social Networking

The use of online chat or social networking sites is not acceptable during working hours unless it is part of your job role.

Where applicable, online activity follows the same standards of conduct and ethics as offline activity. Before participating in any social media activity, you must adhere to the standards of conduct expected by the College in maintaining honesty, integrity, confidentiality, professionalism, respect, responsibility and trust. No derogatory comments should ever be made on social media about the College, or your employment within Hughes Hall, or fellow employees, workers, office-holders or members or suppliers.

You should be aware that even when using social media for personal use, information that is shared with friends online or information posted about you, fellow employees, workers, office-holders or the College, may be accessible to a much wider audience. Even when not connected with clients via social media, your presence on social media channels and comments posted should be handled with care, ensuring that colleague or client confidentiality or rights to privacy are not compromised.

Social media is an increasingly important means of communicating and connecting with others, including clients, on networking sites such as LinkedIn.

It is an illegal and a potentially dismissible act to add the College's contacts or download the College's contacts to LinkedIn or other social media.

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Recommendations for colleagues, other Hughes Hall staff or ex-employees on social media sites such as LinkedIn are strictly prohibited. In addition, soliciting, accepting or providing member recommendations on LinkedIn or other social media is against College policy.

Hughes Hall has dedicated social media accounts set up to communicate information. All Staff who post to social media for College matters must use these accounts only. Personal accounts must not be used. The accounts are managed by the Communications Officer.

Any breaches of this policy will be subject to disciplinary action under the College's disciplinary procedure.

The College reserves the right to monitor employees' use of social media on the College's equipment. The College considers that valid reasons for checking a staff member's internet usage include suspicions that the staff member has:

- been using social media when they should be working; or
- acted in a way that is in breach of the rules set out in this policy.

Monitoring is in the College's legitimate interests and is to ensure that this policy on use of social media is being complied with. Monitoring will consist of checking the social media sites that a staff member has visited, the duration of such visits and the content that the staff member has contributed on such sites. The information gathered through monitoring may be shared internally, including with a staff member's line manager, managers in the department in which the staff member works and IT staff if access to the data is necessary for performance of their roles. However, information would normally be shared in this way only if the College has reasonable grounds to believe that there has been a breach of the rules set out in this policy. Information gathered will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted. Information obtained through monitoring will not be disclosed to third parties other than our external HR consultancy, (who comply with our data protection policies), unless the College is under a duty to report matters to a regulatory authority or to a law enforcement agency.

#### 4.3.10 Policy Amendments

The College may amend this policy from time to time in response to changes in this rapidly developing area.

### 4.4 Private Telephone Calls / Correspondence

The office telephones are primarily for business use. Private telephone calls should be kept to a minimum.

Please be aware that inappropriate use of the telephone and e mail is potentially gross misconduct and could result in dismissal.

The College's postal system should not be used for personal correspondence nor should Hughes Hall stationery be used for this purpose.

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### 4.5 Interception of Mail, Phone Calls and Email

The College reserves the right to intercept any emails, mail or phone calls in accordance with the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. Interception may be for any of the following purposes:

- checking compliance with regulations;
- quality control or staff monitoring;
- detecting crime;
- investigating or detecting unauthorised use; and/or
- checking for virus or security threats to the system.

The information gathered through monitoring may be shared internally, including with a staff member's line manager, managers in the department in which the staff member works and IT staff if access to the data is necessary for performance of their roles. However, information would normally be shared in this way only if the College has reasonable grounds to believe that there has been a breach of the rules set out in this policy. Information gathered will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted. Information obtained through monitoring will not be disclosed to third parties other than our external HR consultancy, (who comply with our data protection policies), unless the College is under a duty to report matters to a regulatory authority or to a law enforcement agency.

### 4.6 Personal Mobile Telephones

The College is aware that personal mobile phones are important for emergency contact purposes. However, personal mobile calls should be kept to an absolute minimum during working hours.

Staff are reminded to be considerate of their colleagues and keep mobile phones on silent or vibrate mode only during working hours so as to limit the level of noise disruption to other members of the College.

If you are able to access your work emails on your personal handset, you must ensure that your phone is password protected and that confidentiality is maintained at all times.

It is illegal to hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving.

It is College policy that if you drive or use College vehicles as part of your work, you should not hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving. You should ensure you are safely parked and you have turned off the engine before making or receiving any telephone calls. In the event of you being unable to answer a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible after you have safely parked and turned off the engine.

You can use a device held in your hand, whilst in a College vehicle or in your own vehicle, in the following circumstances only:

- you need to call 999 or 112 in an emergency and it is unsafe or impractical to stop
- you are safely parked
- you are making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you are using the device to park the vehicle remotely.

You can use devices with hands-free access, such as a built-in sat nav, provided you do not hold the device at any time during usage.

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### 4.7 Gifts from Clients, Students or Suppliers of Services

You should not accept gifts as an inducement/bribe for preferential treatment or business advantage. However, gifts may be accepted when offered by an organisation as part of their normal marketing activities, provided such acceptance could not be misconstrued and the value is of a trifling nature. The same is true of social invitations. If in any doubt, you should consult the Bursar.

All gifts, including their value and description, must be disclosed to the Bursar for inclusion in the Gifts register.

#### 4.7.1 Anti-Bribery and Corruption Policy

The College is committed to ensuring that high standards of integrity apply in all of its areas of operation and that all of its business is conducted in an honest and transparent manner. As an educational establishment and a charity deriving a significant proportion of its income from public funds, benefactions and charitable organisations, the College is concerned to protect itself and its funders, donors, staff and students from the detriment associated with bribery and other corrupt activity. It is therefore committed to preventing bribery and fraud by staff and any third party performing services for or on behalf of the College.

What constitutes bribery?

(a) offering, promising, giving, requesting, or accepting a financial or other advantage in circumstances occurring inside or outside the UK which are intended to induce or reward improper performance of a function or activity that

- is of a public nature, performed in the course of a person's employment, connected with a business or trade, or performed on behalf of a body of people; and
- a reasonable person in the UK would expect to be performed in good faith, impartially or in accordance with a position of trust;

(b) offering, promising or giving a financial or other advantage to a public official outside the UK (or somebody else nominated by that official) intending to influence the official in the performance of their official functions in order to obtain or retain business or a business advantage.

The Bribery Act 2010, which has applied since 1 July 2011, has brought into force sanctions against specific bribery-related offences for individuals and for companies. The Act creates four key offences:

- Active bribery (the offence of offering to bribe another)
- Passive bribery (the offence of accepting or requesting a bribe)
- Bribery of a foreign public official
- Failing to prevent bribery (the offence by a commercial organisation, including potentially a College, of failure to prevent bribery by any person associated with it)

Both acts of active and passive bribery are subject to sanction.

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What constitutes fraud?

An act or omission, made with the intent of making a financial gain, or causing a financial loss, or exposing another to the risk of a financial loss, in which a person:

- dishonestly makes a false representation; or
- dishonestly fails to disclose information which he/she/they are under a legal duty to disclose; or
- occupies a position in which he/she/they are expected to safeguard, or not act against, the interests of another person and;
- dishonestly abuses that position; and
- intends, by means of that abuse of that position to make a gain for himself or herself or another, or to cause loss to another or to expose another to the risk of loss.

To comply with the Bribery Act and this policy:

- No member of staff or associated person shall seek a financial or other advantage for the College through bribery
- No member of staff or associated person shall offer, promise, give, request, agree to receive or accept a bribe for any purpose.
- The College prohibits any form of fraud within its operations, and no College staff or associated persons may engage in any form of fraud with regard to activity carried out within or on behalf of the College.
- College staff who suspect that bribery or fraud has occurred are required to report such instances to the Bursar. The matter will be appropriately investigated, recorded, and reported in accordance with the Financial Regulations and/or the Whistle-blowing procedures.
- Bribery and fraud by staff will be treated as a serious disciplinary offence resulting, potentially, in dismissal and legal action. The maximum sentence is 10 years for individuals who commit such offences. Organisations are liable to an unlimited fine.

It remains acceptable to undertake proportionate expenses such as entertaining to improve the College's image, to foster good client relations (cordial relations), or to demonstrate better what the College has to offer. Special event-related gifts, such as flowers on the birth of a child, where given in a proportionate and appropriate manner, are also acceptable. It is key that any such entertainment undertaken remains reasonable and proportionate. The more lavish the entertainment, the greater the risk of intent to bribe.

Where a gift or hospitality is being provided by or on behalf of the College:

- It must not exceed normal business courtesy.
- It must not be made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- It must comply with local law(s);
- It should be given in the name of the College and not in an individual's name;
- It should be appropriate in the circumstances, of an appropriate type and value and given at an appropriate time;
- It should be given openly, not secretly;
- Gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of the College.

If in doubt about acts of gift-giving or similar scenarios, consult with the Bursar.

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# 5 TRAINING AND DEVELOPMENT

## 5.1 Appraisal

Hughes Hall's annual appraisal process is an important part of the ongoing communication between you and your reporting line about your performance, areas for development and future objectives.

### 5.1.1 Ongoing process

It is important that you have regular discussions about your performance with your reporting line throughout the year. The annual appraisal is normally a summary of the ongoing discussions about what is going well and what needs development or improvement.

The annual appraisal offers a formal opportunity for you to discuss with your reporting line and record in writing:

- the extent to which previously agreed objectives have been met;
- examples of how you have demonstrated the behavioural competencies for your role;
- how you can build on your strengths and further develop the skills and knowledge necessary;
- what your forthcoming objectives will be focused on, in line with the College's priorities for the coming period.

### 5.1.2 Your role in the process

You are expected to play an important role in sharing the responsibility for the process. You need to ensure that you understand what is expected from you by agreeing SMART objectives (**S**pecific, **M**easureable, **A**ctionable, **R**elevant, **T**imely objectives) with your relevant manager and understand how your performance is viewed by seeking and responding to constructive feedback. As part of this process, you should also identify your strengths and areas for development through self-reviews and by seeking advice.

## 5.2 Training and Development Policy

Effective training and development benefits the individual and the College as a whole and contributes to the College meeting its mission and objectives. It does so through enhancing the effectiveness with which people carry out their jobs and enabling individuals to develop both personally and professionally.

Hughes Hall offers a range of options to support your personal development. Where possible, development activities will draw on the knowledge and skills of College staff. This has the advantage of allowing advice, guidance and on-the job training to be given in a way that is directly applicable to the work context.

Training and development can be defined as any activity designed to help make individuals more effective at their work by improving, updating or refining their knowledge and skills. It encompasses a wide range of activities including job-related learning, interacting with others, and formal educational events.

We believe training and development to be a continuous process and expect staff to keep abreast of developments within their own area of expertise.

Training and development should address both Hughes Hall's needs (the competencies required to achieve our goals and objectives) and the needs of the staff member (the competencies you require to do your job).

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### 5.2.1 Approaches to training

Training may be undertaken through a range of mediums. This may include:

- on the job training – learning and developing through day-to-day tasks, challenges and practice;
- coaching and mentoring - Peer or supervisor coaching, exploiting personal networks, member engagement, and other collaborative learning;
- formal training – learning through structured courses, programs and qualifications.

Ultimately, all training should align with Hughes Hall's strategic priorities and in making Hughes Hall a more effective organisation. It should support the ability of the staff member to fulfil their current role or prepare them for future positions within Hughes Hall. In practice, this should mean that all training is focused on one of the three outcomes below:

- job specific training - training and development that enables a member of staff to meet the requirements of a current position. This may include technical and/or soft skill development;
- job specific cross training – training which reduces risk to the business in times of staff absence due to holiday and sickness, and supports the retention of institutional knowledge in the event of staff leaving the College. This may include technical and/or soft skill development;
- career development - training and development that builds competencies to prepare staff for future positions within the College. This may include technical and/or soft skill development.

### 5.2.2 Induction

An effective induction process is important for settling new members of staff into Hughes Hall and ensuring a smooth transition for those who move within the College into new roles.

Line managers are responsible for planning the induction process and identifying the appropriate activities throughout this period.

### 5.2.3 Who is responsible for my ongoing training and development?

The process of training and development is most effective when each individual takes responsibility for their own learning. Each member of staff is therefore encouraged to take ownership of their personal development in relation to their work.

Line managers have a duty to support their staff in this process and to encourage and facilitate access to appropriate training and development activities.

Responsibility for determining relevant and appropriate training and development to meet these needs is shared between the staff member and their reporting line.

### 5.2.4 When are my training and development needs reviewed?

Training and development needs are formally reviewed annually, as part of the appraisal process.

Training and development should also form part of your ongoing discussions and may be raised at any time of year by you or your reporting line.

Your reporting line and you should discuss your progress in undertaking training and the success of this training throughout the year.

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### 5.2.5 Training Budgets

Hughes Hall sets aside funding each year for training. The funds are allocated on a combination of the College's priorities and departmental training needs. Considerations are also made with regards to the how the training will support an individual in their career at Hughes Hall.

Hughes Hall will not fund training that is not agreed as part of your personal development plan, or that does not help in developing and delivering Hughes Hall's strategic objectives / business plan.

Individual cases will be dealt with on a case-by-case basis and will be reviewed by the leadership team.

### 5.2.6 Leaving Hughes Hall during an ongoing training program

Hughes Hall operates a process of clawback on specific qualifications and training.

Clawback applies where a training request has been driven by a member of staff with motivations for both career development as well as ongoing skill development. In such instances, the staff member will be liable for any spend previously paid by Hughes Hall, but where that service has yet to be consumed by the member of staff.

For example, where a staff member has requested and been granted £1,000 spend for a qualification, but leaves Hughes Hall having only completed 50% of the programme, the staff member will be liable to Hughes Hall for the outstanding 50%.

Where a qualification or course is specifically requested by a reporting line no liability will reside with the member of staff.

### 5.2.7 How will my training be evaluated?

On completion of training and development activities these will be evaluated in respect of their effectiveness from both an organisational and personal perspective.

At the annual appraisal, personal development plans and activities will be reviewed to determine outcomes and help plan for the following year.

Staff may be required to give an information talk or presentation to colleagues on the outcome of their course and how the College has benefited from their learning.

### 5.2.8 Study Support

As part of your continuing development, the College may offer you financial assistance if you are engaged in a recognised course of study or training leading to a professional or vocational qualification. Financial assistance takes two forms: payment of the actual course or exam fees and payment of your full salary during periods of study leave. Such assistance is subject to the College's prior approval of the course, to be given in writing by the Bursar.

### 5.2.9 Training Requests

All requests for training must be submitted in writing, and must be agreed and signed by your reporting line and the Bursar.

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### 5.3 Claiming back Professional Fees and Subscriptions

From January 2021, if you pay fees for professional memberships associated with your role, the College may offer you reimbursement providing the following criteria are met:

- The subscription should relate directly to staff member's role;
- Only 1 subscription fee to be claimed per year per staff member;
- No backdating of prior year claims before 2021;
- The staff member should obtain initial approval by their line manager and Bursar and any authorised subscription fee should be claimed back using the expenses process via the Finance Office.

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# 6 TIME OFF

This section applies to "unplanned absence" and does not apply to holidays or any absence approved in advance.

## 6.1 Sickness Absence

### 6.1.1 Reporting Procedure

If you are unable to attend work either you or a representative must telephone your reporting line manager as soon as possible, and in any event within half an hour of your normal start time on the first day of absence. Text messages or emails are not acceptable unless you have been unable to talk to your line manager and can demonstrate that you have tried to do so. If your manager is not available, you should leave a voice message and try again later. We require a clear communications audit trail. The following information will be required:

- an explanation of the reasons for the absence;
- advice on a likely return to work date.

Daily contact is required for the first seven days of absence and regular contact thereafter to give updates so that the necessary work arrangements can be made.

Failure to carry out the above may result in sick pay being withheld.

### 6.1.2 Self-Certification

On return to work, irrespective of the length of absence, the days absent will be recorded. This is so that the correct payment can be made. A self-certification form MUST be completed for payment of any Statutory Sick Pay to which you may be entitled. This form is included as Appendix 1. Once completed this should be given to your reporting line for counter signature.

### 6.1.3 Medical Certification

From the eighth consecutive calendar day of absence (counting all days of the week including Saturdays, Sundays and statutory holidays), a Fit Note for your absence, signed by a medical professional, must be given to your reporting line and passed to the HR Manager.

In some situations, in line with government guidance, an extension of self-certification of absence will be temporarily accepted. You will be informed of any such changes should these apply.

### 6.1.4 Return to Work Discussions

On your return to work, there should be a discussion with your reporting line:

- to identify the cause of the absence;
- to ensure that you are fit to return;
- to address any problem that may be causing or contributing to the absence;
- to agree new work priorities following absence;
- identify any reasonable adjustments that may be appropriate, based on relevant medical advice.

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### 6.1.5 Statutory Sick Pay

You are entitled to statutory sick pay (SSP) if you are absent because of sickness or injury provided you meet the statutory qualifying conditions. Statutory sick pay is treated like wages and is subject to normal deductions for tax and national insurance contributions.

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. SSP is payable from the first day of sickness absence for a maximum of 28 weeks. If you have any queries regarding your entitlement to SSP you should contact HR.

### 6.1.6 College Sick Pay

Provided that the College is satisfied that your absence is due to genuine incapacity for work and the correct notification procedures have been followed, the College may, at its absolute discretion, pay Occupational Sick pay over and above SSP as detailed in your contract of employment.

Such payments are inclusive of SSP and are entirely at the discretion of the Bursar.

Entitlement of part-timers will be on a pro-rata basis.

## 6.2 Accidents Resulting in Absence

In the event of an accident at work, as a result of which you are absent from work for three days or more, the accident must be reported in the Accident Book. Accident Books are located at key points throughout College including with the First Aid Officers (see Contact lists on Noticeboards), at the Porters Lodge and the Catering Department. Completed forms should be returned to the Head Porter.

In addition, if you are absent due to injury/accident you are required to notify the College of any claim made against a third party. The College reserves the right to expect repayment of any College sick pay (or part thereof), which is the subject of a payment, received from such a claim. This will not affect payments of SSP. The repayment should be made either as a lump sum or by deduction from salary by agreement.

