



reconstruct

**Reconstruct
Handbook**

October 2023

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Welcome to Reconstruct

The information in this handbook is designed to assist you as you start your career with us. Please take time to read it and if you have any further questions, your line manager will be pleased to answer them.

Handbook

This handbook reflects our current policies and rules to help you understand standards and procedures you are expected to follow and what you can expect from us in return. The policies and procedures contained within this handbook are non-contractual. We hope this will help our new employees to feel part of the team more quickly and be a reminder to us all of the right way to work here.

Terms and Conditions of Employment

References upon employment

All offers of employment are subject to the receipt of two satisfactory references. References are sought from previous employers to cover the most recent years of employment. These references are confidential and will be retained on an employee's personnel file. All references are verified via the phone by HR.

If an employee has worked overseas an overseas a reference check will be undertaken from the employer who you worked for including voluntary work.

Certain roles require a Disclosure and Barring Service (DBS check). It is our policy that you must sign up to the DBS update service. We will repay the cost of this to you in line with our Expenses policy. As part of your employment, we will carry out periodic ad hoc checks of your DBS.

Where agreed with the local authority to share this information, we will undertake a safeguarding check with your Local Authority Designated Officer (LADO). You will be notified if this check will be done prior to the company processing this.

Employee identity and eligibility to work on a permanent, temporary or contract basis in the UK will also be verified.

Due to the nature of the work, we reserve the right to undertake a digital check to review what is in the public domain including social media about you.

Medical Assessment

If we have concerns regarding your health, we may require you to undertake a medical examination by a doctor or occupational health professional appointed by us. This will not be until an offer of employment has been made.

We will advise you on the medical advice received and will consider what, if any, appropriate action is to be taken. We will not unlawfully discriminate against you.

The Role

Role Descriptions, where issued, serve as a guide to principal responsibilities, duties, performance standards and accountabilities. Employees are required to be flexible and to be prepared to perform duties and other tasks within their capabilities, as directed by their manager. The nature of our business is such that the contents of a job description are subject to change from time to time. Any significant changes will be discussed fully with employees first and any training required as a consequence of such changes, will be provided.

Induction

To welcome you to our team and ensure you settle in as quickly as possible, you will undergo an induction period to introduce you to your colleagues and explain how the business operates day to day.

As part of your induction, you will receive health and safety training and an overview of all our Company policies.

Review of performance

Managers will ensure that they keep close contact with their team members on a regular basis so as to maintain awareness of any current performance and development issues.

There will be regular 1-2-1 sessions to check on progress of business as usual and discuss any challenges or concerns. Notes of any decisions and action points agreed at the meeting will be kept.

Regular team meetings will be held. These will have different functions, however two essential components are firstly to provide a conduit for briefing staff about current corporate and operational issues, and secondly, they help team development, by providing a forum for the team to jointly explore and resolve performance issues.

Notes of any decisions or action points agreed at the meeting will be made and circulated to team members.

Change of address and personal circumstances

The Company uses a personnel system called Albion Legal. All employees have access to this system and it records employment details and personal contact details. If your personal details change (such as home address or emergency contact details), it is your responsibility to update these. Training will be provided as part of your induction. The data that is held about you, and how it is used, is covered in our Data Protection Policy.

General and Non -Contractual Duties

Employees are expected to comply at all times with the Company policies & procedures, conduct and all other matters within the Handbook, and operating procedures applicable to the areas in which you work. Full details will be found on Albion Legal; your line manager will share the location with you. Failure to comply may result in disciplinary action.

Equality, Diversity and Inclusion

Everyone is Welcome, we are an equal opportunities employer and actively support human rights and all equality legislation and promote diversity and inclusion throughout the company. Our ethos is to respect and value people's differences, and to help everyone achieve more at work as well as in their personal lives so that they feel proud of who they are and of the part they play in our success.

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. We accept our legal obligations under the Equalities Act 2010, which makes it generally unlawful to discriminate directly or indirectly in recruitment, employment or after employment on the grounds of:

- Age.
- Disability.
- Gender Reassignment.
- Marriage & Civil Partnership.
- Pregnancy and Maternity.
- Race (which includes colour, nationality and ethnic or national origins).
- Sexual orientation.
- Sex.
- Religion or belief.

We expect everyone in our team to adhere to our policy. Any form of discrimination, abuse or harassment will result in disciplinary action being taken, including dismissal for serious cases. The policy will also be drawn to the attention of clients/subcontractors/visitors.

For the full policy see Equality and Diversity policy

Cultural & Religious events

We recognise that you may wish to take holiday to enable your participation in religious or cultural events. In these circumstances we will endeavour to approve holiday where possible, but ask that holiday is submitted as far in advance as possible.

Should you require support at work to enable participation in religious or cultural events (i.e., fasting, private prayer, meditation, etc.) please speak to your line manager.

Transgender Employees/Gender Reassignment

If you inform us of any changes in your personal circumstances and/or intention to transition, we will discuss any support that may be required and adjustments that we could make to ensure that you are supported.

Your employee records will be updated upon request from yourself though we may need a legal name change for certain records (payroll, pension, etc.).

Names/Pronouns

Employees will be addressed by the name and pronoun that they choose.

Complaints

If you feel that you have been subjected to any form of harassment or discrimination, please raise this with your line manager immediately. Should you require it, our formal grievance procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of employee concerns or dissatisfaction.

Conduct

We take pride in fostering good relationships with our clients and associates, and we expect a level of professionalism, integrity and honesty to be reciprocated by all employees, by adhering to policies and procedures and also by demonstrating fairness, a respect for diversity, open communication and being ethical when conducting business.

