

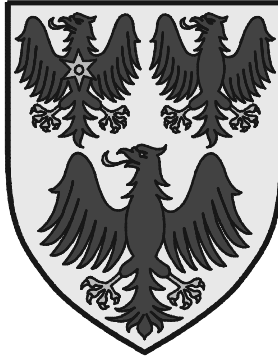


THE QUEEN'S COLLEGE

STAFF HANDBOOK

CONTENTS

	Page
Contents	1
Staff handbook issue & updates page	2
Introduction	3
A brief history of Queen's	4
Joining the College	5
Wages and salaries, etc.	6
Holiday entitlement and conditions	8
Sickness/injury payments and conditions	10
Other benefits	13
Safeguards	14
Standards	21
Health, safety, welfare and hygiene	22
General information and procedures	24
Whistle-blowers	28
Capability procedures	29
Disciplinary procedures	30
Capability/disciplinary appeal procedures	35
Grievance procedure	36
Personal harassment policy and procedure	37
Equal opportunities policy	40
Termination of employment	42
College vehicle rules	43



THE QUEEN'S COLLEGE

INTRODUCTION

Welcome to our College. The College would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

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

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

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

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



A BRIEF HISTORY OF QUEEN'S

The 'hall of the Queen's scholars at Oxford' was founded in 1341 by Robert de Eglesfield, a chaplain in the household of Queen Philippa, who named it in her honour. He envisaged an establishment of fellows, chaplains, 'poor boys' and various officials and servants, headed by a Provost. Membership was to be open, but with a preference for inhabitants of Cumberland and Westmorland. Initially Queen's was poor, but the endowment slowly grew. Crucially, in 1343, Philippa secured for Queen's the lands of a small hospital in Southampton, destined to be the basis of much of the College's prosperity in the nineteenth and twentieth centuries as Southampton Docks expanded and surrounding farmland was developed.

After 1400 the preference for people from Cumberland and Westmorland became a monopoly, making Queen's a community of north-westerners. During the fifteenth and sixteenth centuries it prospered, and in Elizabeth's reign, when it became one of the most popular Oxford colleges, there is a growing evidence for the development of the tutorial system. Benefactions continued, notably those of Bishop Thomas Barlow (Provost 1658-77); Sir Joseph Williamson (Charles II's Secretary of State); and Lady Elizabeth Hastings (died 1739), whose endowment of exhibitions from twelve schools in Cumberland, Westmorland and Yorkshire extended the College's normal catchment area.

Meanwhile Queen's was expanding. Williamson gave a building in 1671-2, and the magnificent Library, one of the finest in England, was added during 1693-6 to house Barlow's books. Around 1700 the crucial decision was taken to rebuild the medieval College entirely, so that by the 1730s Queen's was the only Oxford college to be housed entirely in Baroque buildings. The Front Quad, which has been called 'the grandest piece of classical architecture in Oxford', was heavily influenced by the great architect Nicholas Hawksmoor, who produced even more extravagant designs that were never executed.

During the eighteenth century Queen's experienced the same decline as most colleges, and in the late Victorian period the same revival and reform. Since the late nineteenth century it has developed a strong academic reputation, while solid endowments and wise management have made it secure and prosperous. Today, although candidates from all possible backgrounds are welcomed and northerners no longer have preference, the College remains conscious of its history and traditions and values its ancient links with Cumberland, Westmorland and Yorkshire.

JOINING THE COLLEGE

A) PERSONAL INFORMATION

The decision to offer you appointment took into account the personal information you provided to the College on the basis that it was complete and correct. In the event of such information proving to be untrue or misleading, the College reserves the right to terminate any employment contract offered.

B) PROBATIONARY PERIOD

You join the College on an initial probationary period of six months. During this period your work performance and suitability for the role will be and, if it is satisfactory, your employment will continue. However, if your performance is failing to meet the standard required by the college, or you are considered to be generally unsuitable for the role further action may be required ranging from extension of your probationary period through to termination of your employment. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

C) JOB DESCRIPTION

You have been provided with a job description of your role within the college however amendments may be made to your job description from time to time in relation to the College's changing needs and your own ability. Any such amendments will be discussed and agreed with you before being made.

D) EMPLOYEE TRAINING

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

E) PERFORMANCE AND REVIEW

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

F) APPRAISAL

Appraisal interviews may be held on an annual basis to allow the College to formally appraise your performance.

G) JOB FLEXIBILITY

To assist in maintaining the high standards of the College you will be required whenever necessary, to transfer to alternative departments or duties within the College that you may be reasonably expected to undertake and which are within your level of skill/competency. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows the College to operate efficiently and gain maximum potential from all employees.

H) MOBILITY

Although you are usually employed at one particular location, it is a requirement of your employment with the college that you may be required to work at any other College premises in Oxford. This mobility is essential to the smooth running of the College.

I) COLLECTIVE AGREEMENTS

There are no collective agreements forming any part of your terms and conditions of employment.

WAGES AND SALARIES, ETC.