## 6.3 Absence Monitoring

Repeated absences or long-term absence, even though caused by genuine sickness, can lead to termination of employment. This action would only be taken when there are no other reasonable alternatives.

Short-term absence will be managed by our Sickness and Absence Policy. The aim of this procedure is to avoid dealing with absence as a disciplinary issue. We see long-term absence as a capability issue and not one of conduct. Please refer to our Capability Policy.

We will, of course, ensure the appropriate application of the Equality Act 2010.

## 6.4 Absence for Probationers

If a probationary period applies and you are absent during your probationary period in excess of what we consider to be reasonable, we reserve the right to make a decision as to how the absence level has affected your work and that of the team. If the disruption has been excessive, this could ultimately result in you failing the probationary period or the probationary period being extended.

Normally only SSP is payable during the probationary period.

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### 6.5 Medical Appointments

Whenever possible, medical appointments, i.e. visits to the doctor, hospital, dentist, optician or therapist, should be arranged in your own time. However, where this is not possible, appointments should be arranged for the beginning or end of the working day to minimise disruption to your work and time off for this must be agreed in advance with your reporting line. Where it is not possible to arrange appointments at such times that are suitable, your reporting line may give discretionary time off. It is entirely at our discretion and we will usually expect lost time to be made up but we will try to apply this policy consistently and according to best practice.

### 6.6 Referral to Doctor at our Request

It is possible during the course of your employment that the College may require your consent under the Access to Medical Reports Act 1988 to apply to your GP or consultant for a report on the current state of your health, or request that you undergo a medical examination by an independent medical examiner.

If we make a request of this nature, we will explain to you why we are seeking to process this information and the legal basis we are relying upon to do so. It is possible that you may be required to see a medical practitioner or required to give your consent to us receiving a medical report in order to (i) assist our investigations into an ongoing case of sickness absence, (ii) to determine whether you should continue to receive College pay, (iii) to make a decision with regards to your capability to perform your role (iv) to determine if you require any reasonable adjustments or (v) in relation to another legitimate reason that we will communicate to you at the time.

If we deem it necessary to ask for access to a medical report, or for you to visit a medical practitioner, you will be asked to sign a medical consent form stating whether you consent or not, and if you wish to see a copy of any medical report in advance of its disclosure to the College. Regardless of whether you provide your consent or not, you will be asked to acknowledge that you have been notified of the reason under data protection law as to why we are seeking to process this information and the legal basis for doing so.

Any personal data collected in relation to this policy is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the sickness procedure. Inappropriate access or disclosure of staff data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

### 6.7 Compassionate Leave

If time off is required for compassionate reasons, e.g. the death of a close relative, length of leave is given at our discretion. Pay for such leave is entirely discretionary. The Bursar's decision will be final.

When you make a request to your line manager for compassionate leave, your manager should process any personal data collected in accordance with the College's data protection policy. In particular, line managers should record only the personal information required to deal with your request for compassionate leave and keep this information only for as long as necessary to deal with the request.

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### 6.8 Parental Bereavement Leave

In the unfortunate event that you experience the loss of a child, you may be entitled to parental bereavement leave and pay in accordance with the current statutory provisions. Parental bereavement leave is available from day one of employment. It is available to employees on the death of a child under the age of 18.

You may take parental bereavement leave if you fall into any one of the following categories:

- A 'natural' parent
- An adoptive parent, and those with whom a child has been placed under the 'foster to adopt' scheme, provided the placement is ongoing
- A 'natural' parent where the child has been adopted but a Court Order exists to allow the 'natural' parent to have contact with the child
- An employee who is living with a child who has entered Great Britain from overseas in relation to whom has received official notification that they are eligible to adopt
- An intended parent under a surrogacy arrangement where it was expected that a parental order would be made
- A 'parent in fact' which is someone in whose home the child has been living for a period of at least four weeks before the death and has had day to day responsibility for the child, subject to exceptions. This category includes guardians and foster parents but does not include paid carers
- The partner of anyone who falls into the above categories, where they live in an enduring family relationship with the child and their parent.

In addition, parents who suffer a stillbirth after 24 weeks of pregnancy are entitled to take parental bereavement leave.

A total of two weeks may be taken as parental bereavement leave and you may choose to take leave as:

- A single block of one week
- A single block of two weeks
- Two separate blocks of one week

Leave must be taken in whole weeks and can start on any day of the week. It may be taken at any time in the 56 week period following the death.

If you have suffered a stillbirth after 24 weeks of pregnancy, you are still entitled to take the full entitlement to maternity and paternity leave, provided you were eligible to take maternity or paternity leave in the first place, in addition to parental bereavement leave. Parental bereavement leave cannot be taken at the same time as maternity or paternity leave.

Where more than one child dies or is stillborn, you are entitled to two weeks of parental bereavement leave in relation to each child.

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### 6.9 Bereaved Partner's Paternity Leave

In the unfortunate event that the primary carer of your child dies, you may be entitled to bereaved partner's paternity leave in accordance with the current statutory provisions. You should discuss your circumstances with your line manager and agree time off.

### 6.10 Time Off for Dependants (Emergency Family Leave)

You have the right to take a reasonable amount of unpaid time off during your working hours to deal with unexpected or sudden problems affecting your dependants and to make any necessary longer-term arrangements for their care.

It is expected that in most cases the amount of leave will be no more than one day, or two days, at the most. You may be able to take longer periods of leave under other arrangements with the College.

Examples of situations where leave may be applicable are as follows:

- to care for a dependant who falls ill or has been involved in an accident or assaulted
- when a partner is having a baby
- to make longer term arrangements for a dependant who is ill or injured
- to deal with the death of a dependant
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant; e.g. when the child-minder or nurse fails to arrive
- to deal with an incident involving your child during school hours.

#### 6.10.1 Advising the College

You must advise your reporting line as soon as possible when time off is required to deal with emergencies involving dependents. You must also advise how long you expect to be away from work. There may be occasions when you can return to work before it is possible to contact the College. However, on such occasions you must advise your reporting line of the reason for the absence immediately upon return to work.

Failure to notify the College of absence and the reason for that absence in accordance with the above rules will be regarded as unauthorised absence. Unauthorised absence will be considered to be misconduct and may result in disciplinary action.

#### 6.10.2 Who is a Dependant?

For the purposes of the right to time off, a dependant is defined as your "partner, child or parent, or someone who lives with you as part of your family e.g. elderly aunt or grandparent, but not a lodger, tenant or employee."

In cases of illness or injury or where care arrangements break down, a dependant may also be someone who reasonably relies on you for help or care in an emergency e.g. an elderly neighbour living alone.

### 6.11 Jury Service

If you are called for Jury Service (or are required to attend court as a witness) you should notify your reporting line as soon as possible and hand in a copy of the official Court Attendance Notice for completion.

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For Jury Service lasting up to 10 days, salary payment will continue, subject to the deduction of any monies received from the court in respect of loss of earnings. The court may require us to complete a Certificate of Loss of Earnings or Benefits, which you should submit to your manager as soon as you receive it.

If possible and reasonable, you should return to work for any half days that are not required for the attendance of Jury Service.

If the business' requirements make it impossible for you to attend for Jury Service the College reserves the right to request that you appeal for the dates to be changed.

If the Jury Service is expected to last longer than 10 working days, then you should speak to your reporting line for approval in the first instance. Special leave may be granted at the College's discretion.

### 6.12 Public Duties

Any time off to undertake public duties such as Justice of the Peace will be subject to our approval and the needs of Hughes Hall. Time off will generally be unpaid and any discretionary payment is at the discretion of the Bursar.

### 6.13 Travel Difficulties

In the event of strike action that would make it difficult for you to come into work, you should make prior arrangements for working on such days with your reporting line.

In the event of extreme adverse weather conditions or unexpected travel disruptions caused by extreme circumstances (e.g. volcanic ash, heavy snow, flooding, etc.), you are expected to make every attempt to arrive at work at your normal starting time.

If you decide that the weather conditions will prevent you from travelling to work you must opt for one of the following:

- take the day(s) as holiday,
- take the day(s) as authorised unpaid leave of absence, or
- work from home, subject to the approval of your reporting line

If this is the case, you must telephone your reporting line at least 30 minutes before your normal start time and inform him/her of the option you wish to take. If your line manager is not available, you must ensure that the HR Manager or the Bursar is notified of the absence and that you arrange for a message to be passed to your reporting line.

In the event that you decide to travel to work and subsequently find that the weather conditions prevent you from completing your journey, you must telephone your reporting line within two hours of your normal start time and inform him/her of the exact circumstances. In this case, the College will decide, at its discretion and in light of the circumstances, whether or not you will qualify for full pay.

In any event, absence from or lateness to work due to extreme adverse weather conditions will not be subject to the College's disciplinary procedure provided you have notified your reporting line in accordance with the above policy.

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It should not be taken as a given, that you can work at home should the nature of your work allow. For this to happen, even in exceptional circumstances, you must have the prior permission of your reporting line and have the necessary equipment available at home to enable you to work effectively.

### 6.14 Reserve Forces

If you are a member of the Territorial Army or other reserve forces you need to inform us immediately. If there is a requirement to participate in training, you may ask for an additional week's leave per annum in addition to annual holiday entitlement. This time off will be unpaid and will always be subject to the needs of our business.

### 6.15 Carer's Leave

Employees with caring responsibilities may be entitled to take Carer's Leave in line with current statutory provisions. You should discuss your situation with your immediate Line Manager who will explain your entitlements and if appropriate, agree time off.

### 6.16 Neonatal Care Leave

Eligible employees are entitled to neonatal care leave and pay in line with current statutory provisions. If you need time off in these circumstances, you should speak with your Line Manager who will explain your entitlements and if appropriate, agree time off.

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# 7 FAMILY FRIENDLY POLICIES

## 7.1 Maternity Provisions

The legislation and practice surrounding maternity arrangements can be complex. Any issues should be raised with the Bursar.

The College applies current maternity legislation and statutory entitlements, including payments. The leave and pay provisions are covered below. Hughes Hall takes appropriate steps to ensure that the College is aware of any recent legislative changes and would notify any person wishing to take maternity leave of their rights at that time. Please note that maternity leave and maternity pay are separate entitlements. Should you become pregnant it is important to check entitlement with the College as the regulations are subject to change as a result of legislation.

### 7.1.1 Time Off for Antenatal Care

All pregnant female employees, irrespective of role or length of service, are entitled to paid time off for antenatal care and are not required to make up the time away from the workplace. This includes appointments with the GP or at hospital and antenatal classes advised by a medical expert. Evidence should be provided for such appointments, if asked.

Fathers and partners of pregnant women, and those becoming parents through a surrogacy arrangement, have the right to unpaid time off to attend two antenatal appointments.

### 7.1.2 Maternity Leave

All pregnant employees, regardless of role, length of service or hours worked, are entitled to Statutory Maternity Leave, which is 52 weeks, comprising 26 weeks of Ordinary Maternity Leave (OML), immediately followed by 26 weeks of Additional Maternity Leave (AML), with no gap in between. In order to qualify for statutory maternity leave, certain notification requirements have to be met (as outlined below).

Whilst it is up to individuals as to how much maternity leave they wish to take (up to a maximum of 52 weeks), there is a period of compulsory maternity leave of two weeks, which should be taken immediately after the birth of the baby, and during which time you are not permitted to work.

When managing your maternity leave and pay, the College processes personal data collected in accordance with its data protection policy / policy on processing special categories of personal data. Data collected from the point at which you inform the College that you are pregnant is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your maternity leave and pay. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### 7.1.3 Notification and qualification

We would ask you to notify us of pregnancy as soon as possible so that we may carry out our duty to perform the necessary risk assessments under the Health and Safety legislation.

Qualification for maternity leave requires the following notification requirements to be met: to take maternity leave, you should inform your line manager no later than the fifteenth week before the week the baby is due:

i) that you are pregnant
ii) when the expected week of birth is (i.e. expected week of confinement or EWC)
iii) when you would like your maternity leave to start.

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The chosen date for starting maternity leave can be changed as long as you give 28 days' notice.

There is an onus on us, as the employer to write to you to inform you of the date that entitlement to maternity leave will end.

#### 7.1.4 Starting Maternity Leave

Ordinary maternity leave may begin at your choice, any time from 11 weeks before the EWC.

If you are absent from work due to a pregnancy related reason after the beginning of the fourth week before the EWC but before the date notified for the leave to begin, the maternity leave period begins automatically.

#### 7.1.5 Rights during Maternity Leave

##### 7.1.5.1 Statutory Employment Rights

Previous service and the period of absence will count for the purpose of statutory employment rights associated with redundancy, unfair dismissal or notice periods.

##### 7.1.5.2 Holiday Entitlement

Holiday entitlement will remain the same. Any holiday due must usually be taken before commencing maternity leave. Annual leave continues to accrue during the period of maternity leave and can be taken after maternity absence. Please note that any annual leave not taken within the appropriate holiday years will be forfeited, unless it has not been possible to take leave, in which case it must be discussed with the Bursar. No payment in lieu of holidays will be made except in the year of leaving the College.

##### 7.1.5.3 Salary Reviews

Salary will be reviewed as normal and any change implemented on your return. Pay rises awarded during maternity leave could result in a recalculation of your Statutory Maternity Pay (SMP).

#### 7.1.6 Statutory Maternity Pay

Pregnant employees who meet qualifying conditions based on length of service and average earnings, and give the correct notice, are entitled to receive up to 39 weeks' Statutory Maternity Pay (SMP).

If you have 26 weeks' continuous service into the qualifying week (which is the fifteenth week before the Expected Week of Confinement (EWC)), you are entitled to Statutory Maternity Pay (SMP).

The rate of SMP is 90% of the average weekly earnings for the first six weeks, followed by the lesser of, a flat rate as per legislation at the time or 90% of your average weekly earnings, for the remaining 33 weeks. The flat rate is subject to review by the Government every April.

SMP is paid by us if the following conditions are satisfied:

- employment by us for at least 26 weeks continuing into the fifteenth week of the EWC;
- earnings of not less than the lower earnings limit for the payment of National Insurance Contributions;
- 28 days' notice by you of your right to be paid SMP;
- a MAT B1 Certificate, (this is issued not more than 20 weeks before the EWC)

The earliest date that SMP can start is from the eleventh week before the baby is due and the latest date is from the day after the baby is born. SMP is calculated on the basis of gross earnings paid to you in a set period. This is usually the eight week period up to and including the 15th week before the expected week of childbirth.

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If you are not entitled to SMP but meet qualifying conditions based on your recent employment and earnings records, you may claim Maternity Allowance from the local JobCentre Plus office.

### 7.1.7 Contractual Maternity Pay

An employee will be entitled to contractual maternity pay if they have:

- at least one year of continuous service with the College by the 15th week before their EWC;
- they intend to return to work following their maternity leave;
- they meet the service and earnings requirements for entitlement to SMP as outlined above.

Contractual maternity pay is paid for the first 18 weeks of maternity leave at full pay plus a further 21 weeks at Lower Rate SMP. Contractual maternity pay is inclusive of Statutory Maternity Pay.

Payment of contractual maternity pay is subject to an employee returning to work for a minimum of 13 weeks after maternity leave. Otherwise the employee will be expected to repay the College the difference between contractual maternity pay and entitlement to SMP.

### 7.1.8 Confirmation of Intention to Return to Work

If the conditions above are satisfied, maternity leave and right to return to work will be subject to the following:

- continued employment until immediately before the beginning of the 11th week before the EWC, as stated on a Certificate of Expected Confinement (MAT B1). It is entirely your decision to continue to work after the eleventh week and even until confinement;
- a letter from you, at least 21 days before intending to start maternity leave, stating the intention to stop work because of pregnancy, including the EWC, and the intention to return to work;
- a Certificate of Expected Confinement (MAT B1).

If you wish to return to work you do not need to give notice of your return, unless you wish to return earlier or later than the date originally agreed with us, in which case 8 weeks' oral or written notice must be given. Failure to comply with these requirements may result in forfeiting the right to return. If you decide not to return, notice must be given in accordance with your Statement of Main Terms of Employment.

### 7.1.9 Returning to Work

You will retain the right to return to work for the periods described above and according to the relevant notice requirements being met.

We may postpone your return for up to four weeks from the chosen date of return provided there is good reason but only in the event that insufficient notice is given by you to return early.

Likewise, you may postpone your return for certain medical reasons. In this case, a Fit Note must be produced. Additionally, you can request annual leave or parental leave if you wish to postpone your return to work.

If you return late from maternity leave, without permission, this would be treated as unauthorised absence and dealt with accordingly.

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You have the right to return to the same job after maternity leave. There may be some exceptions to this if you take Additional Maternity Leave (AML). If it is not reasonably practicable for your job to be held open after 26 weeks, you will be offered a suitable alternative position on no less favourable terms and conditions than before.

#### 7.1.10 Keeping in Touch

Opportunities will be made available to arrange Keeping in Touch days (KITs) to give you the chance to come to work, to undertake training and keep in touch for up to 10 days during maternity leave, without losing your right to maternity pay. This should be discussed with your reporting line and/or the HR Manager. It is up to you whether or not you avail yourself of this opportunity.

#### 7.1.11 Part-time Working

We aim to be as flexible as possible, as far as our business needs dictate. Therefore, if you are returning from maternity leave and wish to return to work on a part-time basis, you should arrange to talk to your manager or the HR Manager as soon as possible. You should review the Flexible Working Policy for guidance on making a formal application for flexible working.

Each case will be considered individually. However, the operational needs of the business may make part-time working impossible in some cases.

#### 7.1.12 Still-Born Birth

In the most unfortunate event of a baby being stillborn or if lose your child after the 24th week of pregnancy, you are still entitled to take maternity leave and receive Maternity Pay and all the provisions set out in this process will still apply.

Ordinary Paternity Leave may also be taken in these circumstances.

#### 7.1.13 Miscarriage

For those in the unfortunate position of losing their baby before the 24th week of pregnancy, absence will be treated as sickness.

The Bursar, the HR Manager and your reporting line will do all they can to support and help you through this difficult period.