Dress Code

The dress code varies by roles and workplaces, therefore employees should check with their line manager what is appropriate to wear. However, if you are not sure we ask you to wear appropriate business dress when meeting clients on or off-site. Equally, if there are clients visiting the office, you may also be asked to dress appropriately and let your colleagues know in advance.

IT Security

Technology is an integral part of our business. However, it also poses risks in terms of data breaches, reputational damage and financial impacts.

Any breach of the IT Security policy will be managed in line with the Disciplinary procedure, with a sanction up to and including gross misconduct (or termination of engagement). We may withdraw your internet and/or email access. Examples of gross misconduct are included within the Disciplinary procedure.

Use of the Company's Computer Systems

You may use our computer systems, or other electronic devices, for the purposes of our business. To reduce the risk to the Company's systems or network, these may only be accessed from your usual workplace, including your home address where this is an agreed place of work or other Company premises using authorised equipment, or remotely using authorised equipment via secure means.

You must never access the Company's systems or networks using an unsecure Wi-Fi connection.

Email use

All communications, including email, should reflect the highest professional standards at all times. You should ensure that you check all emails before sending for accuracy and ensure they are being sent to the correct recipient.

All emails should be sent from your own business email address and is primarily for business-related communications. Any personal emails must be minimal and reasonable and take place mainly outside of normal working hours. Personal emails must not affect job performance or otherwise interfere with the business.

Passwords and security

You must use passwords on all IT equipment allocated to you. You must keep them confidential and change them regularly. You must not use another person's username and/or password to access our systems or network, nor allow any other person to use your password(s) unless required for business reasons.

Using own devices

Using your own devices at work to connect to the Company's IT systems and/or to access Company information, you must ensure that you follow Company guidelines by discussing this with your line manager. We accept no liability for use of your own devices at work. All confidential information must be transferred to the Company on leaving employment with us.

Off-site work

If working off-site, others may be able to view or attempt to access your device. Lock your device when appropriate and do not leave it unattended. Be aware of who can see your screen and avoid using confidential information. You must ensure any internet connection that you use is secure. Your device must be transported securely whilst travelling and should not be left on display in an unoccupied vehicle.

Social media

Any social media produced in the Company name must be approved by Head of service and/or your line manager. It must reflect our values and be in our best interests, be grammatically correct, accurate, objectively justifiable, reasonable and appropriate. Under no circumstances are you allowed to post photos or personal details of service users, doing so WILL result in disciplinary proceedings and possible legal action.

Under no circumstances are you allowed to communicate or be friends with any service user on any social media platform. The only forms of communication you should use are via company email, text messages or phone calls using the company's mobile phone only.

Mobile phones

If employees are provided with a business mobile phone it is to be used for business calls only. It is your responsibility to use your mobile phone legally. The Company will not be liable for any misuse of a mobile phone where it contravenes the law.

The Company has the right to monitor phone use and if it is found that you are using the phone irresponsibly, for personal use, or calling premium rate numbers and overseas the Company will deduct the costs of calls from your wages, may take the phone back and/or proceed with disciplinary action.

Mobile phones are provided at the discretion of the Company on the basis of business needs and must be returned to the Company on request.

It is currently a criminal offence for a driver to use a hand held device whilst driving in the UK. The Company does not require staff to use a mobile phone whilst driving. This applies to all staff:

- Whilst driving on Company business irrespective of whether the vehicle or the mobile phone is provided by the Company.
- Whilst using a mobile phone whilst driving for pleasure in a Company supplied vehicle.
- Where the vehicle being used does not have an approved fixed hands free kit, the mobile phone should be switched off

Please take care of your mobile phone. If a phone is lost, it should be reported to your manager as soon as it is noticed missing.

Company and personal property

The Company will take appropriate action to ensure the safety of property, however staff are responsible for the care and safety of any property belonging to the Company that is under their control and/or in their possession. Any personal property that is on Company premises is the employee's sole responsibility. The Company accepts no responsibility for loss, damage or theft of personal property.

Smoking Policy

The Company has a no smoking or vaping policy throughout all premises, vehicles and in the company of all service users. Smoking on company premises is only allowed in designated smoking areas.

Failure to comply will be deemed an act of gross misconduct, an environmental health and safety risk and will likely result in disciplinary action.

Alcohol & drugs

Any misuse or abuse of alcohol and drugs presents a serious problem in the workplace. Staff are prohibited from being under the influence of and taking alcohol, illegal or non-prescribed drugs or affected by the abuse of solvents or similar substances before and during working hours. For the avoidance of doubt, working hours include meals and other breaks.

The consumption of alcohol at any establishment during working hours is forbidden, unless under exceptional circumstances and authorised by the relevant director.

Employees must not be involved in any transaction in connection with the handling, possession, sale or purchase of illegal drugs nor should illegal drugs be brought on to Company premises.

If employees suspect or know that they or a colleague has an alcohol or drug related problem, they are encouraged to seek help and treatment voluntarily.

For the full policy see Substance Misuse policy

Special circumstances

If employees attend social business/client functions outside of working hours and are representing the Company, we accept that moderate amounts of alcohol may be consumed. However, employees should stay well within the legal limit if driving. Consuming drugs on these occasions is strictly forbidden.

Where employees are taking medication for a pre-diagnosed condition, the type of drug and its possible contra-indications must be reported to their line manager. This sensitive information will be treated confidentially.

Bribery Policy

It would never be acceptable for anyone to accept or offer bribes in any business transaction. Bribes may come in a variety of forms such as corporate hospitality, charitable donations and personal gifts, as well as money.

Anyone being offered any of these must report this to their line manager who will advise how to manage the situation. Breaches of this rule will result in disciplinary action up to and including dismissal.