A) ADMINISTRATION

1. Payment

- a. For hourly paid staff, the rate of pay for a normal working week is annualised and one twelfth of the annualised amount is paid on the sixteenth day of each calendar month together with payment for any overtime hours worked up to the monthly cut off date, as separately advised.
- b. For salaried staff the pay period is the calendar month. Salaries are paid on the sixteenth day of each calendar month.
- c. You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.
- d. Any adjustments for over and under payments will be made in the following month's wage/salary payment.
- e. Any pay queries which you may have should be raised with the Bursary.

2. Overpayments

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

3. Income Tax and National Insurance

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

B) LATENESS/ABSENTEEISM

1. You must attend for work punctually at the specified time(s) and you are contractually obliged to comply with any time recording procedures relating to your area of work.
2. All absences must be notified in accordance with the sickness reporting procedures laid down in this Staff Handbook.
3. If you arrive for work more than one hour late without having previously notified the College, other arrangements may have been made to cover your duties and the college reserves the right to send you home for the remainder of the shift/day without pay.
4. Persistent Lateness or absence may result in disciplinary action by the college and/or loss of appropriate payment.

C) **MATERNITY/PATERNITY LEAVE AND PAY**

You are entitled to maternity, paternity and adoption leave and pay **in line with the university provisions**. If you (or your Partner) become pregnant or you are matched with a child you should notify your Head of Department / Line Manager / Supervisor at an early stage so that your entitlements and obligations can be explained to you.

D) **PARENTAL LEAVE**

If you are entitled to take parental leave in respect of the current statutory provisions, you should discuss your needs with your Head of Department / Line Manager / Supervisor so that the matter can be referred to the Domestic Bursar, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the College.

E) **TIME OFF FOR DEPENDANTS**

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action which is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your Head of Department / Line Manager / Supervisor who will refer the matter to the Domestic Bursar, who, if appropriate, will agree the necessary time off.

F) **WORKING TIME REGULATIONS**

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

1. you are entitled to a daily in-work rest break of 20 minutes if your daily working time is more than 6 hours (for members of staff under 18 years of age, the entitlement is to a 30 minute in-work rest break if daily working time is more than 4½ hours.)
2. your hours are as published on the weekly rota.(IF YOUR EMPLOYMENT INVOLVES SHIFT WORK) you are entitled to a daily rest period of 11 consecutive hours between each working day (for members of staff under 18 years of age, the entitlement is to a 12 hour daily rest period in each 24 hour period.)
3. you are entitled to a weekly rest period of 24 hours in each 7 day period which may be averaged over a two week period i.e. two days' rest over a fortnight (for members of staff under 18 years of age, the entitlement is to two days' rest in each week which cannot be averaged.)
4. Your hours of work are as per your statement of main terms of employment. Your average working time should not exceed 48 hours a week, normally averaged over a 17 week period, unless you have signed an agreement to opt out of this limit. (There are no separate rules for members of staff under 18 years of age.)

The College believes that your hours of work will comply with these provisions, but if at any time you think this may not be the case you should immediately advise your Head of Department / Line Manager / Supervisor.

HOLIDAY ENTITLEMENT AND CONDITIONS

A) ANNUAL HOLIDAYS

1. Your annual holiday entitlement is shown in your individual statement of main terms of employment (form SMT).
2. It is the College's policy to encourage you to take all of your holiday entitlement in the current holiday year. Should the need to carry over holiday arise you may only do so where statutorily entitled or in exceptional circumstances only, and with the prior permission of your Department Head you may carry forward any annual holiday in excess of the statutory annual holiday. If you can't take all of your leave entitlement because you are already on a different type of leave (e.g. sick, maternity or parental leave), you may carry over some or all of your untaken leave into the next leave year.
3. You should complete form HR for all holiday requests and have it signed by your Head of Department / Line Manager / Supervisor before making any firm holiday arrangements.
4. Holiday requests will only be considered if you present them on form HR and agreed holiday dates will be allocated on a "first come - first served" basis to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.
5. You should give at least one month's notice of your intention to take holidays and one week's notice is required for odd single days.
6. Your holiday pay will be at your normal basic pay unless shown otherwise on your statement of main terms (Form SMT).
7. In the event of the termination of your employment any holidays accrued but not taken will be paid for. However, in the event of you having taken holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary. This is an express written term of your contract of employment.

B) PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays is shown in your individual statement of main terms of employment (form SMT).

If you are required to work on a public/bank holiday, you may take one day off in lieu. The date when the day off in lieu is to be taken is to be mutually agreed with your Head of Department / Line Manager / Supervisor.

SICKNESS/INJURY PAYMENTS AND CONDITIONS

A) NOTIFICATION OF INCAPACITY FOR WORK

1. You must notify the College by telephone at the earliest possible opportunity and no later than one hour after your normal starting time on the first day of incapacity. Notification should be made personally (or if you are unable to do so, then by a relative, neighbour or friend) to your Head of Department / Line Manager / Supervisor or, if not available, to the Domestic Bursar.
2. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. The notification procedures should be followed on each day of absence unless you are covered by a doctor's medical certificate.
3. If your incapacity extends to more than seven days you are required to notify the College of your continued incapacity once a week thereafter, unless otherwise agreed.

B) EVIDENCE OF INCAPACITY

1. Doctors' certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work.
2. If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and forward this to the College without delay. Subsequently you must supply the College with consecutive doctor's medical certificates to cover the whole of your absence.