### 7.2 Paternity Leave and Paternity Pay

Our policy is to comply with both the letter and spirit of the law on paternity rights. To this end, our aim is to inform you of your entitlement to statutory paternity rights and to provide the necessary information and guidance to ensure that those rights are understood. You have the right not to experience discrimination as a result of taking up your rights to paternity leave and paternity pay.

Please note that the rights to paternity leave and paternity pay are separate entitlements and the right to Paternity Pay should not be confused with the right to Paternity Leave.

The expected week of childbirth (EWC) refers to the week beginning with midnight between Saturday and Sunday in which it is expected that childbirth will occur.

When managing your paternity leave and pay, the College processes personal data collected in accordance with its data protection policy. Data collected from the point at which you inform the College that you plan to take paternity leave is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your paternity leave and pay. Inappropriate access or disclosure of your data constitutes a data

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breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

**7.2.1 Statutory Paternity Pay (SPP) is payable for 2 weeks as per the HMRC rates at the time or 90% of average weekly earnings if this is below the rate of SPP). Rates are set by the Ordinary Statutory Paternity Pay (SPP)**

government and are reviewed annually each April.

Qualification for SPP is not based on hours worked but you must be earning at least the lowest earnings limit during the relevant earnings period.

#### 7.2.1.1 Who is eligible?

To qualify for Statutory Paternity Pay, all of the following must apply:

- you must be the biological father or adopter of the child or be the mother's (or adopter's) husband, partner or civil partner or have or expect to have responsibility for the child's upbringing;
- you must have continued to work for the same employer without a break for at least 26 weeks by the 15th week before the baby is due, or employed up to and including the week your wife, partner or civil partner was matched with a child;
- you must continue to work for that employer, without a break, up to the date the child is born or placed for adoption.

If your average weekly earnings are below the Lower Earnings Limit for National Insurance purposes, they will not qualify for SPP.

#### 7.2.1.2 Ordinary Paternity Leave

To qualify for Ordinary Paternity Leave, you must be an employee. You must be taking the time off to support the mother or carer of the baby and intend to be fully involved in their upbringing. Rights to Ordinary Paternity Leave are in addition to normal holiday allowance.

You qualify for Ordinary Paternity Leave, from the start of your employment, provided you meet the eligibility requirements below and you give the correct notice as set out in this policy.

You must be the:

- biological father of the child or
- the mother's husband or partner (including same-sex relationships) or
- the child's adopter or
- the husband or partner (including same-sex relationships) of the child's adopter.

If you are an agency worker, office holder or subcontractor, you will not normally have the right to Ordinary Paternity Leave. However, you may be eligible for Ordinary Statutory Paternity Pay.
If you meet the necessary requirements for Ordinary Paternity Leave, you are entitled to take two weeks' ordinary paternity leave (you can choose to only take one week if they wish). If you take two weeks, these can be taken as 2 weeks together, or 2 separate blocks of 1 week. Eligibility for paternity leave is not based on hours worked. With the exception of monetary remuneration, all contractual benefits continue during this period.

Leave may only be taken during the period beginning with the date of the child's birth or placement and ending 52 weeks after that date or, in a case where the child is born before the first day of the expected week of birth, 52 weeks after that day.

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Subject to the above, you can choose to begin your leave:

- on the date on which the child is born/placed with the adopter;
- from a specified chosen number of days after the date of the child's birth/placement (whether this is earlier or later than expected); or
- from a specified predetermined date which is later than the first day of the expected week of the child's birth/expected date of placement.

Leave can start on any day of the week and you can choose to take:

- one week of leave
- two consecutive weeks of leave or
- two non-consecutive single weeks of leave.

During paternity leave you are entitled to the benefit of your normal terms and conditions of employment, except wages or salary, and you are bound by any obligations arising under those terms and conditions except in so far as they are inconsistent with the right to paternity leave.

During Ordinary Paternity Leave you shall be entitled to Ordinary Statutory Paternity Pay (SPP). SPP will be paid for either one week or two consecutive weeks or two non-consecutive single weeks of leave, as chosen by you. The rate of SPP is the same as the standard rate of Statutory Maternity Pay (SMP). If your average weekly earnings are below the Lower Earnings Limit for National Insurance purposes, you will not qualify for SPP.

You must inform the College of your intention to take Paternity Leave by the 15th week before the baby is expected, unless this is not reasonably practicable.

You must inform the College of the following:

- the week the baby is due;
- whether you wish to take one or two weeks leave;
- when you want your leave to start.

You will be able to change your mind about the date on which you want your leave to start, providing that you advise the College at least 28 days in advance (unless this is not reasonably practicable). You must also advise the College of the date you expect any payments of SPP to start at least 28 days in advance, unless this is not reasonably practicable.

#### 7.2.1.3 Contractual Paternity Pay

An employee will be entitled to contractual paternity pay if they have met the requirements for entitlement as outlined in 7.2.1.2.

Contractual paternity pay is paid at full pay for the duration of the period of ordinary paternity leave.

### 7.3 Adoption Leave and Pay

#### 7.3.1 Adoption Leave

All employees, regardless of role, length of service or hours worked, who are adopting are entitled to 52 weeks' adoption leave. This is made up of 26 weeks' ordinary adoption leave (OAL) followed by 26 weeks' additional adoption leave (AAL), with no gaps in between.

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To qualify for adoption leave, you must be newly matched with a child for adoption by an adoption agency. Adoption leave and pay are available to:

- individuals who adopt
- one member of a couple where a couple adopt jointly (the couple must choose which partner takes adoption leave).

If adopting, you must provide Hughes Hall with documentary proof to show that you have the right to paid Statutory Adoption Leave. This is usually a matching certificate from the adoption agency. The adoption agency must be recognised in the UK.

Statutory adoption leave can start at any time:

- up to 14 days before the date the child is expected to start living with you (earliest date) or
- from the date the child starts living with you (latest date).

You must notify your line manager within 7 days of being matched with a child (or as soon as possible after being notified of being matched):

- that you intend to take adoption leave
- the date the child is expected to be placed with you for adoption
- the date you intend to start adoption leave.

Eligible employees will be able to opt into the Shared Parental Leave scheme.

Intended parents in surrogacy arrangements that use parental orders will have rights to adoption leave and could qualify for shared parental leave and pay.

When managing your adoption leave and pay, the College processes personal data collected in accordance with its data protection policy. Data collected from the point at which you inform the College that you plan to take adoption leave is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your adoption leave and pay. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### 7.3.2 Adoption Pay

If you are adopting and meet qualifying conditions based on your average earnings, you are entitled to 39 weeks' Statutory Adoption Pay (SAP), which comprises 90% of your average weekly earnings for the first six weeks, followed by 33 weeks at a flat weekly rate set and reviewed by the Government annually in April.

If you wish to return to work from adoption leave either earlier or later than agreed with us, you should provide eight weeks' notice, unless we agree to less notice being given.

You have a right to return to the same job after adoption leave. There may be some exceptions to this if you take more than 26 weeks' adoption leave and if it is not reasonably practicable for the job to be held open. In this case, you will be offered an alternative job that is suitable, and the terms and conditions will be no less favourable.

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### 7.3.3 Time off for appointments

If you are the main adopter or a single adopter, you will be able to take paid time off for up to five adoption appointments.

If you are a joint adopter, you will be entitled to take unpaid time off for up to two appointments.

### 7.3.4 Keep in Touch

Both parties should agree when and how the College will keep in contact, this may be via e mail, telephone contact, etc. You should also agree with us if you will work the "keeping in touch" days, which can be used for training days, team events etc.

Up to ten keeping in touch days can be worked, and pay for these days is at the absolute discretion of the College. Statutory Adoption Pay may be paid or this may be off set against any contractual pay agreed.

## 7.4 Shared parental leave and pay

The Shared Parental Leave regulations came in to force on 1st December 2014 and enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption.

Shared parental leave (SPL) can only be used by two people:

- the mother/adopter and
- either the father of the child (in the case of a birth) or the spouse, civil partner or partner of the child's mother/adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth or placement for adoption.

Additionally, if you are seeking to take SPL, you must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or, if not entitled to statutory maternity/adoption leave, they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- you must still be working for Hughes Hall at the start of each period of SPL;
- you must pass the 'continuity test' requiring you to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- your partner must meet the 'employment and earnings test' requiring them, in the 66 weeks leading up to the child's expected due date/matching date, to have worked for at least 26 weeks (these do not need to be consecutive weeks) and earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, these do not need to be consecutive). Please note these thresholds are subject to annual review and therefore earnings levels may alter according to relevant legislation in force at the time.
- you must correctly notify Hughes Hall of their entitlement and provide evidence as required.

### 7.4.1 The Shared Parental Leave entitlement

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

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If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

SPL can commence as follows:

- The mother can take SPL after she/they has taken the legally required two weeks of maternity leave immediately following the birth of the child
- The adopter can take SPL after taking at least two weeks of adoption leave
- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

SPL will generally commence on your chosen start date specified in your leave booking notice, or in any subsequent variation notice (see "Booking Shared Parental Leave" and "Variations to arranged Shared Parental Leave" below).

If you are eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below).

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

When managing shared parental leave, the College processes personal data collected in accordance with its data protection policy. Data collected from the point at which you inform the College that you plan to take shared parental leave is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your shared parental leave. Inappropriate access or disclosure of your data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### 7.4.2 Notifying Hughes Hall of an entitlement to Shared Parental Leave

If you are entitled and intending to take SPL you must give your reporting line notification of your entitlement and intention to take to SPL, at least eight weeks before you can take any period of SPL.

Part of the eligibility criteria requires you to provide Hughes Hall with correct notification. Notification must be in writing and requires each of the following:

- your name;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
- the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which you were notified of having been matched with the child and the date of placement for adoption;
- the amount of SPL you and your partner each intend to take;

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- a non-binding indication of when you expect to take the leave.

You must also provide Hughes Hall with a signed declaration stating:

- that you meet, or will meet, the eligibility conditions and are entitled to take SPL;
- that the information you have given is accurate;
- if you are not the mother/adopter you must confirm that you are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should you cease to be eligible you will immediately inform Hughes Hall.

In addition, you must provide Hughes Hall with a signed declaration from your partner confirming:

- their name, address and national insurance number;
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the 'employment and earnings test' (see 'Eligibility' above), and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with you;
- that they consent to the amount of SPL that you intend to take;
- that they consent to Hughes Hall processing the information contained in the declaration form; and
- (in the case where the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

#### 7.4.3 Requesting further evidence of eligibility

The College may, within 14 days of the SPL entitlement notification being given, request:

- the name and business address of the partner's employer (where your partner is no longer employed or is self-employed their contact details must be given instead);
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption

In order to be entitled to SPL, you must produce this information within 14 days of our request.

#### 7.4.4 Fraudulent claims

The College can, where there is a suspicion that fraudulent information may have been provided, or where Hughes Hall has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the College's investigation and disciplinary procedures, and also without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

#### 7.4.5 Booking Shared Parental Leave

In addition to notifying the College of entitlement to SPL/ShPP, you must also give notice to take the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL.

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You have the right to submit three notifications specifying leave periods you are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where you intend to return to work between periods of leave.

SPL can only be taken in complete weeks but may begin on any day of the week.

You must book SPL by giving the correct notification at least eight weeks before the date on which you wish to start the leave and (if applicable) receive ShPP.

### 7.4.6 Continuous leave notifications

A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).

You have the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to you (specified in the notice of entitlement) and Hughes Hall has been given at least eight weeks' notice.

You may submit up to three separate notifications for continuous periods of leave.

### 7.4.7 Discontinuous leave notifications

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where you return to work (for example, an arrangement where you will take six weeks of SPL and work every other week for a period of three months).

Where there is concern over accommodating the notification, the College or you may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the College and you.

The College will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, you can either withdraw it within 15 days of giving it, or can take the leave in a single continuous block.

### 7.4.8 Responding to a Shared Parental Leave notification

A response will be provided no later than the 14th day after the leave request was made.

All notices for continuous leave will be confirmed in writing.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to you and to the College against any adverse impact to the business.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

You will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part: for example, the College may propose a modified version of the request.

If a discontinuous leave pattern is refused then you may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block. If you choose to take the leave in a single continuous block, you have until the 19th day from the date the original notification was given to choose when you want the leave period to begin. The

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leave cannot start sooner than eight weeks from the date the original notification was submitted. If you do not choose a start date then the leave will begin on the first leave date requested in the original notification.

### 7.4.9 Variations to arranged Shared Parental Leave

You are permitted to vary or cancel an agreed and booked period of SPL, provided that you advise the College in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by you, including notice to return to work early, will usually count as a new notification reducing your right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the College requesting it be changed, and you being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by Hughes Hall.

### 7.4.10 Statutory Shared Parental Pay (ShPP)

Eligible employees may be entitled to up to 37 weeks ShPP while taking SPL. The number of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.

In addition to meeting the eligibility requirements for SPL, if you are seeking to claim ShPP, you must further satisfy each of the following criteria:

- you must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- you must intend to care for the child during the weeks in which ShPP is payable;
- you must have average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date of not less than the lower earnings limit in force for national insurance contributions;
- you must remain in continuous employment until the first week of ShPP has begun;
- you must give proper notification in accordance with the rules set out below.

Where you are entitled to receive ShPP you must, at least eight weeks before receiving any ShPP, give your line manager written notice advising of your entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of ShPP available, the amount of ShPP you and your partner each intend to claim, and a non-binding indication of when you expect to claim ShPP;
- a signed declaration from you confirming that the information you have provided is correct, that you meet, or will meet, the criteria for ShPP and that you will immediately inform the College should you cease to be eligible.

It must be accompanied by a signed declaration from your partner confirming:

- their agreement to you claiming ShPP and for Hughes Hall to process any ShPP payments to you;
- (in the case whether the partner is the mother/ adopter) that they have reduced their maternity/adoption pay or maternity allowance;

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- (in the case whether the partner is the mother/ adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Any ShPP due will be paid at a rate set by the Government annually in April for the relevant tax year.

### 7.4.11 Terms and conditions during Shared Parental Leave

During the period of SPL, your contract of employment continues to be in force and you are entitled to receive all their contractual benefits, except for salary. In particular, any benefits in kind (such as private medical insurance) will continue and contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when you are receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the College's contributions will be based on the salary that you would have received had you not been taking SPL. Note that salary sacrifice/exchange cannot operate on ShPP.

### 7.4.12 Annual Leave

SPL is granted in addition to your normal annual holiday entitlement. You are reminded that holiday should wherever possible be taken in the year that it is earned. Where an SPL period overlaps two leave years you should consider how your annual leave entitlement can be used to ensure that it is not untaken at the end of the holiday year.

### 7.4.13 Contact during Shared Parental Leave

Before your SPL begins, the College will discuss the arrangements for you to keep in touch during the leave. Hughes Hall reserves the right in any event to maintain reasonable contact with you from time to time during the SPL. This may be to discuss your plans to return to work, to ensure that you are aware of any possible promotion opportunities, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

### 7.4.14 Shared Parental Leave in Touch days

You can agree to work for Hughes Hall (or attend training) for up to 20 days during SPL without bringing your period of SPL to an end or impacting on your right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

Hughes Hall has no right to require you to carry out any work, and is under no obligation to offer you any work, during your SPL. Any work undertaken is a matter for agreement between your line manager and you. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when you are receiving ShPP, this will be effectively 'topped up' so that you receive full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

You may, with the agreement of Hughes Hall, use SPLIT days to work part of a week during SPL. The College and you may use SPLIT days to manage a gradual return to work by you towards the end of a long period of SPL or to trial a possible flexible working pattern.

### 7.4.15 Returning to work after Shared Parental Leave

You will have been formally advised in writing by Hughes Hall of the end date of any period of SPL. You are expected to return on the next working day after this date, unless you notify the College otherwise. If you are unable to attend work due to sickness or injury, the College's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

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If you wish to return to work earlier than the expected return date, you may provide a written notice to vary the leave and must give the College at least eight weeks' notice of you date of early return. This will count as one of your notifications. If you have already used your three notifications to book and/or vary leave then the College does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, you are entitled to return to the same job if your aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less. The same job is the one you occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if you had not been absent.

If your maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, you are entitled to return to the same job you held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.

If you also take a period of unpaid parental leave of 4 weeks or less this will have no effect on your right to return and you will still be entitled to return to the same job as you occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If you take a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, you will be entitled to return to the same job you held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

### 7.5 Ordinary Parental Leave

Parents or adoptive parents, from day one of employment, may take up to 18 weeks' unpaid ordinary parental leave until the child's 18th birthday, or, in the case of adoptive parents, until the fifth anniversary of adoption or the child's 18th birthday, whichever is the sooner.

The leave can start once the child is born or placed for adoption from day one of employment.

Parental leave has to be taken in blocks of weeks (or days in the case of those with disabled children), up to a maximum of 4 weeks per year. Any leave taken with past employers will count towards the 18 week limit for each child.

When managing ordinary parental leave, the College processes personal data collected in accordance with its data protection policy. Data collected from the point at which you inform the College that you plan to take ordinary parental leave is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your ordinary parental leave. Inappropriate access or disclosure of your data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

#### 7.5.1 Making an Application for Leave

You must give 21 days' notice when you want to take ordinary parental leave. Such applications should be addressed to your line manager.

If you wish to take ordinary parental leave immediately after the birth or adoption of a child(ren), you must give 21 days' notice before the beginning of the expected week of childbirth. In the case of adoption, you must give 21 days' notice of the expected week of placement, wherever possible.

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### 7.5.2 Postponement of Leave

Except in the circumstances set out in the paragraph immediately above any leave you request may be postponed by the College for up to six months from the date requested where it is considered that the absence would unduly disrupt the business. Examples of such situations are:

- Seasonal peak work requirements.
- Where a significant proportion of employees apply for ordinary parental leave at the same time.
- Where the absence of a key employee at a particular time would adversely affect the business.

If, because of postponement, the period of ordinary parental leave falls after your entitlement, then your will be allowed to take leave after that date.