This policy applies to the Directors, our employees throughout the business, suppliers, outsource partners, consultants and to all markets in which we do business.

Purchasing and Commissioning

The overriding principle is that all dealings with current and potential suppliers and customers are seen to be properly handled, with the application of high standards of objectivity, integrity and fairness.

We are involved in commissioning work and in tenders for contracts with other organisations. Unless the Managing Director has given specific permission, you must not provide information, support or assistance to any Company or organisation tendering for work with us that would in any way enhance their chances of being successful in our bid.

Criminal offences

Employees must notify their director if they are convicted of a criminal offence or they receive a notice of court appearance for a criminal offence, giving details of the offence and any penalty. Failing to advise the Company of criminal offences which are then discovered, may result in disciplinary action.

Driving for Work Policy

At the start of your employment and annually thereafter, if you are eligible to drive Company vehicles, or are required to drive your own vehicle, you must provide us with the DVLA check code so that we have proof of your licence details, as well as completing the Driving for Work Declaration. Any changes to your licence must be reported to your manager immediately. If you lose your licence and driving is considered essential for your job, you may be called to a formal hearing, which may result in your dismissal.

If you are using your own vehicle, you are required to provide evidence of business mileage insurance and your MOT certificate (if applicable).

All journeys must be planned using the Risk Assessment Advocacy, with planned breaks for journeys of over 2 hours in duration. You must abide by the Highway Code at all times. All accidents must be reported to your line manager.

Drivers Health

Employees must not use company vehicles unless they are in a fit and able condition to drive. If any medical condition is known that may impede their ability to drive as determined by the Road Traffic Act 1988 they must inform the company immediately. Any staff taking prescription drugs to treat a condition must check with their GP to see if their driving will be affected.

Drink and Drugs

Being under the influence of alcohol or drugs in a company car will be treated as a serious disciplinary matter. Please speak to your line manager or HR if you have any problems with drink or drug addiction.

Drugs and alcohol

Prescribed drugs and over the counter medicines may affect driving ability. The Company will not accept responsibility for any incident if anyone:

- Drives or attempts to drive or is in charge of a vehicle whilst unfit through alcohol or drugs.
- If taking medication that might affect their driving, they must inform their Line Manager immediately.
- An employee or stakeholder **must not** drive if they have been advised by their doctor not to as this will invalidate the Company's insurance policy.

General upkeep of vehicle

You should ensure that the vehicle you are using is in a mechanically roadworthy condition and that it has current vehicle excise licence and MOT certificate (if over 3 years old). Specifically, you should ensure that:

- All exterior lights are clean and in working order
- Interior and exterior mirrors are in good condition
- The windscreen is in good condition, wash/wipe system is working properly and the reservoir is full
- All brakes are working properly
- All tyres are in good condition and above the minimum tread depth of 1.6mm
- The speedometer and horn are working properly
- Seatbelts are working properly
- Registration plates are visible

The Company reserves the right to:

- Review employee's use of a vehicle relating to any health issues.
- Request a medical certification of fitness to drive.
- Request a copy of DVLA online counterpart to monitor penalty point total
- Direct the employee to an appointment with occupational health or a medical professional.
- Request licensing and insurance requirements for the vehicle.
- Prescribe precautions that need to be taken by employees when using, inspecting or maintaining the vehicle.
- Request the testing and maintenance history

Pay and holiday entitlement

Information about your pay and holiday entitlement is in your contract.

Sickness absence and payment

If an employee is absent from work due to a personal sickness or injury they are entitled to receive statutory sick pay (SSP). In addition, an employee may be eligible to receive Company sick pay.

Statutory Sick Pay (SSP)

You will be entitled to receive Statutory Sick Pay (SSP), subject to regulations, for a maximum of 28 weeks in any period of entitlement. Payment of Company Sick Pay, if any, includes any SSP.

You will only receive SSP when you are absent for four or more days' sickness, and only on days on which you would normally be working. SSP is not payable for the first three days of absence (called waiting days). The rate of SSP will vary depending on your normal weekly earnings and the statutory rate. You must also comply with our sickness absence reporting procedures and provide either a Self-Certificate – for absence of seven days or less, or a Fit Note – for over seven days.

Company Sick Pay

After one full years' service, and subject to the correct notification and certification process, the Company will pay up to full pay from day one of sickness to week 12, which will include any SSP in a 12-month rolling period.

Further amounts of sick pay will be made at the Company's absolute discretion.

If you are absent due to incapacity caused by a third party, or for an accident covered by insurance, any payments made by us under the Sick Pay scheme will be a loan. You or your personal representatives must include in any claim you make against a third party or insurance company, a claim in respect of that loan.

Once Company sick pay entitlement has been reached SSP is payable.
Company sick pay is pro-rated for part time workers.

Employees who are serving notice are not entitled to Company sick pay for any absence during the notice period.

Expenses

Depending on your job, you may need to claim expenses. Your line manager will discuss this with you when you start.

It is important that you get a VAT receipt every time you submit an expense claim and that you are clear, if the cost hasn't been approved by your manager beforehand, then it may not be paid, so always make sure you get permission.

Business Travel Expenses

As a rule, if you need to travel on business to a destination other than your normal place of work, you will be repaid reasonable out-of pocket expenses for example: public transport fares; mileage; reasonable taxi costs; accommodation; and meal costs.

All travel and accommodation must be discussed and agreed with your line manager. Travel should be booked as economically as possibly. Travel tickets and hotels should be booked via company credit cards where possible. If not please submit these as expenses.