C) PAYMENTS

1. You are entitled to statutory sick pay (SSP) if you are absent because of sickness or injury provided you meet the criteria in the current SSP regulations. When you are absent for four or more consecutive days you will be paid SSP by the College if you are eligible. This is treated like wages and is subject to normal deductions.
2. Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.
3. Any contractual sickness/injury payments are shown in your individual statement of main terms of employment (form SMT).
4. Any days of contractual sickness/injury payments which qualify for SSP will be offset against SSP on a day to day basis. An offset will be made for any other state benefits received if you are excluded or transferred from SSP.
5. If you are entitled to any contractual payments in excess of SSP and your entitlement expires, full or part payment may be allowed at the discretion of the College where it is considered that there are special circumstances warranting it.
6. Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which the College may have made to you because of the absence (including SSP) shall be repaid by you to the College up to an amount not exceeding the amount of the compensation or damages paid by the third party.

D) RETURN TO WORK

1. You should notify your Head of Department / Line Manager / Supervisor as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
2. If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
3. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your Head of Department / Line Manager / Supervisor.
4. Upon returning to work you may be interviewed by your Head of Department / Line Manager / Supervisor for the purposes of ascertaining your well-being.

E) GENERAL

1. Submission of a medical certificate or sickness self-certification absence form, although giving the College the reason for your absence, may not always be regarded by the College as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to the College.
2. In determining whether the absence is acceptable or not the College will take into account the reasons and extent of all your absences, including any absence caused by sickness. The College must run as smoothly and effectively as possible as such it cannot operate with an excessive level of absence
3. The College regards non genuine absence as a serious matter and it may result in disciplinary action being taken.
4. If it is considered necessary, you may be asked to give your permission for the College to contact your doctor or for you to be independently medically examined.

SICKNESS SELF-CERTIFICATION ABSENCE

Form SCA

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

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

NAME:		
Dates of sickness		
FROM	(Including non-working days)	TO
_____ am/pm		_____ am/pm
_____ day		_____ day
_____ date		_____ date
Dates of absence		
FROM		TO
_____ am/pm		_____ am/pm
_____ day		_____ day
_____ date		_____ date
Details of sickness or injury		
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		
I certify that I was incapable of work because of my sickness/injury on the dates shown above and that this information is true and accurate.		
I acknowledge that false information will result in disciplinary action.		
I hereby give my employer permission to verify the above information.		
Signed _____ (employee)	Acknowledged _____ (for employer)	
Date _____		

OTHER BENEFITS

A) PENSION SCHEME

The College participates in two contributory pension schemes, the Universities Superannuation Scheme (USS) which is primarily for academic employees, and the University Of Oxford Staff Pension Scheme (OSPS) which is primarily for administrative and domestic employees. Both schemes are defined benefit schemes where benefits are provided on the basis of length of service and pensionable salary.

You will be automatically enrolled into the appropriate scheme unless you specifically elect, in writing, not to join. Details of the schemes are available from the Finance Officer.

B) MEALS

You are entitled to have a meal FREE OF CHARGE whilst on duty when the kitchen is open provided you are on duty both before and after the relevant meal time.

C) BUS PASS SCHEME

You are able to apply for an annual season ticket for travel on public buses. The cost of this is normally repaid to the College by the deduction of one twelfth of the cost of the pass from each monthly wage/salary payment. Further details are available from the Bursary. If you leave the employment of the College the outstanding ticket must be returned or the cost will be deducted from your final wage/salary. This is an express written term of your contract of employment.

D) PARKING

Although certain members of staff may be able to park at the Florey Building if and when space is available, it is not a contractual right and the college reserve the right to withdraw this privilege where required.

E) HOLIDAYS

In addition to the normal holiday entitlement provided by the college in recognition of their service long serving members of staff will also receive additional holidays as listed below:-

10-15 years service - one extra day
15-20 years service - two extra days
Over 20 years - three extra days

F) COLLEGE BORROWING

Should members of staff in difficult circumstances need to loan money from the college this may be discussed with the Domestic Bursar. Should you require an appointment to discuss this please make an appointment with the Domestic Bursar's secretary.

SAFEGUARDS

A) RIGHTS OF SEARCH

1. Although the College does not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on College premises, you are asked to assist in this matter should it be felt that such a search is necessary.
2. The College reserves the right to call in the police at any stage.

B) CONFIDENTIALITY

1. All information that:-
 - a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
 - b. relates particularly to the affairs of the College, Fellows, students, staff or visitors, or that of other persons or bodies with whom the College has dealings of any sort, and
 - c. has not been made public by, or with the College's authority,shall be confidential, and (save in the course of College business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without the written consent of the College.
2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with the College, or at any other time upon demand, return to the College any such material in your possession.

C) COPYRIGHT

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

D) STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, etc. in relation to the College will be given only by the Provost or Fellows of the College.

E) INVENTIONS/DISCOVERIES

An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become the property of the College if it was made:-

- a. in the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
- b. outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these;
- c. during the course of any of your duties and at the time you had a special obligation to further the interests of the College arising from the nature of those duties and your particular responsibilities.