### 7.5.3 Evidence of Entitlement

Hughes Hall reserves the right to request sight of evidence that you are the parent of a child or have parental responsibility for the child. Examples of what might be suitable are:

- Information contained on the child's birth certificate
- Papers confirming a child's adoption or date of placement in adoption cases
- In the case of a disabled child, the award of Disability Living Allowance for the child.

### 7.5.4 Right to return to same or similar job

At the end of any parental leave of up to four weeks' duration, you are guaranteed the right to return to the same job as before.

If the leave is for a longer period than four weeks, you are entitled to return to the same job, or if that is not reasonably practical, to a similar job, with similar or better conditions.

If parental leave follows additional Maternity Leave and it would not have been reasonably practical for you to return to your previous job, and it is still not reasonably practical at the end of parental leave, you are entitled to return to a similar job which has the same or better status, terms and conditions as your old job.

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# 8 SALARY/REMUNERATION

## 8.1 Payment of Salary

Monthly pay is calculated as one twelfth of annual salary. The monthly pay period covers the period from the first to the last day of the month, although salaries are paid usually on a working day at the end of each month (other than December which is normally paid slightly in advance). Payments are by direct credit transfer into your chosen bank or building society account. A fully itemised payslip is produced for each individual each month.

If you join the College too late in the month to be paid by credit transfer on the normal pay day, then a payment for that month will be included in your pay the following month.

Weekly pay is paid on the Friday following the end of the pay week. The pay week ends on a Sunday at midnight.

The College processes personal data as part of the payroll process in accordance with its data protection policy. The College has in place arrangements with its payroll provider to ensure that it has measures safely and securely to process a staff member's personal data. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying you in accordance with your employment contract. Inappropriate access or disclosure of staff data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

## 8.2 Deductions

Statutory deductions (e.g. tax, National Insurance, student loan) are made automatically from salary. Any other deductions (other than Attachment of Earnings Order - below) require your written authorisation and are shown on the payslip.

## 8.3 Attachments of Earnings Order

We have a legal obligation to deduct any Attachment of Earnings Order received.

## 8.4 Salary Queries

Any salary queries should be raised with the Finance Manager. Any National Insurance/Tax queries should be referred to HMRC.

## 8.5 Overpayment of Salaries

We reserve the right to recover any overpayment of salary. In this case we would explain what has happened and then make arrangements to recover any overpayment.

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### 8.6 Salary Reviews

Our salary review is normally conducted annually and any increase is implemented provided you are still in service and not under notice of termination of employment. A salary review does not imply an automatic increase in salary.

Any nationally negotiated pay increases applied to the University of Cambridge's Single Salary Spine will normally be implemented as at 1 August each year.

### 8.7 P45 Forms

Under HMRC legislation, a P45 must be issued by every organisation when an employee leaves. This will usually be sent to the home address following departure and after any outstanding payment issues have been finalised. This needs to be taken to the next employer.

When joining us, you should supply us with a P45 from your previous employer. Where this is not possible, a New Starter form will need to be completed. In such event, an emergency tax code may need to be applied.

### 8.8 P60 Forms

In May or before, annually, we will issue P60 forms along with pay slips. This form details taxable income and tax paid during the preceding tax year. A duplicate copy is sent to HMRC. Further duplicates will not be provided so please keep them safe.

### 8.9 P11D

Annually in or around July, we issue P11Ds, which detail any taxable benefits you may have received in the preceding tax year. A duplicate is also sent to HMRC.

### 8.10 TIPS

The College provides hospitality services to its members and members of the general public.

These outlets and services do not automatically add any service charges, or provide an automatic service to suggest a gratuity but, intermittently, tips may be left with the College by customers themselves in recognition of good service. These tips are considered occasional and exceptional and do not qualify under the Employment (Allocation of Tips) Act 2023. Any cash tips that are given directly to the staff member by the customer and are retained by that staff member also do not qualify under the Act.

As a consequence, the College does not maintain a formal register of tips to which staff members can request access nor a written policy on their allocation as required by the Act for any qualifying tips, gratuities and service charges.

The College will review this information on a periodic basis to determine whether their status under the Act changes and ensure that it remains compliant with its requirements.

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# 9 BENEFITS

## 9.1 Holiday Entitlement

All eligible staff members are entitled to paid holiday leave. A basic annual holiday entitlement is given in your Statement of Main Terms of Employment.

The holiday year runs from 1st January to 31st December.

In England, the Statutory Holidays are:

- New Year's Day;
- Good Friday;
- Easter Monday;
- May Bank holiday;
- Spring Bank holiday;
- August Bank holiday;
- Christmas Day;
- Boxing Day.

The College's administrative offices are usually closed during the period between Christmas and New Year and you will be required to take leave during this period of closure. However, the College reserves the right to ask you to come to work if necessary.

### 9.1.1 Holidays for starters and leavers

Holiday entitlement is pro-rated in the years of joining and leaving. When you leave, you may be asked to take any accrued and untaken holiday during your notice period. If this is not possible, you will be paid for any outstanding accrued holiday that has not been taken and, if you have taken more leave than has been accrued, payment for any extra days taken will be deducted from the final salary. This is only the case in the years of joining or leaving. Holiday pay will be calculated using the formula of annual salary divided by 260 to calculate one day's pay for full time members of staff.

### 9.1.2 Arranging holidays

Holidays should be requested via **Iris Cascade** to your reporting line for approval. You must ensure that permission has been granted by your reporting line BEFORE booking any flights or accommodation. The needs of the business will take priority. However, wherever possible, you will be granted leave at the times requested.

No more than two weeks' holiday should be arranged at any one time without prior agreement from your reporting line.

### 9.1.3 Part-timers and casual staff

If you work less than a five-day week you will have your holiday entitlement pro-rated to equate to the entitlement of comparable full timers. Casual staff are entitled to annual leave according to the hours worked.

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### 9.1.4 Carry-over of holiday

It is the College's policy to encourage you to take all of your holiday entitlement in the current holiday year. Employees are allowed to carry forward a maximum of five unused days (pro rata for part time employees) to the next year, in which case such holiday must be taken no later than 28 February after the end of the holiday year to which the unused holiday relates.

The College does not normally permit any additional holidays to be carried forward to subsequent holiday years except in cases involving sickness absence, maternity, paternity, adoption, parental or shared parental leave. No payment is made in lieu of untaken holidays except on leaving our employment. The statutory minimum (20 days + 8 Bank Holidays) must be taken each year.

### 9.1.5 Cancellation of Holiday

If, under exceptional circumstances, we request that you cancel a pre-arranged holiday for which payment has already been made, we will try to give notice of cancellation of a period equivalent to the length of leave and will in any event reimburse appropriate costs on production of all receipts.

### 9.1.6 Sickness during Annual Leave

If you are off work on holiday, and you become ill enough that you could be off work, you can take this time as sick leave rather than holiday, subject to providing the College with a valid Fit Note to cover all days from the first day of your illness.

You can still take your holiday, but can take it at a different time from when it was originally planned. You can carry the holiday you have not taken over into the next year if you are not able to take the current leave because of illness. However, if you want to treat the time off work as sick leave instead of holiday, you will be paid sick pay. You will need to keep the College fully informed so that we pay the correct payments. Any failure to notify us could result in you being paid less than your paid holiday leave entitlement.

## 9.2 Childcare Vouchers

Childcare vouchers are a Government scheme designed to help parents afford high quality childcare and can be used for many different kinds of childcare, ranging from nurseries and childminders through to out-of-school activities for older children. Hughes Hall currently uses NW Brown Childcare Voucher Scheme as its childcare voucher scheme. **The childcare voucher scheme is now closed to new entrants.**

Childcare vouchers are usually received instead of part of your salary, through a system known as 'Salary Sacrifice'. Unlike with salary, no tax or national insurance is payable on childcare vouchers. The saving in tax and national insurance is typically worth around £900 a year for basic-rate taxpayers, so families can save around £1,800 a year. Your savings will depend on the amount you earn and the amount of tax you currently pay.

Employees on statutory maternity leave may be offered childcare vouchers as a benefit.

Hughes Hall reserves the right, at its absolute discretion, to withdraw or amend the childcare voucher scheme at any time.

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# 10 PENSIONS AND RELATED BENEFITS

## 10.1 The Benefits of Pension Schemes

Pensions provide an income during retirement. Membership of a pension scheme is additionally a tax efficient method of saving as, up to defined limits, no tax is paid on contributions. The downside is that the money is "locked in" and can only be used to draw a pension at a later date.

## 10.2 Our Pension Schemes

In accordance with the Pensions Act 2008, you will be automatically enrolled into a contributory pension scheme (as detailed in your Statement of Main Terms of Employment) if and when the age and earnings criteria are met. The relevant schemes are:

- the University's Superannuation Scheme for academic staff
- the AEGON Workplace Pension Scheme for non-academic staff.

Full particulars of the relevant scheme are available upon request from the Finance Manager.

## 10.3 Retirement Benefits

The College retirement policy regarding Fellows is set out in the Ordinances that are available at https://www.hughes.cam.ac.uk/about-us/official-documents. There is no default or automatic retirement age for members of staff who are non-Fellows. If you are approaching a point where you wish to retire, your individual case and circumstances should be discussed with your reporting line, and notice should be served by you as per your contract of employment.

There is no requirement for the College to initiate discussions with you about your plans for retirement.

### Personal Pensions

We will not contribute into pension schemes other than the schemes nominated by the College.

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# 11 HEALTH AND SAFETY

## 11.1 General

Under the Health and Safety at Work Act 1974, there is a statutory duty on us to ensure the health, safety and welfare of all our staff. Our policy is to provide and maintain safe and healthy environment, working conditions, equipment, and safe systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities.

We will also provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety of other persons who may be affected by our work and activities.

It is also our policy is to consult with staff on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. To ensure this, our policy will be reviewed annually.

When managing health and safety, the College processes personal data collected in accordance with its data protection policy. Any data related to your health is considered special category personal data and is therefore subject to higher levels of protection. In particular, data collected including accident reports any other information providing details of the state of your health is held securely and accessed by, and disclosed to, individuals only for the purposes of managing health and safety. We may use this data to fulfil our obligations under our duty of care to you in line with our data protection policy. Inappropriate access or disclosure of your special category personal data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence which will be dealt with under the College's disciplinary procedure.

For more information and to see our most up to date Health and Safety Policy, please refer to our College Policy Documents which can be found on the College website at Official Documents – Hughes Hall (cam.ac.uk).

## 11.2 Emergency Procedures

In the event of an emergency during normal business hours, all staff are to follow the procedures set out below:

- on the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors;
- use the stairs;
- do not risk personal safety in recovering any personal items or belongings;
- meet at the designated meeting point which is given on the displayed fire procedures notice;
- stay together and seek out the most senior member of the group to give further instructions;
- do not re-enter the building until the alarm or warning has ceased and the Health and Safety Officer has advised that it is safe to return.

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

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### 11.3 Emergency Contact Policy

In the event of a major incident, you may receive an SMS notification from the College through Alert Cascade to inform you of a situation. Depending on your role, you may also be contacted to provide support or carry out specific duties. In such cases await instructions from your manager or the designated person in charge and follow their guidance carefully.

### 11.4 Responsibility for Health and Safety Matters

The overall responsibility for the policy in relation to health and safety matters rests ultimately with the Bursar. He/she/they is required to do all that is reasonably practicable to meet the health and safety standards laid down in the College policy and in legislation. He/she/they will implement and carry out the policy and its aims as set out in the policy document under the guidance of the President.

The Bursar will be responsible for:

- updating the Health and Safety Rules for the Handbook;
- ensuring that all new staff members are issued with our Health and Safety policy and any rules;
- the systematic assessment of all risks to staff, visitors and others using the College's premises;
- ensuring training and re-training, where necessary, for staff on health and safety matters, so as to discharge their duties appropriately;
- investigating all accidents;
- overseeing safety inspections by the Health and Safety Executive and ensuring the College's premises comply with the minimum requirements;
- co-operating with the local Fire Authority and taking adequate steps for fire prevention;
- ensuring all staff are made aware of the Safety Regulations in the event of a fire;
- appointing Fire Officers and ensuring all staff are aware of who they are;
- ensuring there are regular drills and that alarm systems are checked on a regular basis;
- appointing an adequate number of First Aiders and ensuring that they receive the necessary training to obtain a First Aid Certificate;
- providing a First Aid box and ensuring it is adequately stocked at all times;
- ensuring that all staff are made aware of who are the First Aiders;
- maintaining records of accidents in the Accident Book. These records must conform to the requirements of the Data Protection Act;
- carrying out reporting procedures relating to Health and Safety as required by statute and the Health and Safety Executive and other authorities;
- implementing and enforcing the College's no smoking policy;
- implementing recommendations of risk assessments identified within the College;
- where appropriate, consulting with staff representatives on all matters relating to health & safety.

### 11.5 First Aid

We will comply with our obligations regarding first-aid at work and ensure that all employees are given details of our first-aid arrangements, in accordance with current legislation. This may include (but is not

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limited to) providing trained first-aiders, depending on the outcome of any assessments.

The College has a number of nominated First Aiders. The designated responsible person, usually the Head Porter will ensure that any special notices are posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

### 11.6 Accident Reporting

All accidents that occur in the office or while working elsewhere, however minor, should be reported to the relevant manager, as appropriate in each location, (or the relevant person nominated on their behalf) and recorded in the Accident Book in accordance with the College's data protection policy.

### 11.7 Eye Testing

Regular eye tests will be offered to all "habitual" VDU and other computer screen users: normally every two years. The cost of the eye test, which should normally be with any qualified optician unless we have nominated a local optician will be reimbursed to you through the College's Medicash Scheme. VDU specific spectacles as prescribed by the optician can also be reimbursed through the scheme.

Line managers and occupational health must ensure that personal data, including information about individuals' health, gathered when arranging eye and eyesight tests is handled in accordance with the College's data protection policy.

### 11.8 VDU Equipment

Our policy complies with the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore, we undertake to:

- conduct workstation assessments, taking into account VDU equipment, furniture and the working environment;
- take steps to remedy risks found as a result of any assessment;
- ensure, as far as the needs of the business allow, work-planning to avoid long periods of intense screen work;
- give general advice on working with VDU equipment.

### 11.9 Access to Medical Records

It is possible during the course of your employment that the College may require your consent under the Access to Medical Reports Act 1988 to apply to your GP or consultant for a report on the current state of your health, or request that you undergo a medical examination by an independent medical examiner.

If we make a request of this nature, we will explain to you why we are seeking to process this information and the legal basis we are relying upon to do so. It is possible that you may be required to see a medical practitioner or required to give your consent to us receiving a medical report in order to (i) assist our investigations into an ongoing case of sickness absence, (ii) to determine whether you should continue to receive College pay, (iii) to make a decision with regards to your capability to perform your role (iv) to determine if you require any reasonable adjustments or (v) in relation to another legitimate reason that we will communicate to you at the time.

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If we deem it necessary to ask for access to a medical report, or for you to visit a medical practitioner, you will be asked to sign a medical consent form stating whether you consent or not, and if you wish to see a copy of any medical report in advance of its disclosure to the College. Although it is not a legal requirement for you to provide us with a medical report, we would appreciate your understanding and consent in going ahead with this matter.

Any personal data collected in relation to this policy is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the sickness procedure. Inappropriate access or disclosure of a member of staff's data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

### 11.10 Counselling

If you need personal advice or help you should contact your reporting line who will advise as to the best source of specialist advice or help.

### 11.11 Menopause Policy

Menopause is when your periods stop due to lower hormone levels. It usually happens between the ages of 45 and 55, although it can sometimes happen earlier. Menopause can have a big impact on your life and work for a number of years.

The purpose of this policy is to assist with creating an open and menopause friendly workplace where managers and those experiencing menopause feel comfortable discussing any issues associated with this, and to ensure the necessary help is known about and offered to those affected.

This policy applies to everyone in our organisation including employees, workers, contractors, volunteers, apprentices and interns.

Physical symptoms of the menopause can include the following:

- hot flushes
- insomnia
- fatigue
- poor concentration
- headaches
- skin irritation
- urinary problems.

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- depression
- anxiety
- panic attacks
- mood swings
- irritability

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- problems with memory
- loss of confidence.

It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which cause problems at work. These include nausea, headaches and leg cramps.

**Communication**

We aim to normalise conversations about menopause in the workplace and remove any stigma. Menopause should not be a taboo subject. We encourage employees to have discussions about the menopause and be supportive of each other.

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role because of symptoms associated with the menopause, you should tell your manager, who will treat the matter with complete confidence. So that we can give you the best support possible we encourage you to be open and honest in these conversations.

Alternatively, your manager may talk to you if they notice a change in your behaviour or performance.

We understand that you may feel uncomfortable discussing personal information with your manager. If this is the case, we encourage you to talk to another senior member of staff, or HR.

During any discussions, your manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively and confidentiality will be maintained.

Managers will also arrange follow up sessions to review the effectiveness of any adjustments put in place.

**Making Adjustments To Your Role**

To help you in your daily duties, your manager will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. Risk assessments will be consulted to identify potential issues. We acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first.

Examples of adjustments include:

- changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light
- allowing changes to our normal rules on work wear
- implementing further temperature control, such as access to a fan
- assessing how work is allocated and whether you are affected at particular points of the day
- providing a quiet place to work or relax
- allowing additional rest breaks
- providing sanitary products in toilet and shower facilities
- changing start and finish times
- considering flexible working hours or allowing you to work from home

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Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

We are legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

You may also be entitled to make a flexible working request. Please read our flexible working policy if you would like more details.

**If You Are Unwell Due To Menopausal Symptoms**

You are not expected to come to work if you are unwell because of menopausal symptoms. If you are unwell you should tell your line manager and follow our usual sickness reporting procedure.

**Training**

We provide training to all our staff on menopause and how they can ask for help or support their colleagues.

We ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

**Behaviour Of Others**

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please tell your Manager.

### 11.12 Smoking Policy

In accordance with the smoking ban, smoking (including smoking of e-cigarettes) is not permitted in any part of our premises other than the designated smoking areas. This is applicable to all staff members and visitors. The smoke-free law is in place to protect members of staff and the public from the harmful effects of second-hand smoke.