The standard company mileage rates in line with HMRC are:

For employees using their own car

45p per mile for the first 10,000 miles

25p per mile for anything over and above 10,000 mile

Those using a company vehicle:

Engine Size	Petrol	Diesel	Electric
1400cc or less	14p per mile	13p per mile	10p per mile
1401cc or above	16p per mile	13p per mile	12p per mile
2000cc and above	23p per mile	18p per mile	18p per mile

Hybrid cars are classed as Petrol Cars.

All congestion charges and parking costs that are required for company business will be reimbursed. Penalty notices such as speeding tickets, parking fines will not be reimbursed by the company.

Below is some guidance on what kinds of expenses will and will not be reimbursed when are you are staying away from home on Company business.

Travel

The journey made by an employee or worker from their home to their normal place of work and the return journey is an ordinary commute and therefore **no** claim can be made.

The journey made by an employee or worker from their home or office to a temporary place of work, is classed as genuine business mileage and the full business mileage can be claimed.

Should any employee or worker be required to work on a non-working day such as weekends or are called out as part of the out of hours service they **are** able to claim their mileage from home to site as a genuine business journey.

Subsistence Meal limits

If you are away from home overnight, you can claim the following:

Breakfast – usually included with hotel, but if not, maximum up to £10

Dinner – maximum up to £25 including non-alcoholic drinks.

If you are required to work early – before 7am, or late, after 7pm you can also put your meals on to expenses.

There will be no expense claims allowed for other snacks.

Hotels

We want you to be safe and comfortable on any nights away. Hotels of the standard of Premier Inn or Holiday Inn are advised. Any doubts about the reasonableness of the accommodation costs please check with your manager.

Room service & minibar

Room service charges will not be reimbursed unless this was the only food option and it will need to be pre-agreed with your line manager. We also will not reimburse for minibar purchases.

Other hotel bills

Where the bill does not provide a breakdown, or there is an ambiguous description, these will not be accepted as expenses; for example, paid TV channels, minibar expenses, dry cleaning, etc.

Company Credit Cards

These are made available to some employees should only be used for expenses incurred wholly, exclusively and necessarily on company business. They must not be used for personal use.

Employees using company credit cards must ensure that they obtain a VAT invoice and necessary receipts to support their business expenditure indicating the nature of the purchase so that it can readily be confirmed as a business expense, even if the goods are purchased online. Should the credit card be used to pay for entertaining i.e. meals, the names of those attending must be noted on the receipt.

Claiming Expenses

All expense claims should be submitted to your manager by the **1st day of the month**. Your manager will then submit these to payroll authorised for payment. All accompanying original receipts must be attached where applicable. Expenses claims must be submitted within three months of the date within which they occurred.

All expenses must be submitted monthly. Expenses which are outstanding for longer than 3 months will not be paid unless there are mitigating factors.

Attendance

Place of work

The normal place of work is detailed in your contract.

Working from Home and Hybrid Working Policy

Although many contracts are 'working from home', you will still need to work in an office, or on a customer site, or at home as required by business needs.

If you have any difficulties fulfilling these requirements, please discuss with your line manager.

As part of home working:

- You will be required to complete an annual Display Screen Equipment Self-assessment and a Home Working Risk Assessment to ensure that you are working safely and healthily from home.
- You are required to ensure that all your equipment and any related materials are kept safe and secure – particularly when they are not in use.
- You need to be available for work calls during your contracted hours.
- You must have sufficient broadband/Wi-Fi connectivity to ensure prime working conditions

For the full policy see Home working policy

Mortgage and rental agreements

It is your responsibility to check that there is no restriction on you working from home, and if necessary, obtaining written consent.

Equipment

The Company will provide the necessary IT equipment. These items are on loan and must be returned to the Company as requested. They must not be used by other family members or friends under any circumstances.

Where the Company has agreed to you using your own equipment, you remain responsible for the maintenance of it. This will include having appropriate anti-virus measures installed and that you comply with our IT policy.

It is the responsibility of the homeworker to ensure the items are looked after and any maintenance issues reported to the Company immediately.

Hours of Work and Time Keeping

Unless specified differently in your contract or by agreement with your manager our normal working day is seven hours, from 9am to 5pm, with an hour unpaid lunchbreak. It is your responsibility to attend work punctually. You are expected to manage your own day in line with the business needs of the company.

In line with the working time directive you are entitled to a minimum of a 20 minute unpaid break after 6 hours of work, you are responsible for ensuring that you take this minimum break. If you are unable to do this you must discuss this with your line manager. Additionally, employees will not normally be required to work more than 48 hours per week.

Depending on your role you may be required to work outside of core business hours or at weekends—this might be for travel or to attend meetings or training before 9am, after 5pm or at weekends. You should work to manage your own time, for example starting later if you have an evening meeting – you must ensure that this is recorded in your calendar and your line manager is aware.

Overtime pay

The Company's ordinary working day operates between 9.00am and 5.00pm, and your agreed hours of work are stated in your contract. Due to the nature of certain job roles, the actual hours of work may differ from this and you will need to be flexible and provide additional working time where necessary. Your salary package reflects this situation and payment for overtime will not normally be made other than in exceptional circumstances and with the pre-authorisation by the Head of Service.

Any payments for overtime worked will be made in accordance with individual contracts of employment. Pay rates may be increased for overtime hours in extenuating circumstances and at the absolute discretion of management.

Health and safety considerations

Employees will not normally be required to work more than 48 hours per week.

The Company takes its duty of care to employees seriously and this includes taking measures to ensure that no employee works excessive hours.

Time Off in Lieu

Time off in Lieu must be pre-approved by your Line Manager and will only be considered in extenuating circumstances where the company's needs require this.