F) COMPUTER SYSTEMS

The Queen's College has subscribed to the guidelines regarding computing and network rules, etiquette and security, produced by the University Computing Service on behalf of Oxford University. You must abide by these guidelines. Statements referred to can be found at the following address on the University site of the world wide web, the address of which is:-

<http://www.ox.ac.uk/it/rules/>

G) VIRUS PROTECTION PROCEDURES

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

- a. Unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used.
- b. All software to be authorised by the College IT Office BEFORE installation.

H) INTERNET/E-MAIL

The use of the Internet/E-Mail is for College purposes only. Failure to comply with this requirement will result in disciplinary action being taken.

- a. you may only download material or visit web sites that are appropriate for your daily work.
- b. you must not visit pornographic, gambling, terrorist activity, illegal music download, illegal movie download web sites.
- c. you must not download, copy or distribute material that may contravene copyright law.
- d. you must not attempt to circumvent computer or network security measures or perform any activity that would put the College network at threat – e.g. port scanning, packet sniffing for passwords or other sensitive data.
- e. you must not connect any personally owned device to any College equipment or network without written permission from the IT Office AND the Domestic Bursar's Office.
- f. you must not use College computer equipment, network, software or other IT services to run your own business.

D) E-MAIL

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

YOU MUST NOT

1. Respond to "Junk Mail" or give warnings to new E-Mail viruses.
2. Forward or respond to chain letter-type E-Mail.
3. Make comment, or statements which could in any way be contrived to be defamatory however innocent you consider them to be.
4. Include any information in your E-Mail which is protected by copyright i.e. it is copied or published without the consent of the author.
5. Initiate or forward an E-Mail which contains obscene or pornographic material.
6. Initiate or forward E-Mail which could be considered to constitute an act of Harassment or be discriminatory. There are a number of laws which prohibit discrimination on the ground of sex, race and disability.
7. Disclose information which is protected by embargo or could in any way be considered confidential to the College and/or the employees.
8. Make any statements via E-Mail which intentionally or unintentionally create a binding contract or make negligent statements.

The College has the right to open any E-Mail file.

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

J) DATA PROTECTION

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

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

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

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

K) PERSONAL INFORMATION

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

- a. be collected and held (in hard copy and computer-readable form) and processed by the College; and
- b. be disclosed or transferred to:
 - other members of staff of the College;
 - any other persons as may be reasonably necessary at the discretion of the Domestic Bursar;
 - as otherwise required or permitted by law.

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

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

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

L) ACCESS TO PERSONAL FILES

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

M) BEHAVIOUR AT WORK

1. You should behave with civility towards fellow members of staff, and no rudeness will be permitted towards visitors or members of the public. Objectionable or insulting behaviour, or bad language, will render you liable to disciplinary action.
2. You should use your best endeavours to promote the interests of the College and you shall, during normal working hours, devote the whole of your time, attention and abilities to the College and its affairs.
3. Any involvement in activities which could be construed as being in competition with the College is not allowed.
4. All reasonable instructions from your Head of Department / Line Manager / Supervisor are to be carried.
4. You must complete your work to the best of your ability and in the manner which is consistent with

the normal standards of skill required by the position you hold.

N) SOCIAL MEDIA POLICY

Introduction:

Queen's College has introduced guidelines for its employees regarding the safe usage of social media. All employees should be aware that communications issued by them via social media are as significant as verbal and written communications. As such it is imperative that employees take the appropriate care when using social media as not to bring the College, its employees, students, academics or anyone associated with the College into disrepute.

Definition:

Social media are media that use online technologies to facilitate social interaction. At the time of writing they include, but are not confined to, Facebook, Twitter, blogs, YouTube, Flickr, LinkedIn, Wikipedia, Instagram, etc.

Guidelines:

The objective of these guidelines is to help Queen's College employees get the most out of social media while avoiding the pitfalls that can result in a less than enjoyable social media experience.

- Generally speaking, what you do outside work is your own business. However, you do not stop being an employee of Queen's College just because you are not at work. Most social media 'incidents' are the result of a failure to appreciate that your actions, words and behaviours have an impact (and potentially reflect negatively on) the College's reputation.
- Please remember that policies that cover diversity, harassment, dignity at work etc. govern your behaviour when posting about work on social media. That is, if you post something abusive or disrespectful about a colleague on Facebook, you could still face a difficult conversation with your Head of Department / Line Manager / Supervisor whether you post it during working hours or not. In an electronic age, we all still retain the right to respect in the workplace.
- Please remember, too, that you come to work to perform a role. If your use of social media impacts upon your performance, then that could become a disciplinary or performance management issue.
- If you conduct yourself on social media in the same way that you would conduct yourself in a face to face social gathering, you will avoid many pitfalls. Good manners still apply electronically, but as a minimum you should try to ensure that your actions and behaviour are consistent with the image you want to portray at work. Bear in mind that you may be sharing social space with your Head of Department / Line Manager / Supervisor, your colleagues, Fellows and students.
- Remember that Google never forgets. Everything you post online stays online for a very long time.
- In case of doubt, ask your Head of Department / Line Manager / Supervisor whether it is 'safe' to post specific information/opinions online. If you have a social media question that is not content related, please contact The Principal.

Points to note regarding Social Media

- Be yourself, say who you are and if you are discussing Queen's College, make it clear that you work for us.
- State clearly that the views/opinions you express are your own. Speak in the first person.
- Get your facts right, be truthful. Support your opinion with facts. Cite the sources of your content.