Staff members breaching this policy are likely to face disciplinary action through the disciplinary procedure and a fixed penalty notice or fine for non-compliance with the smoke-free law.

### 11.13 Wellbeing Policy

For more information on the College's Wellbeing Policy, please refer to the College Policy Documents found on the College's website at Official Documents – Hughes Hall (cam.ac.uk)

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## 11.14 Non-Prescribed Drugs in the Workplace Policy

### 11.14.1 General Statement

Hughes Hall is a responsible employer that takes its duties under the Health and Safety at Work Act 1974 seriously. For this reason we have formulated this policy to help us comply with our legal duties. These include the provision of a safe place and a safe system of work for our staff and others who may be affected by our activities. Refer to the Health and Safety Policy for further detail.

We recognise that the use of non-prescribed drugs could have health and safety implications for the College. We are also aware that, whilst not developing an addiction, some staff may choose to take them recreationally. As a result, this policy states our position on the taking of any non-prescription drugs whose possession is illegal under criminal law. Due to its importance, this drugs policy also forms part of the College's overall health and safety policy.

### 11.14.2 Drug use and health & safety

Many drugs have side-effects that not only affect an individual's health, but may also compromise their safety and that of others. Although the effects vary, depending on the drug used, common side-effects can include a loss of body co-ordination, forgetfulness and confusion. The potential safety risks for all staff at work are obvious, and a lack of mental alertness is also an area on concern for all staff.

### 11.14.3 Prohibition on use of illegal drugs

Due to these risks, no non-prescribed drugs (including psychoactive (mind-altering) substances which may or may not be illegal) are allowed onto any College premises or are to be consumed on them at any time. This includes all areas, both internal and external. The prohibition on illegal drugs extends to all activities that are connected with activities whilst "at work" at any location. These include, but aren't confined to client premises, overnight conferences, training courses and parties. You are still deemed to be at work, so any form of illegal drug-taking is considered unacceptable.

## 11.15 Infectious diseases

If you should contract an infectious disease, e.g. chicken pox or German measles, you should consult a GP immediately and also us. In certain circumstances it may be necessary to stay away from the office in order to protect other colleagues, e.g. those who are pregnant.

## 11.16 Personal property

Personal property is left on College premises at your own risk. No compensation will be given for loss of personal property.

## 11.17 Employer's Liability Insurance

We have current Employer's and Public Liability Policies in accordance with statutory requirements.

## 11.18 Safeguarding Policy

For more information on the College's Safeguarding Policy, please refer to the College Policy Documents found on the College's website at Official Documents – Hughes Hall (cam.ac.uk)

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# 12 LEAVING OUR EMPLOYMENT

## 12.1 Notice periods

In the event of you wishing to leave Hughes Hall, the notice period is given in your Statement of Main Terms of Employment.

We reserve the right to terminate employment without notice or the payment of money in lieu of notice in the case of summary dismissal.

Notice from either side (i.e. whether from you or from us), must be given in writing.

## 12.2 Resignations

Resignations should be in writing to your reporting line.

The Finance Manager will deal with any issues regarding pension and insurance benefits and ensure you receive your P45. An exit interview may also be arranged, either face-to-face or over the telephone.

Final salary, according to the number of days worked in the month of leaving, will include any holiday pay which has accrued, if applicable. The formula that Hughes Hall will use is annual salary divided by 260 to calculate one day's pay for full time members of staff.

If holiday in excess of the accrued holiday entitlement has been taken, the appropriate deduction will be made from leaving pay.

Any property belonging to Hughes Hall must be returned, including any keys and other equipment. Likewise, we will return any property belonging to you.

## 12.3 Retirement

There is no default or automatic retirement age for staff who are non-Fellows. The College retirement policy regarding Fellows is set out in the Ordinances that are available at https://www.hughes.cam.ac.uk/about-us/official-documents. If you are approaching a point where you wish to retire, your individual case and circumstances should be discussed with your relevant manager and notice should be served by you as per your Statement of Main Terms of Employment.

There is no requirement for the College to initiate discussions about your plans.

The College processes personal data collected during the retirement procedure in accordance with its data protection policy. In particular, data collected as part of the retirement procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of supporting you in your retirement.

## 12.4 Redundancy

In general, the College's policy objective is to maintain, where possible, secure employment for our staff. However, fluctuations in the market, a significant downturn of business, changes in technology or organisational requirements may result in the College needing to reduce staff numbers.

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The College is committed to ensuring that, should redundancies become necessary, they are kept to a minimum and our priority would be on finding suitable alternatives to redundancy if possible. Should there be no alternative, the College would select staff for redundancy on the grounds of:

- retaining necessary expertise/skills to allow the College to continue operating efficiently;
- retaining staff whose overall performance, attendance and behaviour is in keeping with the College's expectations.

The HR Manager will explain the process of selection, consultation and the opportunity to question the decisions regarding redundancy.

Any redundancies of academic staff will be carried out in accordance with the procedure set out in the Schedule to the College Ordinances that are available at https://www.hughes.cam.ac.uk/about-us/official-documents.

### 12.5 References

It is the College's policy to respond only to reference requests that are sent to us in writing. Factual responses will be on College letter headed paper and only signed by authorised personnel.

The Bursar and HR Manager are authorised to provide references on behalf of Hughes Hall. If a manager wishes to provide a personal reference this must be done without reference to the College and not on College letterhead, nor must it pertain to express any views on behalf of the College

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# 13 DISCIPLINARY AND GRIEVANCE PROCEDURES

## 13.1 Overview of the Disciplinary Procedure

The Disciplinary Procedure aims to promote fairness and consistency of treatment for all our staff. The disciplinary procedure is designed to ensure that:

- we encourage our staff to achieve and maintain our standards of conduct, attendance and performance of their role;
- a statement is made in writing of what it is a staff member is alleged to have done;
- a full discussion meeting takes place and that any outcome is objective, fair and consistent;
- an opportunity is given for a staff member and us to state the case in a meeting;
- an opportunity is given to a staff member for a colleague or Trade Union Official to be present if they so wish;
- the right of appeal is explained;
- all facts are investigated properly and quickly.

The College processes personal data collected during the investigation stage and any subsequent stages of disciplinary action in accordance with its data protection policy. In particular, data collected as part of the investigation stage and any subsequent stages of disciplinary action is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure. Inappropriate access or disclosure of staff data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

**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. Where we are required to share special category data to any third parties as part of that hearing, we ensure that a relevant condition of processing is met and we do not rely upon your consent for the processing.

**Recording Of Formal Meetings**
We reserve the right to record any formal meetings whether conducted by us or a third party, a copy of the recording can be made available on request. All personal data collected for this purpose will be processed in line with the current Data Protection Act.

### 13.1.1 Misconduct

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under our Disciplinary Procedure (this list is intended as a guide and is not exhaustive):

- Minor breaches of our policies;
- Minor breaches of your contract;
- Damage to, or unauthorised use of, our property;
- Poor timekeeping;
- Time wasting;
- Unauthorised absence from work;
- Refusal to follow instructions;

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- Rudeness towards visitors, members of the public or other members of staff or the College
- Excessive use of our telephones for personal calls;
- Excessive personal e-mail or Internet usage;
- Obscene language or other offensive behaviour;
- Consumption of alcohol on the premises without prior permission;
- Negligence in the performance of your duties; or
- Smoking anywhere inside the College buildings unless in a designated area

### 13.1.2 Serious Misconduct

The College may issue a single 'first and final' written warning if the misconduct is serious enough. 'Serious enough' includes if it's likely to or has caused serious harm to the organisation itself. For example:

- 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 our operation or reputation, you may be issued with a final written warning in the first instance.
- You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

### 13.1.3 Gross Misconduct

Gross misconduct is a serious breach of contract and includes misconduct which, is likely to prejudice our business or reputation or irreparably damage the working relationship and trust between employer and staff member. Gross misconduct will be dealt with under our Disciplinary Procedure and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).

The following are examples of matters that are normally regarded as gross misconduct (this list is not exhaustive):

- Theft or fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets;
- Physical violence or bullying;
- Deliberate damage to our buildings, fittings, property or equipment, or the property of a colleague, customer or member of the public;
- Deliberately accessing Internet sites containing pornographic, offensive or obscene material;
- Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- Unlawful discrimination or harassment;
- Bringing the College into serious disrepute;
- Serious or repeated breach of health and safety rules or serious misuse of safety equipment;
- Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- Acceptance of bribes or other secret payments;
- Accepting a gift of a value in excess of £50 from a customer, supplier, contractor or other third party in connection with your employment without registering this gift on the College's gift register;

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- Conviction for a criminal offence that in our opinion may affect our reputation or our relationships with our staff, members of College, clients or the public, or otherwise affects your suitability to continue to work for us;
- Possession, use, supply or attempted supply of illegal drugs;
- Serious neglect of duties, or a serious or deliberate breach of contract or operating procedures;
- Knowing breach of statutory rules affecting your work;
- Unauthorised use, processing or disclosure of personal data;
- Harassment of, or discrimination against staff, members of College, contractors, clients or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age contrary to our Equality, Inclusion and Diversity Policy or our Anti-harassment and Anti-bullying Policy.
- Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- Giving false information as to qualifications or entitlement to work (including immigration status) in order to gain employment or other benefits;
- Knowingly taking parental, paternity or adoption leave when not eligible to do so or for a purpose other than supporting a child;
- Making untrue allegations in bad faith against a colleague;
- Victimising a colleague who has raised concerns, made a complaint or given evidence information under our Anti-harassment and Anti-bullying Policy, Grievance Procedure, Disciplinary Procedure or otherwise;
- Serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the Internet);
- Undertaking unauthorised paid or unpaid employment during your working hours;
- Failure to maintain professional boundaries with students.

### 13.2 Disciplinary Procedure

The aim of the Disciplinary Procedure is to provide a framework within which the College can work with staff to maintain satisfactory standards of conduct and to encourage improvement where necessary. This Disciplinary Procedure will be implemented alongside the disciplinary procedure applying to academic staff set out in the Schedule to the College Ordinances that are available at https://www.hughes.cam.ac.uk/about-us/official-documents. However, the Disciplinary Procedure in this handbook will prevail.

It is our policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give staff members the opportunity to respond before taking any formal action.

#### 13.2.1 What is covered by the procedure?

This procedure is used to deal with misconduct. It does not apply to cases involving genuine sickness absence, proposed redundancies or poor performance.

Minor conduct issues can often be resolved informally between you and your reporting line. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored

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for the purposes of any future formal hearings. In some cases an informal verbal warning may be given, which will not form part of your disciplinary records. Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).

You will not normally be dismissed for a first act of misconduct, unless we decide it amounts to gross misconduct or you have not yet completed your probationary period.

If you have difficulty at any stage of the procedure because of a disability, you should discuss the situation with your reporting line as soon as possible so that any reasonable adjustments can be made to support you in the process.

### 13.2.2 Confidentiality

Our aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All staff must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.

You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure without prior agreement. A written record of the any disciplinary meeting, including any investigation meeting, will be maintained.

You will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings against you, unless we believe that a witness's identity should remain confidential.

### 13.2.3 Investigations

The purpose of an investigation is for us to establish a fair and balanced view of the facts relating to any disciplinary allegations, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from the individual concerned and any witnesses, and/or reviewing relevant documents.

Investigative interviews are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.

The President may be required to carry out investigations in relation to alleged misconduct by academic staff in accordance with the Schedule to the College Ordinance. There is no automatic or legal right to bring a companion to an investigative interview. However, we may allow an individual to bring a companion if it helps to overcome any disability.

Anyone who is requested to participate in an investigation must co-operate fully and promptly in any investigation. This will include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending investigative interviews if required.

### 13.2.4 Criminal charges

Where an individual's conduct is the subject of a criminal investigation, charge or conviction we will investigate the facts before deciding whether to take formal disciplinary action.

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We will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where an individual has been unable or has been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.

A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to an individual's employment.

### 13.2.5 Suspension

In some circumstances, we may need to suspend you from work. The suspension will be for no longer than is necessary to investigate the allegations and we will confirm the arrangements to you in writing. While suspended you should not visit our premises or contact any of our students, suppliers, contractors, members of College or staff, unless you have been authorised to do so by the Bursar.

On some occasions we may implement temporary measures in order that an uninterrupted investigation can take place. These measures may include, for example:

- working in a different department, or from a different office or site
- a change to your usual duties
- working with different customers/clients, or away from customers/clients
- working from home
- suspension on contractual pay.

This list is not exhaustive, and we may implement other measures which are appropriate to the circumstances. None of these measures are to be regarded as disciplinary action or a penalty of any kind. Where an employee on temporary suspension tells us that they are sick, the employee will be considered to be on sickness absence, rather than suspension, until the employee notifies us that they are no longer sick, at which point suspension will resume where appropriate.

Suspension, in these circumstances, is a neutral act and not a disciplinary penalty; it does not imply that any decision has already been made about the allegations. Pay and benefits during suspension will be calculated as set out in your contract of employment.

### 13.2.6 Notification of a hearing

Following any investigation, if we consider there are grounds for disciplinary action, you will be required to attend a disciplinary hearing. We will inform you in writing of the allegations against you, the basis for those allegations, and what the likely range of consequences will be if we decide after the hearing that the allegations are true. We will also include the following, where appropriate:

- a summary of relevant information gathered during the investigation;
- a copy of any relevant documents which will be used at the disciplinary hearing; and
- a copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case we will give you as much information as possible while maintaining confidentiality.

We will give you written notice of the date, time and place of the disciplinary hearing. The hearing will be held as soon as reasonably practicable, but you will be given a reasonable amount of time to prepare your case based on the information we have given you.

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Where the allegations relate to a member of academic staff, notification of the hearing shall be sent by the Council on behalf of the Governing Body.

### 13.2.7 The right to be accompanied

You may bring a companion to any disciplinary hearing or appeal hearing under this procedure. The companion may be a colleague or a Trade Union official. You must tell the hearing Chair who your chosen companion is, in good time before the hearing.

A companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.

If your choice of companion is unreasonable we may require you to choose someone else, for example:

- if in our opinion your companion may have a conflict of interest or may prejudice the hearing; or
- if your companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days.

### 13.2.8 Written representations

In addition to being required to attend a disciplinary hearing, academic staff are invited to submit written representations in response to any serious allegations against them which could result in dismissal.

### 13.2.9 Procedure at disciplinary hearings

If you or your companion cannot attend the hearing you should inform us immediately and we will arrange an alternative time. You must make every effort to attend the hearing, and failure to attend without good reason may be treated as misconduct in itself. If you fail to attend without good reason, or are persistently unable to do so (for example for health reasons), we may have to take a decision based on the available evidence.

The hearing will be chaired by your reporting line, any other person deemed appropriate by the Bursar or, where appropriate in the case of academic staff, a Disciplinary Panel appointed by the Governing Body in accordance with the Schedule to the College Ordinances. Where appropriate in relation to academic staff, the Governing Body shall also appoint a Presenting Officer in accordance with the Schedule to the College Ordinances. The Presenting Officer shall present the allegations and evidence on behalf of the College.

You may bring a companion with you to the disciplinary hearing.

At the disciplinary hearing we will go through the allegations against you and the evidence that has been gathered. You will be able to respond and present any evidence of your own. Your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the hearing.

You may ask relevant witnesses to appear at the hearing, provided you give us sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness.

We may adjourn the disciplinary hearing if we need to carry out any further investigations such as re-interviewing witnesses in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

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We will inform you in writing of our decision and our reasons for it, usually within one week of the disciplinary hearing. Where possible we will also explain this information to you in person.

**13.2.10 Disciplinary penalties**

The usual penalties for misconduct are set out below, and, for academic staff, in the Schedule to the College Ordinances, although the College may enter the Disciplinary Procedure at any stage, depending on the case and the issues involved. No penalty will normally be imposed without a hearing. We aim to treat all staff fairly and consistently, and a penalty imposed on another member of staff for similar misconduct will usually be taken into account but should not be treated as a precedent. Each case will be assessed on its own merits.

**13.2.11 Stage 1 - First written warning**

A first written warning may be authorised by your reporting line or as specified above. It will usually be appropriate for a first act of misconduct where there are no other active written warnings on your disciplinary record.

**13.2.12 Stage 2 - Final written warning**

A final written warning may be authorised by your reporting line or as specified above. It will usually be appropriate for:

- misconduct where there is already an active written warning on your record; or
- misconduct that we consider sufficiently serious to warrant a final written warning even though there are no other active warnings on your record.

**13.2.13 Stage 3 - Dismissal**

Dismissal may be authorised by the Bursar. It will usually only be appropriate for:

- any misconduct during your probationary period;
- further misconduct where there is an active final written warning on your record; or
- any gross misconduct regardless of whether there are active warnings on your record. Gross misconduct may result in immediate dismissal without notice or payment in lieu of notice (summary dismissal). Examples of gross misconduct are set out elsewhere in this Handbook.

**13.2.14 Alternatives to dismissal**

In some cases we may, at our discretion, consider alternatives to dismissal. These may be authorised by the Bursar and will usually be accompanied by a final written warning. Examples include:

- Demotion
- Transfer to another department or job
- A period of suspension without pay
- Loss of seniority
- Reduction in pay
- Loss of future pay increment or bonus.

In addition, alternatives to dismissal for academic staff are set out in the Schedule to the College Ordinances.

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### 13.2.15 Warning Periods

Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.

A first written warning will usually remain active for six months and a final written warning will usually remain active for 12 months. After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

### 13.2.16 Appeals against disciplinary action

If you feel that disciplinary action taken against you are wrong or unjust you may appeal in writing, stating your full grounds of appeal. Non-academic staff should appeal to the Bursar within 7 calendar days of the date on which they were informed of the decision and academic staff should appeal to the Secretary to the Council within 14 calendar days of the date on which they were informed of the decision.

If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.

If you raise any new matters in your appeal, we may need to carry out further investigation. If any new information comes to light we will provide you with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing.

We will give you written notice of the date, time and place of the appeal hearing. This will normally be two to seven working days after you receive the written notice.