This policy is used for anticipated situations, including but not limited to work activities carried out after core hours and weekends. You are expected to manage your own time, taking time back as soon as possible after it has been accrued.

TOIL must be taken within your next working week after the additional hours have been worked. TOIL cannot be accrued to be used as the equivalent of annual leave. We do not have a formal TOIL recording process but expect you to manage your own time and keep your line manager informed.

Business needs have priority and you may be required to work when you have allocated the time to take TOIL.

Absence from work

If you wish to take any time off for any reason, you should ask your manager for permission well in advance and prior to making any arrangements. Employees can see their annual leave entitlement on Albion Legal.

When employees are unexpectedly unable to report for work, for example due to sickness, they must notify their manager directly by phone (not via text, voicemail or any form of social media) prior to their normal working time or within an hour of their normal working time.

An explanation of the reason for absence and an indication as to when the employee can return to work should be given. If the absence continues longer than the day in question the employee should keep their manager fully informed and report in on a mutually agreed basis.

If the absence is due to sickness and continues for seven days or less (Saturday and Sunday included), you must complete and provide a Self-Certification for your line manager.

Adhere to the policy and do nothing to aggravate or delay recovery, such as working for another employer or taking part in inappropriate social or sporting activities.

If absence continues for more than seven days (Saturday and Sunday included), a 'Statement of Fitness for Work' (also known as a 'Fit Note') signed by your doctor or other treating doctor must be sent immediately to your manager, and thereafter for as long as the absence continues.

During all periods of absence your line manager will maintain contact with you.

Statement of Fitness to Work (Fit Note)

Where a Fit Note indicates that you may be partially fit for work, the doctor may have suggested ways of helping you get back to work; your line manager will discuss this with you. If you return to reduced hours, your pay would reflect this. If we aren't able to make any adaptations or adjustments to help you return to work, your line manager will explain the reasons to you and will set a date for review. You may then use the doctor's certificate as if the doctor had advised 'not fit for work'.

Essential versus elective health procedures

If you require a health procedure or surgery as a result of a health condition, your period of time for recovery will be granted and the Company Sick Pay policy applies.

Elective surgery is a non-essential surgical procedure that the employee has chosen to undergo for personal reasons, such as cosmetic surgery.

Whether or not a procedure is deemed elective or essential will need to be discussed with your line manager to determine the reason for the leave and whether or not the absence policy applies, in reference to pay and time off. When this has been determined, the employee and line manager should agree an appropriate explanation for the reason for absence to their own team. Each case will be dealt with based on the individual circumstances.

If you are uncomfortable discussing a potential procedure with your line manager, please contact the Head of Service.

Holidays during Absence

If you wish to take holiday whilst absent (in receipt of Company Sick Pay or SSP), you should book leave and have it authorised in the usual way. Sick Pay will not be paid in respect of any period that is taken as holiday.

The normal restrictions on carrying over holiday entitlement will apply. The exception to this is if you have not had the opportunity to take your minimum statutory holiday entitlement due to being absent for the whole or part of the holiday year. If this is the case, please speak to us.

Return-to-Work and Absence Meetings

When you return to work following any period of absence, your line manager will usually conduct a return-to-work interview. We want to establish: the reason for and because of your absence; that you are in fact fit to return to work; any medication that you may be taking; and whether we can do anything to assist you.

Our disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

Where your line manager is concerned about the level or pattern of absence, they may conduct an informal meeting with you, and/or monitor your attendance and/or deal with the situation under our disciplinary procedure.

Long-term Absence or Absences

In cases of long-term absence, we will normally keep in regular contact with you via your line manager, in order to keep up to date with your state of health and when you might be expected to return. The frequency of such contact will vary according to the particular circumstances and may, for example, be weekly, fortnightly or monthly.

We may seek to understand your medical condition by obtaining a medical report. We will then meet with you to discuss the content and any recommendations made, and your own view on the situation.

Termination of Employment

Sometimes an employee may have to stop working because of long-term ill health. The Company will endeavour to support employees throughout periods of prolonged sickness, and will consider as many ways as possible to help an employee back to work. However, if the employee cannot do their

job, all options have been considered and there is a significant impact on the business dismissal is a last resort.

Medical/Dental Appointments

Appointments should be made where possible outside working hours, or at the start or end of the day where this is not possible. You must inform your line manager in advance of any appointments and may be asked to make the time up.

Compassionate Leave

An appropriate period of paid leave may be granted at the discretion of management in cases of bereavement involving immediate family. Apart from this, days off for attending funerals or religious services, etc. will be treated as being part of holiday entitlement unless otherwise agreed.

Jury Service

If you must attend court for Jury Service or as a witness, please inform your manager at the earliest opportunity and provide a copy of the court summons to support your request for time off work. Payment of salary during this period is at the absolute discretion of the Company. You will be able to claim an amount for loss of earnings and we need you to provide us with this amount so that it can be deducted from any discretionary pay.

If you attend court and are told your services are not required that day, you must telephone us immediately and then return to work.

Time Off for Dependent Emergencies

We recognise the right of all employees to reasonable amounts of unpaid leave to deal with incidents involving a dependant: 'any person who reasonably relies on you to make provision of care'. You may use this leave:

- When a dependent is ill, injured, gives birth or is assaulted.
- When care arrangements unexpectedly break down.
- When a dependent dies.
- To deal with an unexpected incident involving a child at school.

You should contact your line manager personally prior to the start of their working day and give the reason for and expected duration of the absence.

Severe Weather and Disruptions to Travel

The Company acknowledges that you may occasionally have problems travelling to and from work due to either severe weather conditions or major disruptions to public transport (for example, train strikes or accidents on the roads).