-
- Think before posting. Once a comment is posted, whilst it can be removed in some instances, postings can be copied or forwarded. Therefore deletion cannot always correct irresponsible posting.
 - Use common sense and courtesy. Admit mistakes if you make them, apologise if necessary.
 - Be respectful of other cultures, religions, values etc. Do not post anything which contravenes the College Equal Opportunities Policy.
 - Respect copyright. Do not use logos, trademarks, music, images etc. without prior authorisation
 - Monitor the reactions to your posts and make sure they are as true, respectful and legal as your own.

Do not:

- Post anything you would not wish your colleagues, Head of Department / Line Manager / Supervisor or anyone associated with the college to see.
- Spam.
- Speak as if on behalf of Queen's College.
- Be dishonest
- Be antagonistic or aggressive. Do not post any defamatory, vulgar, discriminatory, obscene or threatening material.
- Share internal information. Refrain from commenting on Queen's College business performance.
- Quote colleagues, students or stakeholders, or post their material without their approval.
- Do not censor others' opinion.

STANDARDS

A) WASTAGE

1. The College maintains a policy of "minimum waste" which is essential to the cost-effective and efficient running of all College activities.
2. As an employee of the college we would like you to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc., and the following points are illustrations of this:-
 - a. Handle machines, equipment and stock with care.
 - b. Turn off any unnecessary lighting and heating. Keep doors closed whenever possible.
 - c. Ask for other work if your job has come to a standstill.
 - d. Start with the minimum of delay after arriving for work and after breaks.
3. The following provision is an express written term of your contract of employment:-
 - a. any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
 - b. Any loss to the College that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to the College the full or part of the cost of the loss; and
 - c. in the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess up to a maximum of £250.00.
4. In the event of failure to pay, the College has the contractual right to deduct such costs from your pay.

B) STANDARDS OF DRESS

As you are liable to come into contact with Fellows, students, visitors and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where uniforms are provided, they must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

C) HOUSEKEEPING

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

HEALTH, SAFETY, WELFARE AND HYGIENE

A) SAFETY

1. You should make yourself familiar with the College's Health and Safety Policy and your own health and safety duties and responsibilities. Copies of these documents can be seen at the Porters' Lodge, the and in the offices of the Clerk of Works, Chef, Steward and Domestic Bursar.
2. You must not take any action which could threaten the health or safety of yourself, other employees, Fellows, students, visitors or members of the public.
3. You should ensure that you are aware of the College's fire and evacuation procedures and of the action you should take in the event of such an emergency.
4. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
5. Apparatus and equipment must only be used after proper instruction has been received and permission to use the apparatus or equipment has been given by your Head of Department / Line Manager / Supervisor.
6. You should report all accidents and injuries at work, no matter how minor, by completing an accident form AR1 and in the first instance this should be sent to The Steward.
7. If you have any concerns concerning health and safety issues or are aware of any possible safety hazards, you should immediately inform your Head of Department / Line Manager / Supervisor or the Safety Officer.

B) STAFF ROOM/REFRESHMENT MAKING FACILITIES

Where the College provides refreshment making facilities for your use, which must be kept clean and tidy at all times. These facilities may only be used during authorised breaks.

C) SMOKING POLICY

The College's smoking policy must be observed at all times. You are not permitted to smoke in the quads or any other designated no smoking areas, in students living quarters and food preparation and food service areas.

D) ALCOHOL & DRUGS POLICY

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

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

- a. absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.)
- b. higher accident levels (e.g. at work, elsewhere, driving to and from work)
- c. work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

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

E) HYGIENE

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

F) HYGIENE FOR FOOD HANDLERS

1. You must ensure absolute personal cleanliness.
2. You must be constantly aware of the danger of food poisoning.
3. You must wash your hands immediately before commencing work and after any break, after using the toilet and after any other activity which could lead to food contamination.
4. Any cut or burn on the hand or arm should be reported to your Head of Department / Line Manager / Supervisor and must be covered with an approved dressing.
5. Head coverings and overalls/uniforms, where provided, must be worn at all times when considered necessary by your Head of Department / Line Manager / Supervisor.
6. No jewellery should be worn, other than wedding rings, without the permission of the Chef.
7. You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn.
8. You must report any chipped or broken items to your Head of Department / Line Manager / Supervisor.
9. Clean equipment and supplies must be used at all times.
10. You must not smoke in areas connected with the preparation or service of food or its subsequent cleaning.
11. If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.
12. Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.

GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES

A) CHANGES IN PERSONAL DETAILS

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

B) OTHER EMPLOYMENT

If you already have any other employment or are considering any additional employment you should notify the College so that any implications arising from the current working time legislation can be discussed with you.

C) TIME OFF

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

D) PARENTAL LEAVE & FLEXIBLE WORKING

If an individual is entitled to take parental leave in respect of the current statutory provisions, they should discuss their needs with their Head of Department / Line Manager / Supervisor, who will identify their entitlements and look at the proposed leave periods dependent upon the individual's particular circumstances and the operational aspects of their department. An individual may be entitled to request flexible working in accordance with the current statutory provisions. Details are available from your Department Head.