Where possible, the appeal hearing will be conducted impartially by the Bursar or the President. In the case of academics, a Disciplinary Appeal Panel will be appointed in accordance with the Schedule to the College Statutes. You may bring a companion with you to the appeal hearing. If you are appealing against dismissal, Non-academic staff have the right of appeal to Governing Body under Statute VIII,3.

We may adjourn the appeal hearing if we need to carry out any further investigations in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

Following the appeal hearing we may:

- confirm the original decision;
- revoke the original decision; or
- substitute a different penalty.

We will inform you in writing of our final decision as soon as possible, usually within one week of the appeal hearing. Where possible we will also explain this to you in person. There will be no further right of appeal.

## 13.3 Grievance Procedure

The primary purpose of this grievance procedure is to enable staff to air any concerns that they may have about practices, policies or treatment from other individuals at work or from the College, and to produce a

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speedy resolution where genuine problems exist. It is designed to help all staff to take the appropriate action, when they are experiencing difficulties, in an atmosphere of trust and collaboration.

Although it may not be possible to solve all problems to everyone's complete satisfaction, this procedure forms an undertaking by the College that it will deal objectively and constructively with all staff grievances, and that anyone who decides to use the procedure may do so with the confidence that their problem will be dealt with fairly.

This grievance procedure is not a substitute for good day-to-day communication in the College where we encourage staff to discuss and resolve daily working issues in a supportive atmosphere. Many problems can be solved on an informal footing very satisfactorily if all staff are prepared to keep the channels of communication between themselves open and working well. This procedure is designed to deal with those issues that need to be approached on a more formal basis so that every route to a satisfactory solution can be explored and so that any decisions reached are binding and long lasting.

The College processes personal data collected during informal complaints and the formal grievance procedure in accordance with its data protection policy. In particular, data collected as part of informal complaints and the grievance procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of responding to the complaints or conducting the grievance procedure. Inappropriate access or disclosure of staff data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

#### 13.3.1 Who is covered by the procedure?

This procedure applies to all staff, regardless of length of service. It may be amended at any time and we may depart from it depending on the circumstances of any case.

#### 13.3.2 Using the grievance procedure

Most grievances can be resolved quickly and informally through discussion with your line manager or, in the case of academic staff, the appropriate College Officer, the Senior Independent Fellow or some other appropriate authority in the College. If this does not resolve the problem you may initiate the formal procedure below.

#### 13.3.3 Step 1: written grievance

You should put your grievance in writing and submit it to your relevant manager or to the HR Manager who will ensure that it is passed to the correct person to be dealt with.

The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of individuals involved so that we can investigate it.

#### 13.3.4 Step 2: meeting

We will arrange a grievance meeting, normally within one week of receiving your written grievance. You should make every effort to attend.

You may bring a companion to the grievance meeting if you make a reasonable request in advance and tell us the name of your chosen companion. The companion may be a Trade Union Official or a work colleague, who will be allowed reasonable paid time off from duties to act as your companion.

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If you or your companion cannot attend at the time specified you should let us know as soon as possible and we will try, within reason, to agree an alternative time.

We may adjourn the meeting if we need to carry out further investigations, after which the meeting will usually be reconvened.

We will write to you, usually within five working days of the last grievance meeting, to notify you of our decision and to let you know of any further action that we intend to take to resolve the grievance. We will also advise you of your right of appeal.

#### 13.3.5 Step 3: appeal

If the grievance has not been resolved to your satisfaction, you may appeal in writing to the Bursar or the President stating your full grounds of appeal, within seven days of the date on which the decision was sent or given to you.

We will hold an appeal meeting, normally within two weeks of receiving the appeal. This will be dealt with impartially by either the President or the Bursar, whichever has not previously been involved in the case. You will have a right to bring a companion. The companion may be a Trade Union Official or a work colleague.

We will confirm our final decision in writing, usually within ten working days of the appeal hearing. There is no further right of appeal.

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## 13.4 Equality, Inclusion and Diversity, Anti-Harassment and Anti-Bullying Policy

### 13.5 Introduction

The College is committed to being an equality opportunities employer and to maintaining a working environment free from discrimination, victimisation, harassment and bullying. Whether during recruitment, transfer, promotion, training or in the assessment of salary and benefits, the College's aim is to ensure that no applicants, employees, workers and office-holders will be treated less favourably than another because they have a protected characteristic. Any progression within employment will be determined by personal merit and by the application of criteria which are related to the duties and conditions of each particular post and the needs of the department concerned.

Protected groups are defined in the Equality Act 2010 as Sex, Gender Reassignment, Marriage or Civil Partnership, Pregnancy or Maternity, Race (including Ethnic or National Origin, Nationality or Colour), Disability, Sexual Orientation, Age, or Religion or Belief. The College respects all religious and philosophical beliefs, as well as the lack of religion or belief, and the right of all members of its community to discuss and debate these issues freely.

The College is committed to taking a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

Unlawful discrimination, victimisation, harassment and bullying will not be tolerated by the College and those responsible for such treatment or any other breach of this policy may be subject to disciplinary action under the College's disciplinary procedure (up to and including summary dismissal) and may also be personally liable for their unlawful conduct.

### 13.6 Policy

All employment decisions will be made in a non-discriminatory manner. This includes decisions relating to recruitment and selection, transfers and promotions, training and development, salary, benefits and severance terms.

### 13.7 Types of Discrimination

There are two broad forms of discrimination under UK legislation: direct and indirect discrimination. Direct discrimination generally constitutes less favourable treatment on the grounds of sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, sexual orientation, race, colour, ethnic or national origins, religion or belief, disability or age. Indirect discrimination generally occurs where a provision, criterion or practice, which may appear neutral and apply equally to all, in fact inadvertently puts a certain group of workers at a disadvantage in comparison to other workers. Discrimination may also take place as a result of victimisation, harassment or bullying.

### 13.8 Recruitment and Selection

- The recruitment and selection process is crucially important to any equality, inclusion and diversity 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.
- 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.

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- Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- 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.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- We will not disqualify any applicant because they are 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.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

### 13.9 Harassment

Harassment generally consists of unwanted conduct (whether based on sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, sexual orientation, race, colour, ethnic or national origins, disability or age) which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive working environment for that person. It is irrelevant whether the alleged harassment is intentional or not. Harassment can occur in a variety of ways: physical conduct, verbal conduct, non-verbal conduct or bullying. The following are examples of such harassment. This list is intended as a guide and is not exhaustive.

- Physical conduct: Examples include touching, patting, pinching, assault, and coercion for sexual favours or physical threats.
- Verbal conduct: Examples include unwelcome advances, nicknames, innuendo, insults or abusive language or banter
- Non-verbal conduct: Examples include the display of pornographic or suggestive pictures, offensive or abusive gestures, objects, or written material, posts or contact on social media
- Bullying: Examples include offensive, intimidating, insulting, humiliating or demeaning behaviour which attempts to undermine an individual.

**Sexual harassment**

This is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. The following are examples of sexual harassment. The list is intended as a guide and is not exhaustive.

- Sexual comments or jokes
- Displaying sexually graphic pictures, posters or photos
- Suggestive looks, staring or leering
- Propositions and sexual advances
- Making promises in return for sexual favours
- Sexual gestures
- Intrusive questions about a person’s private or sex life or a person discussing their own sex life

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- Sexual posts or contact on social media
- Spreading sexual rumours about a person
- Sending sexually explicit emails or text messages
- Unwelcome touching, hugging, massaging or kissing.

### 13.10 Complaints procedure

This procedure contains an informal and formal route and applies to complaints relating to discrimination, victimisation, harassment or bullying on the grounds of sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, sexual orientation, race, colour, ethnic or national origins, religion or belief, disability or age. If you believe that any such form of discrimination, victimisation, harassment or bullying is taking place, you must follow this complaints procedure. The route you choose may depend on the seriousness of your complaint and how you would like the matter to be dealt with. It is recommended to present any complaint you may have promptly, to enable action to take place as soon as possible. You will be asked to substantiate the complaint with any evidence or examples you have. Any complaint made under this procedure will be handled by the College sensitively, discreetly and, where possible, confidentially.

### 13.11 Informal procedure

If you believe that you are suffering discrimination, victimisation, harassment or bullying, it is recommended that you should attempt to resolve the issue with the person whom you believe is responsible for such treatment. You may inform him or her in writing or verbally, that his or her conduct is unacceptable and must stop. You are advised to keep a written record of the events, dates and any relevant documentation from the outset.

The informal procedure does not intend to place the responsibility for action on the individual affected, however, you may feel that an incident may be the result of unconscious bias and could be addressed through a conversation with the person on an informal basis.

You do not have to follow this approach. If you have any concerns, you are encouraged to contact your relevant manager, who will discuss the matter with you. If your manager is directly involved, you may prefer to approach the Bursar on an informal basis. If the Bursar is directly involved, you may prefer to approach another member of Council on an informal basis. Depending on the seriousness and the nature of the complaint, the College reserves the right to invoke its disciplinary procedure in relation to the individual(s) responsible for the treatment, even if you follow only the informal procedure.

### 13.12 Formal procedure

If you wish to pursue the matter further, or if the College decides to pursue the matter further, you will be asked to make a formal complaint under the College's grievance procedure. Even if you decide not to take the matter further, the College may have a duty to other staff members to investigate the matter fully. Where a complaint has been made, the College will initiate an investigation as soon as practicable to determine whether or not disciplinary action should be taken under the College's disciplinary procedure.

If your complaint is well-founded, disciplinary action may be taken against the individual(s) accused of discrimination, victimisation, harassment or bullying (up to and including summary dismissal).

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If your complaint is not well-founded, the College will advise you accordingly. If you have acted in good faith and with good reason, the fact that you have brought a complaint will not affect your position within the College. If, however, your complaint has been made in bad faith or brought without foundation, you may be subject to the College's disciplinary procedure (up to and including summary dismissal).

### 13.13 Appeals

If you are dissatisfied with the outcome of your complaint raised under this policy, or with the way in which it was handled, you may present an appeal in accordance with the College's grievance procedure.

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# 14 Sexual Harassment Policy

## 14.1 Introduction

1) All members of staff are entitled to be treated with dignity and respect in our place of work. This means freedom from sexual harassment, feeling safe and supported, and having access to redress if such behaviour does arise.

2) Sexual harassment takes many forms but whatever form it takes, it is unlawful under the Equality Act 2010 as amended. We will not tolerate it.

3) The law requires employers to take reasonable steps to prevent sexual harassment of their workers. We take action to prevent sexual harassment from occurring and have clear reporting procedures for our staff to make a complaint about sexual harassment. If you have been sexually harassed, or you have witnessed sexual harassment, we encourage you to tell us so that we can deal with the matter swiftly.

4) The Bursar has overall responsibility for the operation of this policy but may delegate elements of implementation or decision making to the HR Manager or Senior Manager. Our managers will maintain an open-door policy. All of our staff have a responsibility to behave in line with the requirements of this policy.

5) Instances of sexual harassment or victimisation may lead to disciplinary action including termination of employment.

6) This policy is reviewed regularly to ensure it remains up to date and in order to monitor its effectiveness. Any changes required will be implemented and communicated to our workforce.

## 14.2 Scope

We deplore all forms of sexual harassment and seek to ensure that the working environment is safe and supportive to all those who work for us. This includes employees, workers, agency workers, volunteers and contractors in all areas of our College or at external locations whilst on College business.

## 14.3 Definitions

1) Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. It also covers treating someone less favourably because they have submitted to or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex.

2) Sexual harassment may be committed by a fellow worker, an agent of an organisation, or a third party. It does not need to occur in person. It can occur via digital means including social media sites or channels e.g. WhatsApp. Someone may be sexually harassed even if they were not the target of the behaviour. Examples of sexual harassment include, but are not limited to:

    a) sexual comments or jokes, which may be referred to as ‘banter’
    b) displaying sexually graphic pictures, posters or photos
    c) suggestive looks, staring or leering

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d) propositions and sexual advances
e) making promises in return for sexual favours
f) sexual gestures
g) intrusive questions about a person's private or sex life or a person discussing their own sex life
h) sexual posts or contact in online communications including on social media
i) spreading sexual rumours about a person
j) sending sexually explicit emails, text messages or messages via other social media
k) unwelcome touching, hugging, massaging or kissing

3) Victimisation is subjecting someone to detriment because they have done, are suspected of doing, or intend to do an act which is protected under discrimination and harassment laws. It is not necessary for the person to have done the protected act in order for detrimental treatment to be considered as victimisation.

4) The protected acts are:

a) making a claim or complaint under the Equality Act 2010 (for example, for discrimination or harassment)
b) helping someone else to make a claim by giving evidence or information in connection with proceedings under the Equality Act 2010
c) making an allegation that someone has breached the Equality Act 2010, or
d) doing anything else in connection with the Equality Act 2010

5) Examples of victimisation may include:

a) Failing to consider someone for promotion because they have previously made a sexual harassment complaint
b) Dismissing someone because they accompanied a colleague to a meeting about a sexual harassment complaint
c) Excluding someone from work meetings because they gave evidence as a witness for another employee as part of an employment tribunal claim about harassment.

### 14.4 Circumstances Which Are Covered

This policy covers behaviour which occurs in the following situations:

a) a work situation
b) a situation occurring outside of the normal workplace or normal working hours which is related to work, for example, a working lunch, a business trip or social functions
c) outside of a work situation but involving a colleague or other person connected to the College, including on social media
d) against anyone outside of a work situation where the incident is relevant to your suitability to carry out the role.

### 14.5 What To Do If You Are Subject To Sexual Harassment Or Victimisation

1) We are committed to ensuring that there is no sexual harassment or victimisation in our workplace. Allegations of sexual harassment and victimisation will be treated as a disciplinary matter, although every situation will be considered on an individual basis and in accordance with the principles of our

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disciplinary procedures, a copy of which be located on the Hughes Hall Website. Official documents - Hughes Hall (cam.ac.uk).

2) **Informal complaint**
We recognise that complaints of sexual harassment or victimisation can be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the same person who will be responsible for investigating the matter if it becomes a formal complaint.

3) If you experience sexual harassment and you feel comfortable to do so, 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.

4) In addition, you may also choose to raise concerns during your regular communication with your manager, for example, in a 1-2-1 meeting. Your manager will listen to you and take your concerns seriously if you do this, but may encourage you to follow the reporting procedures set out below.

5) **Formal complaint**
Where the informal approach fails or you do not wish to use the informal procedure, you should bring the matter to the attention of a Senior Manager or the HR Manager as a formal written complaint and again your confidential helper can assist you in this.

If possible, you should keep notes of what happened 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; and

e) any action already taken by you to stop the alleged harassment.

6) On receipt of a formal complaint, we 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.

7) 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. The meeting will normally be held within five working days of receipt of your complaint. 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 may be dealt with under the disciplinary procedure.

8) On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.

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9) You have the right to appeal against the findings of the investigator. If you wish to appeal you must inform a Senior Manager or the HR Manager within five working days. You will then be invited to a further meeting. As far as reasonably practicable, the College will be represented by a more Senior Manager than attended the first meeting (unless the most Senior Manager attended that meeting).

10) Following the appeal meeting, you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

11) Regardless of the outcome of the procedure, we are committed to providing the support you may need. This may involve mediation between you and the other party or some other measure to manage the ongoing working relationship.

12) You will not be victimised for having brought a complaint.

### 14.6 What To Do If You Witness Sexual Harassment Or Victimisation

1) If you witness sexual harassment or victimisation, you are encouraged to take appropriate action to address it. You should not take any action that may put you at risk of sexual harassment or other harm. If you feel able, you should intervene to prevent the matter continuing. If you are not able to do this, your action may include offering support to the person who has been sexually harassed and encouraging them to report the incident or reporting the incident yourself.

2) If reporting the incident, you should bring the matter to the attention of a Senior Manager or to the HR Manager in writing.

3) Your concerns will be handled by a Senior Manager or the HR Manager who will sensitively talk to the person subject to sexual harassment to determine how they want the matter to be handled.

### 14.7 Third Party Sexual Harassment

1) Third party sexual harassment occurs when one of our workforce is subjected to sexual harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our students, suppliers, self-employed contractors, members of the public.

2) Third party sexual harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent sexual harassment by third parties.

3) The law does not provide a mechanism for individuals to bring a claim of third party harassment alone. However, failure for an employer to take reasonable steps to prevent third party sexual harassment may result in legal liability in other types of claim.

4) In order to prevent third party sexual harassment from occurring, we will:

- Provide online and onsite sexual harassment training for all staff members demonstrating that no worker or employee should have to experience sexual harassment at work
- Inform third parties of our zero-tolerance sexual harassment policy

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- Take all concerns raised about sexual harassment seriously
- Act to promptly take appropriate action when concerns are raised
- Encourage staff to report any instances of sexual harassment, including third party sexual harassment, that occur

5) If you have been subjected to third party sexual harassment, you are encouraged to report this as soon as possible to a Senior Manager or HR Manager.

6) Should a third party sexually harass a member of our workforce, you are encouraged to report this as soon as possible and the relevant process will be followed. Any criminal acts will be reported to the police.

7) We will not tolerate sexual harassment by any member of our workforce against a third party. Instances of sexual harassment of this kind may lead to disciplinary action including termination of employment

**14.8 Disciplinary Action**

1) If the decision is that the allegation of sexual harassment or victimisation is well founded, the harasser/victimiser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including summary dismissal. An employee who receives a formal warning or who is dismissed for sexual harassment/victimisation may appeal by using our disciplinary appeal procedure.

2) When deciding on the level of disciplinary sanction to be applied, we will take into consideration any aggravating factors affecting the case. One example of aggravating factors is an abuse of power over a more junior colleague.

3) If, due to the investigation, it is concluded that your complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

**14.9 Training**

1) We provide training to all our staff on sexual harassment to ensure there is a clear understanding of, amongst other things, what sexual harassment is and how it may occur, that it will not be tolerated, expected levels of behaviour, how they can report any incidents of having been sexually harassed or having witnessed it and that acts of harassment will be dealt with under the disciplinary procedure potentially resulting in dismissal.

2) We ensure that all levels of management are trained on implementing this policy including preventing and managing sexual harassment in the workplace, and the procedure to follow if an allegation is reported.