Please plan to work from home if possible -or liaise with your manager whether it is possible to work in the office- alternatives are taking holiday or unpaid leave.

Arriving Late for Work or Leaving Early

Where the Company accepts that you have used your best endeavours to attend work, but you are unable to do so, we will assess your individual circumstances. If disruptions to travel occur during the working day, your manager will decide whether to allow you to leave early, depending on your individual circumstances. The following will be considered:

- Make up the time at a later date.
- Take any absence from work as part of your annual leave entitlement.

- Take any absence from work as special unpaid leave (in this case, your pay will reduce accordingly to take account of the hours/days you have not worked).
- Be paid as if you had attended work on the day(s) of absence.
- Work from home or otherwise work remotely.

Should the Company decide to close your place of work and it deems that you are unable to carry out work at alternative places or from home, it will pay you your normal working hours.

Falsifying Claims

In the event of an employee taking time off fraudulently under any of the above sickness and absence policies, we will investigate, and disciplinary action may be taken.

Flexible Working Policy

If you have more than 26 weeks' continuous service, you are an employee and if you have not made a formal request in the last 12 months you have the right to make a formal request for flexible working. Examples include:

- reduce their hours to work part time
- change their start and finish time
- have flexibility with their start and finish times (sometimes known as 'flexitime')
- do their hours over fewer days ('compressed hours')
- work from home or elsewhere ('remote working'), all or part of the time
- share the job with someone else

The change could be for:

- all working days
- specific days or shifts only
- specific weeks only, for example during school term time
- a limited time, for example for 6 months only

Process

1. The application must be received in writing including:
 - the date of their application, the change to working conditions they are seeking and when they would like the change to come into effect
 - what effect, if any, they think the requested change would have on you as the employer and how, in their opinion, any such effect might be dealt with
 - a statement that this is a statutory request and if and when they have made a previous application for flexible working
2. A meeting will be held to discuss the request, unless the request is going to be approved. At the meeting the employee making the request can have a co-worker accompany them.
3. The manager considers the request and either:
 - a. Inform the employee that the request has been accepted, or accepted with modifications
 - b. Inform the employee that the request has not been accepted due to one of the following business needs:
 - i. the burden of additional costs
 - ii. an inability to reorganise work amongst existing staff
 - iii. an inability to recruit additional staff
 - iv. a detrimental impact on quality
 - v. a detrimental impact on performance
 - vi. a detrimental effect on ability to meet customer demand
 - vii. insufficient work for the periods the employee proposes to work
 - viii. a planned structural change to your business
4. If the request is rejected then the employee can appeal the decision, and can be accompanied by a co-worker at this meeting.
5. Legally all requests, including any appeals, must be considered and decided on within a period of three months from first receipt, unless both agree to extend this period.

6. If a meeting is arranged to discuss the application including any appeal and the employee fails to attend both this and a rearranged meeting without a good reason, you can consider the request withdrawn, and the employee must be informed.

Working safely

Health and Safety at work

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out general duties which:

- employers have towards employees and members of the public
- employees have to themselves and to each other
- certain self-employed have towards themselves and others

The company has a duty to ensure that your work does not harm you or cause you to become ill. The company has carried out a Risk Assessment for your work and work place where appropriate – you should read this and if you have any concerns that inadequate precautions are putting anyone's health and safety at risk you must report this.

You have a duty to take reasonable care of your own and other people's health and safety, and to co-operate with your employer on any health and safety matters.

For the full policy see Health and Safety policy and guidance

Lone Working

The Company wants to minimise the risks of lone working. Where lone working is necessary on an occasional or regular basis, we will take reasonable steps to ensure the health, safety and welfare of employees working alone. We will also ensure that a health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

A lone worker includes:

- a worker who is not with other employees – being alone with customers is still 'lone working'.
- a worker who is working from home
- a worker in the office on their own
- a worker out on a visit
- a worker driving on their own

To minimise risks the following precautionary steps should be taken:

- Take all reasonable steps to ensure your own safety and welfare.
- Ensure that another member of staff, preferably your manager, is aware you are working alone, where you are, what you are doing and what time you expect to finish. Always keep your outlook calendar up to date.
- Make sure you have some means of communication with someone in the event of an emergency, such as a mobile phone.
- Ensure you have access to appropriate first aid equipment.
- Know the risks of aggressive and violent behaviour by customers and familiarise yourself with appropriate measures for controlling such risks in terms of conflict resolution skills.
- Inform your manager as soon as possible of any incidents, accidents or safety concerns.
- If you ever feel threatened, walk away. The safety and wellbeing of our employees is paramount – we can deal with an offended customer or supplier later!

Working alone in an office:

- Know where your nearest emergency exit is.

- Make sure intruders cannot access the premises by checking that all windows and external doors are securely locked.

Working from home

- We will endeavor to keep in touch with you regularly, it is easy to feel isolated from the team. So, attendance at team meetings on a regular basis will be required for both virtual meetings and attending meetings held at the Company or other premises.

For lone workers, your manager will hold a copy of the risk assessment and your contact details, car registration, make and model as well as having access to next of kin information if for whatever reason you cannot be contacted in the usual way.

For the full policy see Lone working policy

Office working

It is everyone's responsibility to prevent the theft or damage of goods, Company property or resources from the business and protect their own and others health and safety.

The security rules are designed to minimise the risks of loss and your fullest co-operation in implementing, maintaining and improving our procedures is required. These rules and procedures are also designed to protect you. Failure to follow the rules may, on its own, lead to the inference that you have acted dishonestly.