E) BEREAVEMENT LEAVE

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your Department Head and the appropriate time off will be the JOINT decision of Head of Department / Line Manager / Supervisor AND the person responsible for personnel services (currently the Domestic Bursar).

F) JURY SERVICE

If you are required to undertake jury service or to attend court you must advise your Head of Department / Line Manager / Supervisor in order that the necessary arrangements for your work can be made. You are normally eligible for loss of earnings, travel and subsistence allowances. You will be permitted reasonable time off to carry out such public duty, but you should not volunteer for jury service beyond 14 days without referral and permission from the college.

G) TRAVEL EXPENSES

The College will reimburse you for any reasonable expenses incurred whilst travelling on College business, details of which will be issued separately. You must provide receipts for any expenditure.

H) COMMUNICATIONS

The College will try to keep you informed about items of interest by means of a staff notice board and you should ensure that you read it on a regular basis. You may display notices, if you wish (with permission), to promote any particular item of interest to other employees.

I) EMPLOYEES' PROPERTY

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

J) LOST PROPERTY

Articles of lost property should be handed to your Head of Department / Line Manager / Supervisor who will retain them whilst attempts are made to discover the owner.

K) PARKING

To avoid congestion, all vehicles must be parked only in the designated parking areas. Parking is only permitted for permit holders only. No liability is accepted for damage to private vehicles, however it may be caused.

L) DRIVING LICENCE

If it is a requirement of your job duties that you possess a current driving licence, the loss of such a licence as a result of a motoring conviction or on health grounds, may, if we are unable to provide suitable alternative employment, lead to the termination of your employment. You are required, wherever requested, to produce your driving licence for our inspection at any time when so requested.

M) CAR INSURANCE

If you are using your own car for business purposes, you must ensure that your car insurance provides adequate cover. Proof of adequate insurance, Driving Licence, Tax and an MOT Certificate must be produced for scrutiny by the College, upon renewal and at any time when so requested.

N) FINES

We will not be held responsible for any fines (e.g. parking, speeding, etc.) incurred by you whilst working for us. If we receive the summons on your behalf, we may pay the fine and deduct the cost from any monies owing to you. This is an express written term of your contract of employment.

O) MAIL

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

P) TELEPHONE CALLS/MOBILE PHONES

Telephones are essential for College business. Personal telephone calls are allowed only in the case of emergency and with the prior permission of your Head of Department / Line Manager / Supervisor. Personal mobile phones should be switched off during working hours.

Q) BUYING OR SELLING OF GOODS

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

R) COLLECTIONS FROM EMPLOYEES

Unless specific authorisation is given by your Head of Department / Line Manager / Supervisor, no collections of any kind are allowed on College premises.

S) FRIENDS AND RELATIVES CONTACT

You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency.

ANTI-BRIBERY POLICY

A) INTRODUCTION

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

B) POLICY

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

C) SUSPICION

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

D) REPORTING

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

Staff are reminded of the college's Whistleblowing Policy which is available in this Employee Handbook.

E) GIFTS AND HOSPITALITY

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

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from to your Head of Department / Line Manager / Supervisor.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from to your Head of Department / Line Manager / Supervisor.

F) RECORD KEEPING

A record will be made by to your Head of Department / Line Manager / Supervisor of every instance in which gifts or hospitality are given or received.

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

WHISTLE-BLOWERS

A) INTRODUCTION

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

B) QUALIFYING DISCLOSURES

- 1) Certain disclosures are prescribed by law as "qualifying disclosures". A "qualifying disclosure" means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the college has committed a "relevant failure" by:
 - a) committing a criminal offence;
 - b) failing to comply with a legal obligation;
 - c) a miscarriage of justice;
 - d) endangering the health and safety of an individual;
 - e) environmental damage; or
 - f) concealing any information relating to the above.
- 2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The college will take any concerns that you may raise relating to the above matters very seriously.
- 3) We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has been invoked for malicious reasons or in pursuit of a personal grudge, then you will be liable to immediate termination of employment or such lesser disciplinary sanction as may be appropriate in the circumstances.

C) THE PROCEDURE

- 1) In the first instance you should report any concerns you may have to your Head of Department / Line Manager / Supervisor who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
- 2) If you do not report your concerns to your Head of Department / Line Manager / Supervisor, you should take them direct to the appropriate organisation or body.

D) TREATMENT BY OTHERS

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

CAPABILITY PROCEDURES

A) INTRODUCTION

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

B) JOB CHANGES/GENERAL CAPABILITY ISSUES

1. If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
2. If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
3. If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
4. If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

C) PERSONAL CIRCUMSTANCES/HEALTH ISSUES

1. Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.
2. There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

D) SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, (i.e., fewer than two years' service) you may not be in receipt of any warnings before dismissal but you will retain the right to a hearing and you will have the right to appeal.