3) We will regularly review the effectiveness of our training.

4) We provide refresher training as appropriate.

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# 15 Whistleblowing Policy (Public Interest Disclosure Act 1998)

## 15.1 Policy Purpose

The College is committed to the highest standards of honesty and integrity and expects all its staff and members to maintain high standards of conduct.

The purpose of this policy is to provide guidance on what constitutes whistleblowing, the protections afforded to whistleblowers, how to raise concerns under this protection and how the College will respond to whistleblowing concerns.

It further aims to encourage any person to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected. Whistleblowers should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to bemistaken.

## 15.2 Scope / Whistleblowing Disclosures

This policy has been created taking into account the Public Interest Disclosure Act (PIDA) 1998 legislation that affords legal protection for whistleblowers from negative treatment or unfair dismissal, and with reference to the University of Cambridge Whistleblowing Policy.

Whistleblowing concerns usually relate to the conduct of College staff or an internal matter, but they may sometimes relate to the actions of a third party, such as a customer, supplier or service provider. In some circumstances the law will protect whistleblowers if they raise the matter with the third party directly. However, the College encourages individuals to report such concerns internally first, in line with this policy.

The whistleblower protection covered by the Public Disclosure Act applies specifically to employees and workers. **However, all members of the College (other than students) should follow the same procedure outlined below if they wish to raise concerns and can be assured that the College will offer them the same protection against detrimental treatment as required for employees or workers.**

To constitute a whistleblowing disclosure under this policy, a complaint must relate to one or more of the following:

- A criminal offence including theft, fraud or bribery, or misuse of charitablefunds
- Failure to comply with a legal obligation
- A miscarriage of justice
- Endangering the health and safety of an individual
- Sexual harassment (unwanted conduct of a sexual nature, as defined in the Equality Act 2010)
- Environmental damage
- Financial fraud or mismanagement
- Attempts to suppress/conceal information about any of the aboveissues.

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## 15.3 Definitions

| | |
|---|---|
| Whistleblowing | Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to specific activities. The wrongdoing disclosed must be considered to be in the public interest, which means it has to affect others, e.g. criminal offences or health and safety concerns. |
| Whistleblowing Officer | The person responsible for responding to a Whistleblowing concern. In the College's case, this would be the Bursar in the first instance. If the Bursar is unavailable or conflicted, the concern can be made to the President or the Chair of the Audit and Risk Committee. |
| Whistleblowing Disclosure | A complaint relating to any of the matters set out in 15.2. |

## 15.4 Responsibilities

All members of the College (other than students) should follow the same procedure outlined below if they need to raise concerns.

The Whistleblowing Officer will be responsible for hearing concerns, conducting or commissioning any investigation, and reporting the outcome of any investigation to the College's Governance Committee. If the Whistleblowing Officer is conflicted, they will recuse themselves from the matter immediately and one of the alternates set out in the Definitions (section 15.3) will assume responsibility for the case. The Whistleblowing Officer will process any personal data in accordance with the College's data protection policy. Data collected from the point at which the report is made will be held securely and accessed by individuals only for the purposes of dealing with the disclosure.

Governance Committee is responsible for receiving the findings of any independent investigation of a whistleblowing disclosure and determining the subsequent course of action. Should any member of Governance Committee be conflicted in relation to the case, they should declare their interest to the Chair at the earliest opportunity to ensure any conflicts are mitigated or managed appropriately.

In the event an individual believes they are being subjected to detriment by any person within the College as a result of their decision to raise a complaint, they should inform the President or HR Manager immediately in order that appropriate action can be taken to protect them.

## 15.5 Policy Statement

### Procedure

A whistleblower should report any concerns promptly and in writing to the Whistleblowing Officer. If the Bursar is unavailable or conflicted, the whistleblower should raise concerns with the President or the Chair of Audit and Risk Committee.

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In the event of an anonymous complaint, it will be acted upon as the Whistleblowing Officer sees fit, having due regard to the seriousness of the issue raised, the credibility of the complaint, the prospects of being able to investigate the matter, and fairness to any individual mentioned in the complaint.

Once a complaint has been raised, the Whistleblowing Officer will arrange a meeting with the whistleblower to discuss the issue. The Whistleblowing Officer will decide whether there is a prima facie case to answer and will decide whether an investigation should be conducted and the form it should take. The whistleblower may bring a colleague or union representative to any meetings under this policy.

The Whistleblowing Officer will then carry out an initial assessment to determine the scope of the investigation. The person raising the concern will be informed of the outcome of the initial assessment with a high-level summary of what has been identified and any next steps (Note: due to GDPR, any individual employment matters will be treated in strict confidence and will not be shared with the whistleblower).

The Whistleblowing Officer may also need to speak with other relevant individuals (e.g. witnesses, relevant parties) who may be able to provide information in connection with the disclosure.

In some cases, the Whistleblowing Officer may appoint an investigator or team of investigators. The Whistleblowing Officer will aim to keep the whistleblower informed of the progress of any investigation and its likely timescale.

The College's Governance Committee will have responsibility for considering the findings of any investigation and determining the appropriate course of action. In the interests of good governance and transparency, the Whistleblowing Officer will keep Governing Body (as the College's trustee body), appraised of any disclosures, investigations and their outcomes.

In the case of a conflict of interest involving the Bursar, President, Chair or Audit and Risk Committee, or members of the Governance Committee, those individuals will not participate in either undertaking or supporting an investigation (apart from providing statements, where requested) or in discussing the case, in order for the process to remain impartial and uncompromised.

If, following investigation the College concludes that a whistleblower has deliberately made false allegations maliciously, the whistleblower may be subject to a disciplinary investigation that will be managed in accordance with the College's Disciplinary Procedure.

Reports will be maintained for five years.

**External Reporting of Concerns**

The law recognises that in some circumstances it may be appropriate for the whistleblower to report their concerns to an external body such as a regulator. The College strongly encourages the whistleblower to raise concerns internally before reporting a concern externally.

**Protection of Whistleblowers**

Hughes Hall aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

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While the College cannot pre-determine that the outcome of an investigation will be satisfactory to the whistleblower, the College is committed to dealing with concerns fairly and appropriately.

Whistleblowers must not suffer any detrimental treatment (this includes dismissal, disciplinary action, victimisation, harassment or bullying) as a result of raising a genuine concern. Members of the College must not threaten or retaliate against whistleblowers in any way. If any member is involved in such conduct they may be subject to disciplinary action. If a whistleblower believes that they have suffered any such treatment, they should inform the HR Manager or the President immediately. If the matter is not remedied, the whistleblower can raise it formally using the relevant Grievance Procedure.

If a whistleblower is dissatisfied with the time frame or conduct of the investigation or the way in which the matter has been resolved, they may consider referring the matter to the President for review, provided the President has had no prior involvement in the process or conclusion. There is no further internal recourse once a review has been addressed. The President reserves the right to commission an external, independent outcome review if the matter cannot be addressed satisfactorily through internal processes.

'Protect' operates a confidential helpline. Their contact details are given below.

**Contacts**

| | |
|---|---|
| Bursar<br>Whistleblowing Officer | Laurie Smith<br>bursar@hughes.cam.ac.uk |
| President | Sir Laurie Bristow<br>president@hughes.cam.ac.uk |
| Chair of Audit and Risk Committee | Dr Jimmy Chan<br>jc2116@hughes.cam.ac.uk |
| Protect<br>(Independent whistleblowing charity) | Helpline: (020) 3117 2520<br>Email via advice line page<br>Website: https://protect-advice.org.uk/ |

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## 16 Capability Policy

Over time, a member of staff's capability to carry out their duties may deteriorate. This can be for a number of reasons, the most common ones being that either their job changes over a period of time and they cannot keep pace with the changes, or they change (most commonly because of health reasons) and therefore can no longer cope with the work.

If the nature of your job changes, every effort will be made to ensure that you understand the level of performance expected and that adequate training and support is given. If there are concerns about capability, the relevant manager will talk to you about these informally and give you time to improve. Details of the process are given below.

Health reasons may arise, which do not prevent you from working, but which prevent the performance of normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, the College normally needs to have details of the medical diagnosis and prognosis. Under normal circumstances, this will be obtained by asking your GP for a medical report. Your permission is needed before the College can obtain such a report (under the Access to Medical Reports Act 1988) and you will be expected to co-operate in this matter should the need arise. When the College has as much information as possible regarding any medical condition and after talking to you, a decision will be made about future employment with the College in your existing role or, where circumstances permit, in another suitable role.

There may also be personal circumstances, which prevent you from working, either for prolonged periods or for frequent short periods. Under these circumstances the College will need to know that the situation might improve. This may again mean asking your doctor for a medical report or making whatever investigations are appropriate in the circumstances. When as much information as possible has been obtained and discussed with you, a decision will be made about future employment with the College either in your existing role or, where circumstances permit, in a more suitable role.

In the case of academic staff who cannot perform their role satisfactorily due to health issues, the Schedule to the College Ordinances that are available at https://www.hughes.cam.ac.uk/about-us/official-documents stipulates the procedure to follow. In line with the Schedule of the College Ordinances, the Governing Body will appoint an Incapacity Panel and a Presenting Officer where an academic member of staff's health is in question and follow the procedure set out in the Schedule.

### 16.1 Aim of the Capability Policy

All staff have a contractual responsibility to perform to a satisfactory level. Where sub-standard performance is found to be due to negligence or lack of application, then the Disciplinary Procedure will normally be appropriate.

However, issues of a member of staff's capability may arise from time to time where sub-standard performance relates to a lack of the required knowledge, skills or ability rather than misconduct. In this case, staff members will, wherever practicable, be assisted through training or coaching and given reasonable time to achieve the required standard through the Capability Policy.

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This Capability Policy is intended to:

- secure the required improvement in cases where performance falls short of that expected;
- help poorly performing staff members to become more effective;
- provide a fair and effective means of securing redeployment to a more appropriate position or where this is not practicable, dismissal.

As with any meeting which could result in a formal warning or some other action, staff members shall have the right to be accompanied by either a work colleague or a trade union representative. At each review stage, staff members will be advised of the consequences of a failure to reach the required level of performance, or the necessary improvement required, or of not being able to return to work or maintain a satisfactory level of performance through capability and also of the right of appeal. The time limits referred to in the following procedure may be varied by agreement.

This procedure does not apply to termination of employment by reason of redundancy, resignation or termination by mutual consent.

An appropriately qualified individual will carry out the investigation. In the event that a disciplinary hearing is necessary, the College's disciplinary policy will apply.

### 16.1.1 Investigation Regarding Capability

For procedures involving your capability it will be your manager's responsibility (or Council where there is no manager) to offer suitable help and advice to you where incompetence such as lack of skill, aptitude and/or ability or unsatisfactory performance is alleged, whether owing to ill health or otherwise. The nature of the alleged shortcoming will determine the nature of the help to be provided. The help should include regular reviews (normally at intervals of two to three weeks) and one or more of the following:

- counselling or medical advice;
- a review of commitments and responsibilities;
- training, if appropriate.

If, after help and advice over an agreed period of time your performance is still unsatisfactory, your manager (or Council where there is no manager) will inform the HR Manager and advise you in writing that your performance is still unsatisfactory.

In doing so, your manager (or Council where there is no manager) will:

- set out the facts and recommend ways of improving your performance;
- provide appropriate and precise performance objectives and indicators; and
- give you reasonable time in which to rectify your deficiencies and provide the date on which these will be reviewed.

If, at the review date, there has been no marked improvement in performance and that there is clear indication of a failure to reach the objectives and indicators referred to above, or improvement has not been maintained, your manager (or Council where there is no manager), after consultation with the HR Manager, will inform you in writing that your performance still falls below an acceptable level. You will also be informed in writing of the areas where improvement is still necessary and the period for which appropriate support will continue to be made available.

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If, after receiving the counselling, support and written notifications outlined above, your performance continues to be unsatisfactory, it may become necessary to initiate formal action, which could ultimately result in your dismissal.

We will give you written notice of any formal capability meetings. The meetings will be held as soon as reasonably practicable, but you will be given a reasonable amount of time to prepare based on the information provided to you in writing. As with any formal process, you will have the right to be accompanied by a trade union representative or colleague at any formal meetings under this procedure.

### 16.1.2 Procedure at Capability Meetings

If you or your companion cannot attend the meeting you should inform the HR Manager immediately and we will try and arrange an alternative time. You must make every effort to attend the meeting, and failure to attend without good reason may be treated as misconduct in itself. If you fail to attend without good reason, or are persistently unable to do so (for example, for health reasons), we may have to take a decision based on the available evidence.

The meeting will normally be held by your manager (or Council where there is no manager). You may bring a companion with you to the meeting. The companion may be a colleague or a Trade Union official. Your companion may make representations, ask questions, and sum up your case, but will not be allowed to answer questions on your behalf. You may confer privately with your companion during the hearing.

You may ask relevant witnesses to appear at the meeting, provided you give us sufficient advance notice to arrange this. You will be given the opportunity to respond to any information given by a witness.

The aims of a capability meeting will usually include:

- Setting out the required standards that we believe you may have failed to meet, and going through any relevant evidence that we have gathered.
- Allowing you to ask questions, present evidence, call witnesses, respond to evidence and make representations.
- Establishing the likely causes of poor performance including any reasons why any measures taken so far have not led to the required improvement.
- Identifying whether there are further measures, such as additional training or supervision, which may improve performance.
- Where appropriate, discussing targets for improvement and a time-scale for review.
- If dismissal is a possibility, establishing whether there is any likelihood of a significant improvement being made within a reasonable time and whether there is any practical alternative to dismissal, such as redeployment.

A meeting may be adjourned if either party needs to gather any further information or give consideration to matters discussed at the hearing. Either party will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

We will inform you in writing of our decision and our reasons for it, usually within five working days of any capability meeting. Where possible we will also explain this information to you in person.

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### 16.1.3 Appeal

If you disagree with a decision made under the Capability procedure you have the right to appeal. If you are a member of non-academic staff, your appeal should be in writing, stating your full grounds of appeal, to the Bursar within seven days of the date on which you were informed in writing of the decision. If you are a member of academic staff, you should appeal in writing within 14 days or receipt of the decision to the Secretary to the Council, stating your full grounds of appeal.

If you are appealing against dismissal, non-academic staff have a right to appeal to Governing Body under Statute VIII 3.

If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.

If you raise any new matters in your appeal, we may need to carry out further investigation. If any new information comes to light we will provide you with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing.

We will give you written notice of the date, time and place of the appeal hearing. This will normally be within five working days of receipt of your appeal. Where possible, the appeal hearing will be conducted by a senior person in the College who has not been previously involved in the case. You may bring a trade union representative or a colleague with you to the appeal hearing.

A hearing may be adjourned if we need to gather any further information or give consideration to matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

We will inform you in writing of our final decision as soon as possible, usually within five working days of the appeal hearing. Where possible we will also explain this to you in person. There will be no further right of appeal.

### 16.1.4 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.

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# 17 CONCLUSION

## 17.1 Alterations and Additions

Hughes Hall may alter the provisions of this Handbook as occasion requires or as legislation demands. Legislative changes that are mandatory on the College will be deemed to take effect as at the effective date of the legislation. However, the terms of any other proposed alteration or addition would be discussed, as appropriate, and emailed to everyone. We have not included any legislative changes that are on the statute books at the time of issue. We will incorporate any changes as a result of legislation as and when they become law.

## 17.2 Breach of Provisions

Any breach of these provisions or any misconduct not specifically mentioned herein may be dealt with by the disciplinary procedure. The taking of disciplinary action by the College does not preclude the possibility of action in Civil or Criminal Court, whether initiated by the College, the individual or the Civil Authorities.

## 17.3 Communications and Notice Boards

It is your duty to read all notices that may be circulated by email or by such other methods as are usual practice within Hughes Hall, and to comply with their requirements insofar as they relate to the Main Terms of Employment and the Staff Handbook. Alleged ignorance of any notice will not be accepted as an excuse for non-compliance.

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**Appendix 1**

## SICKNESS SELF-CERTIFICATION ABSENCE

Form SCA

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

When managing sickness absence, the College processes personal data collected in accordance with its data protection policy. Any data related to your health is considered special category personal data and is therefore subject to higher levels of protection. In particular, data collected including through self-certification forms, fit notes, occupational health reports, GP reports, Consultant reports and any other information providing details of the state of your health is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your sickness absence. We may use this data to ascertain your fitness for work, to determine whether you require any reasonable adjustments and to fulfil our obligations under our duty of care to you or for the assessment of your working capacity in line with our data protection policy. Inappropriate access or disclosure of your special category personal data constitutes a data breach and should be reported in accordance with the College's data protection policy immediately. It may also constitute a disciplinary offence which will be dealt with under the College's disciplinary procedure.

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

| **NAME:** | |
|---|---|
| **Dates of sickness**<br>**FROM (Including non-working days) TO**<br>_____ **am/pm** _____ **am/pm**<br>_____ **day** _____ **day**<br>_____ **date** _____ **date** | |
| **Dates of absence**<br>**FROM TO**<br>_____ **am/pm** _____ **am/pm**<br>_____ **day** _____ **day**<br>_____ **date** _____ **date** | |
| **Details of sickness or injury** | |

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| **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.** |
|---|
| **Declaration**<br><br>**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.**<br><br>**I acknowledge that false information will result in disciplinary action.**<br><br>**I hereby give my employer permission to verify the above information.**<br><br>**Signed _____ Acknowledged _____**<br>**(staff member) (for employer)**<br><br>**Date _____** |

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## Appendix 2

**EMPLOYEE EXPENSES POLICY**

Approved by Council 10 December 2024, w.e.f 01 January 2025

This policy sets out guidance and key principles in relation to incurring, claiming, approving, and the processing of expenses for employees and also applies to senior members, and visitors. This policy also applies when incurring expenditure on company credit cards. As a charitable organisation, Hughes Hall ('the College') has an obligation to ensure all funds are spent in a reasonable and cost-effective manner.