We may use a variety of security and surveillance techniques for the protection and management of the business and its employees, including monitoring communication, CCTV cameras and search. These are also outlined in our Privacy policy of which you should have a copy.

If you notice anything suspicious, report it to your manager or another available member of management as soon as possible. Any suggestions for improvements in the security procedures are always most welcome – these should be taken up with your manager in the first instance.

Goods In/Ordering/Deliveries

You may only sign for goods received, accept deliveries or order goods or services if you are specifically authorised to do so and follow the procedures issued to you.

Right of Search

In the interests of security, we reserve the right of search. Searches of employees, their bags, other possessions and vehicles may take place from time to time. You may, if you wish, be accompanied by a colleague during the search. If you refuse to allow yourself or possessions to be searched, this may be treated as gross misconduct because without reasonable explanation wrongdoing could be assumed.

Security Fobs

If you have a security fob it is your responsibility to keep it safe. If you lose it you need to report to immediately to your line manager.

Visitors

If you are office based, all visitors must report to Reception. If you are expecting a visitor, please let them know. It is your responsibility to ensure that your visitor is looked after during the time they are in our premises, and they should be made aware of our fire procedure and escape routes.

Personal Property

Please do not bring valuables or large sums of money to work with you as we cannot accept responsibility for your money, clothing or other property on our premises.

Building Security

Whilst in the office, employees should report any security-related incidents, be aware of anyone trying to gain access to areas they shouldn't, and ensure that windows, doors, cabinets and cupboards are locked when unoccupied.

Family-Friendly Policies

Maternity & Paternity, Surrogacy and Adoption Leave

If you are pregnant or using a surrogate, by the 15th week before the baby is due, you need to provide the following information to us (preferably in writing):

- Your expected week of childbirth.
- The date on which you intend to start your maternity leave. You can start your maternity leave anytime from 11 weeks before the baby is due. You can change this date, but you must give us 28 days' notice of the change.

If you are adopting, you need to provide the following information to us (in writing):

- Notification of the match with the child, which is provided by the adoption agency. This must be provided no later than seven days after the date you received notification.
- The date you were notified of having been matched with the child, the date the child is expected to be placed with you for adoption and when you want your adoption leave to start. Adoption leave can start on the day the child is placed with you for adoption or on a date that is up to 14 days before the expected date of placement. You can change this date, but you must give us 28 days' notice of the change.

If you are adopting, to qualify for the right to take adoption leave, you must be adopting a child through an approved UK adoption agency. Surrogacy parents may be entitled to adoption leave if they fulfil eligibility requirements. If you are jointly adopting a child with your spouse, partner or civil partner, only one of you will be entitled to take adoption leave.

All employees are entitled to 52 weeks maternity leave and this is made up of 26 weeks ordinary leave and 26 weeks additional leave. The first two weeks after the birth are compulsory. Or for adoption leave, assuming you are eligible, you may take up to 26 weeks ordinary adoption leave and up to 26 weeks additional adoption leave, making a total of 52 weeks.

Throughout the maternity and adoption leave you are entitled to all your non-pay related contractual benefits.

If you are not planning to take all your maternity or adoption leave, you must let us know when you will return. You can change your mind but must give us eight weeks' notice of a change.

If you decide not to return to work, you are required by law to give the correct notice if you are resigning. However, giving longer is helpful. You are still entitled to statutory maternity pay or adoption pay even if you are not returning to work.

We reserve the right in any event to maintain reasonable contact with you from time to time during your leave. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or simply to update you on developments at work during your absence.

You are encouraged to take any outstanding annual leave due to you before the commencement of your leave.

If you are pregnant, we need you to provide us with your MATB1 Maternity Certificate which your midwife will give you when you are about 25 weeks pregnant.

Adoptive parents must give us the matching certificate or notification that one is being issued within seven days of having been matched with a child or as soon as is practicable.

For any other further information about maternity or adoption leave, please speak to your manager.

Health and Safety

We have a duty to assess any risks that may affect you at work during your pregnancy. We will provide you with information as to any risks identified in any risk assessment and look at ways in which we can minimise the risk.

IVF

You will be entitled to paid time off for antenatal care only after the fertilised embryo has been implanted. From that point onwards, all entitlements are the same.

Antenatal Care

All pregnant employees are entitled to paid time off to receive antenatal care, provided such care is on the advice of a doctor, midwife or health visitor. Where such appointments can be arranged to take place outside working hours, you should do so. Copies of all appointment times should be given to your line manager. If you are adopting, then the main adopter is allowed up to five paid adoption appointments.

Prospective fathers to be and partners of pregnant women, as well as surrogacy parents and the secondary adopter, are allowed unpaid time off to attend two antenatal appointments.

Pay & Benefits during Maternity Leave

To receive Statutory Maternity Pay (SMP) you must have been:

- Earning before tax an average that is no less than the lower earnings limit, which applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you actually start paying NI.
- Employed by the same employer continuously for at least 26 weeks up to and into the 15th week before the week your baby is due.

The earliest date that SMP can start is from the 11th week before the week your baby is due and the latest from the day following the birth.

If you continue to work after the 11th week before the week your baby is due, you can choose when you want your SMP to start. SMP will start from any day you choose, once you have stopped work to have your baby. This means that your SMP should start from the first day of your maternity leave.

The start of your SMP will change if:

- Your baby is born before the start of the 11th week, or before the start of your SMP period. If this happens, SMP will start from the day following the birth of your baby.
- You are off sick from work with a pregnancy-related illness at the start of, or in the four weeks before, your baby is due. SMP will start from the day following the first complete day you are off sick from work for that reason.