DISCIPLINARY PROCEDURES

A) INTRODUCTION

1. It is necessary to have a minimum number of rules in the interests of the whole organisation.
2. The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.
3. Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.
4. The following rules and procedures should ensure that:-
 - a. the correct procedure is used when requiring you to attend a disciplinary hearing;
 - b. you are fully aware of the standards of performance, action and behaviour required of you
 - c. disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner
 - d. you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind
 - e. other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee or trade union official at all stages of the formal disciplinary process. A trade union official is either an employee of the union or an official of the union certified by them to act as a companion. The credentials of a union official may be verified by asking for evidence of identify and role with the union and can be confirmed the union themselves. Please note that a worker who is asked to act as an accompanying person is not obliged to agree. The college is entitled to refuse a worker's choice of accompanying person if it is unreasonable (e.g. where it would create a conflict of interest).
 - f. you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct
 - g. if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

B) DISCIPLINARY RULES

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

C) RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT

(these are examples only and not an exhaustive list)

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

- a. failure to abide by the general hygiene and health and safety rules and procedures
- b. smoking in the quads or any other designated no smoking areas, in students living quarters and food preparation and food service areas
- c. consumption of alcohol on the premises during working hours
- d. persistent absenteeism and/or lateness
- e. unsatisfactory standards or output of work
- f. rudeness towards Fellows, students, visitors, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language
- g. failure to devote the whole of your time, attention and abilities to College business and its affairs during your normal working hours
- h. unauthorised use of E-Mail and Internet
- i. failure to carry out all reasonable instructions or follow the College's rules and procedures
- j. unauthorised use or negligent damage or loss of College property
- k. failure to report immediately any damage to property or premises caused by you
- l) use of our vehicles without approval or the private use of our commercial vehicles without authorisation;
- m) failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs;
- n) if your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction;
- o) carrying unauthorised goods or passengers in our commercial vehicles or the use of our vehicles for personal gain; and
- p) loss of driving licence where driving on public roads forms an essential part of the duties of the post.

D) SERIOUS MISCONDUCT

1. Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon the reputation or affairs of the College, you may be issued with a final written warning in the first instance.
2. You may receive a final written warning as the first course of action if in an alleged gross misconduct disciplinary matter, upon investigation, it is shown to have some level of mitigation and is treated as an offence just short of dismissal.

E) RULES COVERING GROSS MISCONDUCT

(these are examples only and not an exhaustive list)

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

- a. grossly indecent or immoral behaviour, deliberate acts of unlawful discrimination or serious acts of harassment
- b. dangerous behaviour, fighting or physical assault
- c. incapacity at work or poor performance caused by intoxicants or drugs
- d. possession, supply or use of illicit drugs
- e. deliberate falsification of any records (including time sheets, absence records and so on, in respect of yourself or any fellow employee)
- f. undertaking private work on the premises and/or in working hours without express permission
- g. working in competition with the College
- h. taking part in activities which result in adverse publicity to the College, or which causes the College to lose faith in your integrity
- i. theft or unauthorised possession of money or property, whether belonging to the College, another employee, or a third party
- j. destruction/sabotage of the College's property, or any property on the premises
- k. serious breaches of health and safety rules, including those within the Employee Safety Handbook, that endanger the lives of or may cause serious injury to employees or any other person
- l. interference with, or misuse, of any equipment for use at work that may cause harm
- m. gross insubordination and/or continuing refusal to carry out legitimate instructions
- n. abuse of the personal harassment policy.

F) DISCIPLINARY PROCEDURE

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

OFFENCE	FIRST OCCASION	SECOND OCCASION	THIRD OCCASION	FOURTH OCCASION
UNSATISFACTORY CONDUCT	Formal verbal warning	Written warning	Final written warning	Dismissal

MISCONDUCT	Written warning	Final written warning	Dismissal	

SERIOUS MISCONDUCT	Final written warning	Dismissal		

GROSS MISCONDUCT	Dismissal			

- The College retains discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal but you will retain the right to a disciplinary hearing and you will have the right of appeal.
- If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.
- In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

G) DISCIPLINARY AUTHORITY

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

Formal verbal warning	Domestic Bursar
Written warning	Domestic Bursar
Final written warning	Domestic Bursar
Dismissal	Domestic Bursar

H) PERIOD OF WARNINGS

1. Formal verbal warning

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

2. Written warning

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

3. Final written warning

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

I) GENERAL NOTES

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

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

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

4. You have the right to appeal against any disciplinary action.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

1. You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.
2. If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.
3. An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.
4. The appeal procedure will normally be conducted by a member of staff not previously connected with the process so that an independent decision into the severity and appropriateness of the action taken can be made.
5. If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.
6. You may be accompanied at any stage of the appeal hearing by a fellow employee of your choice or a trade union official. The result of the appeal will be made known to you in writing, normally within five working days after the hearing.

GRIEVANCE PROCEDURE

1. It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.
2. Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.
3. You have the right to be accompanied at any stage of the procedure by a fellow employee or trade union official who may act as a witness or speak on your behalf to explain the situation more clearly.
4. If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.
5. If you wish to appeal you must inform your Head of Department / Line Manager / Supervisor within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the college will be represented by a more senior Head of Department / Line Manager / Supervisor than attended the first meeting (unless the most senior manager attended that meeting).
6. Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.
7. If the problem has not been resolved within ten working days you should bring the matter to the attention of the Domestic Committee. This is the final stage of the grievance procedure.

PERSONAL HARASSMENT POLICY AND PROCEDURE

A) INTRODUCTION

1. Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always serious and is totally unacceptable.
3. The College recognises that personal harassment can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

B) POLICY

1. The College deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all College employees.
2. The College has published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
3. The College recognises that it has a duty to implement this policy and all employees are expected to comply with it.