Through this policy, the College also commits to implementing sustainable travel practices which consider travel's environmental, social, and economic impact and support its staff in choosing the lowest carbon impact mode of travel. The policy is not intended to limit all business travel but to support a reduction in non-essential travel, and its associated carbon impacts.

Employees will be reimbursed for necessary costs they incur whilst undertaking College business. Expenses should be kept to a minimum, without impairing your ability to carry out your work, and should not be such that an objective observer might regard them as excessive or unnecessary. Expenditure should be wholly and necessary for business purposes only and employees must avoid incurring any costs that lead to them, their family or friends gaining a financial or other material benefit. Value for money should be considered in terms of time, cost, and environment.

Staff with disabilities should consult the Assistant Bursar/Bursar if the nature of your disability requires you to make arrangements that would otherwise not be covered within these guidelines, in order to perform your duties.

In relation to the Bridge Centres, the processed claims must also comply with the funding bodies' terms and conditions where they are more prescriptive than those of the College.

It is wise to discuss planned expenditure with your line manager before incurring costs. Claims should be made using the expenses form found here - Expense Claim Form TEMPLATE.docx and sent to finance@hughes.cam.ac.uk.

All original receipts must be attached to the email accompanying the claim form, except for mileage, where to and from addresses including postcodes are required. Please note: detailed line-by-line receipts must be submitted to support the claim; credit card slips/bank statements will not be accepted, as they do not provide the necessary breakdown of specific item expenditure.

The claimant must:

- input the account/budget code for every expenditure line on the expense claim form (please consult with your line manager if you are unsure which budget code to use)
- provide a full description of each expense
- for meetings and business entertainment, record the purpose and all those in attendance
- for conferences, list the name, date and location of the event
- have the approval of the budget holder before submittal

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For foreign currency items, a page showing the conversion to GBP on the date of purchase using https://www.oanda.com/currency-converter should be accompanied with the claim form. Alternatively, redacted bank statement/screenshot from a mobile banking app can be supplied showing the actual amount charged including foreign currency fees. The bank statement/screenshot is purely to show the actual amount that has been charged to the account and cannot be used as a receipt. The detailed line-by-line receipt must also be supplied. Where foreign currency conversions have not been provided, all line items will be converted based on the daily rate on the first day of the trip.

**Claims should be made regularly and within one month of the expenditure being incurred, except for the financial year-end, where all expenditure incurred up to and including the 31st July must be submitted to the finance team by the first week of August.**

Employees cannot authorise their own expenses. Claims should, whenever possible, be approved by your line manager. Where this is impractical, they should be authorised by an employee senior to the claimant. Employees should only incur and reclaim costs that relate to them personally and should not claim on behalf of other colleagues, except for instances such as a meal where more than one employee is present, and one employee pays and claims on behalf of the group.

**Business Travel**

Before undertaking any business travel, employees must consider whether the business purpose can be achieved without needing to travel. Virtual meetings can offer an efficient (in terms of both time and cost) and sustainable alternative to physical travel.

In order to minimise environmental impact, bookings should follow this travel hierarchy:

Local (Within Cambridge) - video conference, walking/cycling, public transport, car share, shared taxi, car alone, taxi alone.

National (Great Britain excl. Northern Ireland) - video conference, public transport, car share, car alone, air transport (limited exceptions only – see further below within Airfares guidance).

International - video conferencing, public transport, air transport. **All international travel must be pre-authorised by the Assistant Bursar or Bursar, except for Bridge Centres where the authority lies with the Director of each Centre as long as the travel has been explicitly included and approved within the funding bid. Where it has not been specifically requested and approved by the funder, the Assistant Bursar/Bursar must pre-authorise and will aim to respond within 3 working days.**

Business travel relates to journeys an employee is required to make in the performance of the duties of their employment at the College. Business travel does not relate to journeys between an employee's home and their permanent/usual place of work: these are commuting costs.

**Travel Insurance**

The College has a business travel insurance policy for employees. Please liaise with the Assistant Bursar in case of any queries in relation to it. If the journey is solely within the UK, cover will only be operative if the journey involves air travel and/or train and/or coach and/or an overnight stay away from home. If an emergency arises, employees should prioritise their health and safety and notify their line manager and the Assistant Bursar or Bursar of any incidents or situations which require alternative travel to be arranged.

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The travel insurer, Aviva, can be contacted 24 hours a day, 365 days a year, on +44 (0)1603 208 044. The policy number to quote is 100763961GPA.

**When booking travel and accommodation**

Tickets should, where possible, be booked through a travel supplier and invoiced to the College so that the employee is not temporarily out of pocket. Our current preferred travel management company is Key Travel, and should be the first port of call, but other companies can be used where cost effective. If it is not possible to arrange to be invoiced, employees with company credit cards should use these instead of submitting an expense claim (where individual limits allow). Advance planning is essential to avoid unnecessary costs to the College. Tickets should always be purchased in advance for travel at off-peak times unless unavoidable, i.e., due to the time of the meeting/meeting had to be arranged at short notice and peak-time travel was the only available option.

| Expense Category | Allowable Expenses | Guidance/Additional Information |
|---|---|---|
| **Airfares (incl. taxes)** | Alternatives to flying (e.g., train/ferry) are encouraged wherever possible and practical to do so, and should be prioritised over air travel for European destinations that can be reached within 6 hours from London terminals, and where the increased cost isn't excessive, and wherever possible for longer journeys.<br><br>Where air travel is used, Economy fares are to be used by all employees, as these give the best value for money and generate a lower carbon footprint.<br><br>If there is a justifiable business need, the Assistant Bursar or Bursar may approve upgrade requests to travel Premium Economic/Business Class. For example, where flying economy class would be detrimental due to disability or health requirements. There is a general presumption against Premium Economy/Business Class, which are responsible for greater emissions than Economy bookings, due to the allocation of more space on the plane. | First class travel is not accepted for any air journey.<br><br>More expensive, fully flexible fares should not be used where flexibility in travel arrangements is not a business requirement.<br><br>Air miles and loyalty/reward points: the decision as to what method/which carrier to use must not be influenced by personal promotional incentives such as air miles, personal credit card discounts or rebates.<br><br>Where the cost is being charged to a research grant, check if the terms and conditions allow upgrades.<br><br>Air travel is not permissible for travel within Great Britain except for the following exceptions:<br><br>• To connect with an onward flight to a location outside mainland Britain<br>• For disability or other health-related reasons<br>• Where childcare or other caring responsibilities mean that flights are the only viable option to ensure the wellbeing of travellers and those they care for<br>• At the discretion of the Assistant Bursar/Bursar<br><br>In these limited exceptions, approval is required from the Assistant Bursar or Bursar prior to booking travel. |

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| **Extras, e.g., priority boarding, baggage** | Optional extras, such as priority boarding, seat allocation and additional baggage, may only be claimed where there is a justifiable business reason for incurring the cost(s). | |
| **Rail Travel**<br>Standard class fare is payable unless a valid upgrade request has been pre-approved by the Assistant Bursar or Bursar. Day rider/railcards are allowed where cost effective. Top up funding for travel cards, such as Oyster, will not be claimable, only the charges for the actual journeys. Each charged journey must be claimed and evidenced separately. If using the London tube, the website here - Contactless and Oyster account - Transport for London (tfl.gov.uk) allows you to download statements to evidence costs. Rail travel is often the most cost-effective sustainable option for domestic and European travel. | | |
| **Taxi Service** | Taxis must only be used where:<br><br>• there is no suitable public transport for short journeys.<br>• the use of public transport is not a viable option due to carrying heavy or valuable items.<br>• there are staff with disabilities travelling and a taxi is more suitable | **College Taxi Account**<br><br>Within Cambridge, bookings should be made with the College's Panther taxi account, and they will invoice the College directly.<br><br>Where possible, electric/hybrid taxis should be booked to minimise carbon emissions. |
| **Business mileage in private vehicle** | Generally, private vehicles are only used for business travel:<br><br>• to accommodate disability or accessibility need: or<br>• where public transport is unavailable, impractical or does not represent value for money.<br><br>Where the use of private vehicle has been agreed, a mileage rate can be claimed for the business journey element of any trip. | Current rates as set by HMRC are:<br><br>**Motor Cars:**<br>45p/mile for the first 10,000 business miles/tax year<br>25p/mile thereafter<br><br>**Passengers (employees on same trip):**<br>5p per passenger/mile<br><br>**Motorcycles:**<br>24p/mile<br><br>The College does not reimburse for cycle/e- scooter mileage/usage. |

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| **Business Use Insurance** | Vehicles must be insured for business use, road-worthy, and the driver must hold a valid license.<br><br>The cost of business use insurance must be met by the employee and will not be reimbursed. | Before a private vehicle is used for a business trip, the employee's insurance must allow business-use. The College is not liable for any claim excess in the case of a claim. Please note that car clubs, i.e., Zipcar, are generally not licensed for business use. |
| **Parking, tolls, and congestion charges** | Where costs are incurred due to business need, parking, road and bridge toll costs, and congestion charges can be claimed. | Parking fines, speeding fines, clamping fees and maintenance costs will not be met by the College. Where a parking meter was used and no receipt is available, a note or photo to that effect must be included with the claim. |

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**Accommodation**

Overnight accommodation should only be booked where the employee cannot reasonably be expected to make a return journey on the same day. Where possible, accommodation should be booked and invoiced directly to the College via a travel management company. Our current preferred travel management company is Key Travel, and should be the first port of call, but other companies can be used where cost effective. Where an employee needs to stay in a particular hotel for business or security reasons (e.g., it is the venue of a conference or event) then that specific hotel/venue may be booked.

| Expense Category | Allowable Expenses | Guidance/Additional Information |
|---|---|---|
| **Accommodation in the UK** | Where there is flexibility in choice of hotel, the daily rate limits apply. | The following reasonable daily rates (including breakfast) in the UK are considered to be the maximum payable:<br><br>Outside of London: £160 Inside London: £200<br><br>These are inclusive of VAT. |
| **Accommodation Overseas** | Appropriate and safe accommodation should be used, ensuring that value for money is achieved. Use accommodation which is equivalent to UK 3-stars as a minimum. For areas where there is a security or safety risk, the rating may<br>be increased. | It is not possible to apply the standard accommodation rates because in some countries they would be excessive whilst in others, they would be insufficient.<br><br>Any accommodation costs of £230+ per night must be pre-authorised by the Assistant Bursar or Bursar. |
| **Personal Incidental Expenses** | The College neither reimburses nor pays a fixed allowance to cover the cost of personal expenses (e.g., newspapers, personal phone calls, bar bills, mini bar, videos/movies, laundry costs, etc.) for employees who stay away overnight whilst on business.<br><br>Where prior arrangements have been made for the cost of the hotel room (plus breakfast, if this not included in the room rate) to be invoiced directly to the College, the employee is responsible for separately settling the costs of personal expenses prior to checking-out. | |

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**Meals and Subsistence**

When employees are travelling on business, they are allowed to claim for the meals they purchase for their own personal consumption (subject to the rates below), this is known as subsistence.

If a member of staff needs to incur additional expenses to work whilst travelling by a less carbon-intensive mode (e.g., internet connection charges), then they may claim these as expenses, provided it can reasonably be shown that these additional expenses were incurred as a consequence of utilising a less carbon-intensive mode of travel.

In each case, the employee should follow the below recommended daily subsistence rates. Only actual and evidenced costs are reclaimable.

| Expense Category | Allowable Expenses | Guidance/Additional Information |
|---|---|---|
| **Breakfast** | If overnight accommodation does not include breakfast, it may be reclaimed separately. | Reasonable daily subsistence rate in the UK is considered to be £15 |
| **Lunch** | When absent from the normal place of work spanning the lunchtime period, lunch may be reclaimed. | Reasonable daily subsistence rate in the UK is considered to be £25 |
| **Dinner** | When absent from the normal place of work and staying overnight. | Reasonable daily subsistence rate in the UK is considered to be £35<br><br>If absent for a period that spans both lunch and dinner, a claim up to £60 would be allowed. |
| **Alcoholic Drinks** | Reasonable costs of alcoholic drinks which are taken may be reimbursed, where the total costs fall within the appropriate subsistence rate. | Where alcoholic drinks are purchased separately, i.e., they do not accompany a meal, they are not seen as subsistence and will not be reimbursed.<br><br>Check the conditions of the grant as some funders may disallow any claims that include any element of alcohol. |
| **Non-alcoholic drinks** | Reasonable costs of non-alcoholic drinks may be reimbursed where the total cost falls within the subsistence rates. | There is no requirement for these to accompany a meal. |
| **Tips and taxes** | Gratuities are claimable where they are not excessive and are in line with the customary rates for that country. | Please note: the subsistence rates (above) include taxes (e.g., VAT/local equivalent) and gratuities (tips). |
| **Subsistence Overseas**<br>Employees can be reimbursed for meals that are equivalent to the kind of meal that can be purchased in the UK, within the UK rates. | | |

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**Additional Overseas Travel Costs**

Employees are responsible for ensuring that they have valid passports, and appropriate visas, for overseas business travel.

| Expense Category | Allowable Expenses | Guidance/Additional Information |
|---|---|---|
| **Travel visas, work permits and citizenship applications** | The College will reimburse costs where employees require visas, or work permits as a direct result of overseas business travel. | |
| **Vaccinations** | The College will reimburse costs where employees require vaccinations because of overseas business travel. | |

| | | |
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| **Foreign currency** | Where expenditure is incurred in a foreign currency, the aim is to reimburse employees for the sterling equivalent of the actual costs.<br><br>In the absence of a bank/bureau de change or credit card receipt, the currency convertor from https://www.oanda.com/currency-converter will be used. | Employees are discouraged from using airport bureau de changes as these do not, generally, represent value for money. |

**Hospitality**

Any hospitality provided must be in the furtherance of the College's business and must be an appropriate use of College money and there must be a clear benefit to the College from providing it. Hospitality includes the provision of food, drink, and limited entertainment.

| Expense Category | Allowable Expenses | Guidance/Additional Information |
|---|---|---|
| **Meals and drinks** | Where the hospitality has been pre-authorised by the Assistant Bursar or Bursar, costs may be reimbursed. | Wherever possible, hospitality should be undertaken on College/University premises and invoiced to the College, rather than individual employees.<br><br>For business entertainment, the expected maximum cost is £50 per attendee. |
| **Other entertainment costs** | It is expected that only low-value costs which are incidental to the business entertaining, e.g., travel to a venue, would be incurred and reclaimed. | |

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**Before incurring hospitality costs**

**When providing or before incurring the costs of hospitality, authorisation must be obtained, in advance, from the Assistant Bursar or Bursar, except for Bridge Centres where the authority lies with the Director of each Centre as long as the hospitality has been explicitly included and approved within the funding bid.**

**Where it has not been specifically requested and approved by the funder, the Assistant Bursar/Bursar must pre-authorise and will aim to respond within 3 working days.** Hospitality should be arranged in accordance with the following:

- Hospitality, wherever possible, is to be undertaken on College (and/or University) premises. Hospitality must not include anything other than the provision of food, a modest amount of alcohol and any incidental costs such as travel to a restaurant.
- Hospitality expenditure must be an appropriate use of College money: it must not be excessive (e.g., for staff hospitality the costs should not exceed the evening meal subsistence rates), nor should it be:
    - provided frequently or regularly, i.e., monthly
    - inappropriate (i.e., must not be seen to bring the College into disrepute by placing any public official under undue influence)
- Expense claims for hospitality must be authorised by the Assistant Bursar/Bursar/Bridge Centre Director, except where they are the claimant, or benefited from the entertainment, when it must be authorised by someone at least one level higher.

**Non-business (staff) entertainment:** please note that this is separate from hospitality and unless certain conditions (regular event, open to all staff with a maximum expenditure of £150 per person per year inclusive of VAT, i.e., annual Christmas lunch/bumps outing) are met, this is a taxable benefit.

Whether the hospitality is classified as staff or business entertaining for tax purposes is largely determined by the composition of the attendees. Accordingly, a list of all attendees must be maintained and submitted with the claim as appropriate.

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**Gifts**

Gifts to employees for birthdays and other occasions are considered personal, non-business expenditure and must not be claimed via expenses.

| Expense Category | Allowable Expenses | Guidance/Additional Information |
|---|---|---|
| Gifts to employees | As a general rule, gifts to employees are to be funded by local staff collections.<br><br>Exceptionally, token gifts to mark milestone events in employees' personal lives may be provided and paid for by the College,<br>typically, a card and/or flowers. | Milestone events include, for example, birth of an employee's child, marriage/civil partnership, extended illness/injury, sympathy, and condolences (relating to the death of an immediate family member). |
| Gifts to third parties (i.e., non- employees) | Where the College provides a gift to a third party, provided the item was not expected and is modest in value (i.e., less than<br>£50) it will be a business gift. | |

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## Appendix 3

**CATERING, BAR & CONFERENCE STAFF ALCOHOL CONSUMPTION POLICY**

### Introduction

This policy is to clearly define the rules on alcohol consumption during and around work hours. Given our frequent exposure to alcohol in professional settings, clear guidelines are essential to ensure professionalism, safety, and consistency across the College.
In our roles, many staff members handle or are surrounded by alcohol. This proximity may blur the lines of acceptable consumption, risking potential misunderstandings or inappropriate behaviour.
It's important that we uphold the highest standards of professionalism at all times, any uncertainty around this issue could lead to:

- **Unprofessional appearances** (e.g., smelling of alcohol when interacting with customers or colleagues).
- **Potential risks to individual well-being.**
- **Jeopardising the College's alcohol licence.**

To avoid these risks, I am outlining the rules below as clearly as possible:

**It is not acceptable to:**

- Arrive at work having consumed alcohol prior to your shift or still be under its influence (e.g., from the previous night).
- Consume alcohol during your shift, at any time.

**The only exceptions are:**

After an event and at the end of your shift:

- When all work is completed, all guests have left, and a manager or Supervisor approves it (e.g., sampling a special wine). This must always be done openly and responsibly under supervision.

**At designated staff events:**

- Where alcohol is provided for staff by others (e.g., the staff summer party), and you are not required to return to work afterward.

If any member of staff has any concerns or questions, please raise these with the Head of Domestic operations or the HR Manager.