C) EXAMPLES OF PERSONAL HARASSMENT

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

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

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

D) COMPLAINING ABOUT PERSONAL HARASSMENT

1. Informal complaint

The College recognises that complaints of personal harassment and particularly of sexual harassment can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through the College's 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 Head of Department / Line Manager / Supervisor responsibility for you) as a confidential helper. This person cannot be the Domestic Bursar, who will be responsible for investigating the matter if it becomes a formal complaint.

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

2. Formal complaint

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

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

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

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

On conclusion of the investigation which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.

If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

E) GENERAL NOTES

1. If the report concludes that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary and disciplinary dismissal procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.
2. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

D) MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-
 - a. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

TERMINATION OF EMPLOYMENT

A) RESIGNATIONS

All resignations by employees must be supplied in writing, stating your reason for resignation.

B) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE

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

C) RETURN OF COLLEGE PROPERTY

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

D) RETURN OF VEHICLES

On termination of your employment you must return any college vehicle in your possession to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

E) GARDEN LEAVE

Once either side has given notice of termination of employment, the College may, at any time and for any period, require you to cease performing your job and/or exclude you from entering any College premises. During such period of garden leave, the College will continue to pay your salary and provide all benefits that form part of your contract of employment.

COLLEGE VEHICLE RULES

A) DRIVING LICENCE AND AUTHORITY TO DRIVE COLLEGE VEHICLES

- 1) You must be in possession of a current driving licence and have your Head of Department / Line Manager / Supervisor's authority to drive one of our vehicles.
- 2) Your driving licence must be produced for scrutiny by your Head of Department / Line Manager / Supervisor prior to driving any of our vehicles and at any other time as requested.
- 3) If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately.
- 4) It is your responsibility to see that the vehicle is not used by anyone other than authorised employees.

B) FIXTURES, FITTINGS AND MODIFICATIONS

- 1) No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission.
- 2) No change or alternations may be made to the manufacturer's mechanical or structural specification of the vehicle.

C) WARRANTY

All warranty work must be reported to us prior to it being carried out.

D) CLEANING AND MAINTENANCE

- 1) When you drive one of our vehicles it is your responsibility to ensure that it is kept clean and tidy and that it is returned to us in that condition after use.
- 2) Any maintenance or repair work, or replacement of parts, including tyres, must be reported to us so that we can organise for it to be carried out/ must be approved in advance by us, and reimbursement will only be made against production of an authorisation. Full details of the work required and the cost involved must be given.
- 3) Failure to adequately clean the vehicle may mean you are subject to the cost of the valet being deducted from your pay.

E) FUEL ETC.

- 1) Before you use one of our vehicles, and on its return, you are responsible for ensuring that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel and oil used on our business. Claims must be submitted on a weekly report sheet, signed by yourself and accompanied by receipted bills where the vehicle cannot be filled up on our fuel account. All bills should be listed, and a deduction shown for that part of the fuel attributable to private mileage.

F) FINES

We will not be held responsible for any fines (e.g. parking, speeding etc.) incurred by you whilst working for us. If we receive the summons on your behalf, we may pay the fine and deduct the cost from any monies owing to you. This is an express written term of your contract of employment.

G) DAMAGE OR INJURY

- 1) If you are the driver of any of our vehicles and it is involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the Owner, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the police as soon as possible, but within twenty-four hours of the occurrence.
- 2) In addition in the case of an incident involving injury to another person or to notifiable animals, you are responsible for notifying the police of the occurrence, and must produce your insurance certificate to a Police Officer attending the accident, or any other person having reasonable grounds for seeing it. The accident must be reported to a police station or to a Police Officer within twenty-four hours. If you are not then able to produce the certificate, you must, in any event, produce it in person within five days after the accident, to such police station as you may specify at the time of first reporting the accident.
- 3) For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

H) LOSS

- 1) In the case of theft of one of our vehicles, the police and ourselves must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle the police and ourselves should be notified immediately.
- 2) Please note that only our property is insured by us and you should make your own arrangements to cover personal effects.
- 3) The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot or rear. If a vehicle is stolen we are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

I) ACCIDENT PROCEDURE

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from us which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note, that whenever possible the following particulars should appear in the form:-
 - a) The name and address of the other driver and the name and address of his/her insurers.
 - b) The names and addresses of all passengers in both our vehicle and the third party's vehicle.
 - c) Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident.
 - d) Particulars of the police attending i.e. name, number and division.
- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.
- 3) If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
- 4) We will organise for repairs to be carried out.
- 5) Under no circumstances may repairs be put in hand until the insurance company has given its agreement. We will notify you when this has been done.
- 6) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

J) ROAD FUND LICENCE

The road fund licence for each vehicle will be renewed automatically when due, but in the event that you do not receive the new licence by the expiry date, we should be notified immediately.

K) PERMITTED USE

Subject to the restrictions already stipulated, our vehicles may only be used for our authorised business unless previous arrangements for private domestic or social use have been agreed with us in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land.

L) PERSONAL LIABILITY FOR DAMAGE TO VEHICLES

- 1) Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim.
- 2) Repeated instances may result in disciplinary action/and or the use of college vehicles being withdrawn.