If you are entitled to SMP and you leave your employment with us:

- After the start of the 15th week before your baby is due, but before the start of the 11th week, SMP will start from the beginning of the 11th week before the week your baby is due.
- At any time after the start of the 11th week before the week your baby is due and before the start of your maternity pay period, your SMP will start from the day after you left employment.

Statutory Adoption Pay (SAP)

Paid adoption leave is available for a child approved by a UK agency. However, some details may vary for parents adopting outside the UK.

To receive Statutory Adoption Pay (SAP) you must:

- Be the child's adopter.
- Earn before tax an average that is no less than the lower earnings limit which applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you start paying NI.
- Be employed for a continuous period of at least 26 weeks ending before the placement of the child.
- Have received the official matching certificate or notification that it is being issued.

SMP and SAP is paid for a continuous period of up to 39 weeks:

- First six weeks – 90% of your average weekly earnings with no upper limit.
- Remaining 33 weeks – standard rate or a rate equal to 90% of your average weekly earnings, whichever is lower.

Maternity Allowance

If you are not eligible for Statutory Maternity Pay, you may be entitled to Maternity Allowance (MA). To claim Maternity Allowance, ask your local Jobcentre Plus for form MA1.

Pension

Pension contributions will continue to be made during the period when you are receiving SMP and SAP, but not during any period of unpaid additional maternity or adoption leave. Your contributions will be based on your actual pay, whilst the Company's contributions will be based on the salary you would have received had you not gone on maternity leave.

Keeping in Touch Days

Whilst you are on leave, we will try to keep you up to date with all that is happening here. This may be to let you know about any changes, to invite you to attend a particular event or to offer a training opportunity. You have the right to refuse to attend.

If we offer and you wish to accept, you can work up to 10 days during your leave without this affecting your statutory pay.

Returning to Work

Whilst you are under no obligation to do so, it would assist us if you could confirm as soon as convenient during your leave that you will be returning to work as expected.

If you plan to return to work before the end of your additional leave, you must give us eight weeks' notice. If you come back to work after the ordinary leave, you may return to the same job with the same terms and conditions as you had before your leave. If you return after additional leave, you are entitled to return to the same job on the same terms and conditions. However, if for a good reason we cannot provide this, we will find a position which is at the same level and with terms and conditions at least as good as your previous role.

If you are planning to breastfeed when you return to work, please let us know so that we can carry out a risk assessment and provide suitable rest facilities for you.

Paternity Leave

To qualify for the right to take paternity leave, you must meet each of the following eligibility criteria:

- You have, or expect to have, responsibility for the upbringing of the child.
- You are either the biological father of the child; or you are married to, are the civil partner or the cohabiting partner of the child's mother; or you are married to, are the civil partner or the cohabiting partner of the child's adopter; or you are one of a couple jointly adopting a child.

- You are taking the leave to care for the child or to support the child's mother or adopter.
- You have worked continuously for the Company for 26 weeks calculated as at the 15th week before the expected week of childbirth, or, in respect of an adopted child, calculated as at the week in which the child's adopter is notified of having been matched with the child.

A cohabiting partner is a person, whether of a different sex or the same sex, who lives with the mother or adopter and the child in an enduring family relationship but is not an immediate relative of the mother or adopter.

If you wish to take paternity leave and are eligible, you are entitled to two weeks from the birth or adoption of a child. You are entitled to take either one week or two consecutive weeks of paternity leave. It cannot be taken as odd days.

You are required to inform the Company of your intention to take paternity leave by the end of the 15th week before the expected week of childbirth; or in the case of an adopted child, no later than seven days after the date on which notification of the match with the child was given by the adoption agency, unless this is not reasonably practicable. You are required to provide the following information in writing to the Company:

- The date the child is expected to be born or adopted.
- Whether you wish to take one- or two-weeks' paternity leave.
- When you want your paternity leave to start.

In the case of an adopted child, your notice should also specify the date on which the adopter was notified of having been matched with the child.

Paternity leave can start on any day of the week on or following the child's birth or placement for adoption. But it must be completed either within 56 days of the actual date of childbirth or adoption or, if the child is born early, within the period from the actual date of childbirth up to 56 days after the first day of the expected week of childbirth.

In the case of multiple births from the same pregnancy, only one period of paternity leave is available.

On resuming work after paternity leave, you are entitled to return to the same job on the same terms and conditions of employment as if you had not been absent.

Statutory Paternity Pay (SPP)

During the period of paternity leave you will receive Statutory Paternity Pay (SPP) if you are eligible to receive it. You are eligible if:

- You have been continuously employed by your employer for at least 26 weeks up to any day in the 'qualifying week'.
- Earn the statutory minimum.

Your contract of employment continues in force, and you are entitled to receive all your contractual benefits, except for salary.

Shared Parental Leave (SPL)

This policy applies to a parent wishing to share traditional maternity or adoption leave. Unpaid parental leave remains, as does the right to take 52 weeks' maternity or adoption leave. Surrogacy parents may be able to take Shared Parental Leave (SPL) if they fulfil the eligibility requirements.

To take advantage of this provision the mother must commit, in writing, to ending their maternity/adoption leave and pay at a set date, and to share the untaken balance of leave and pay as SPL and pay with their partner. Alternatively, the mother must commit to return to work early from maternity or adoption leave and opt in to SPL and pay at a later date.

The timescales and process involved to plan SPL is quite complex, so please speak to your line manager if you have any queries or wish to discuss possible arrangements.

To help understand this policy we have listed the meaning of the following terms:

Mother: the woman who gives birth to a child, or the adopter.

Adopter: the male or female who is eligible for adoption leave and/or pay.

Partner: the child's biological father or the partner of the mother/adopter. This may be a spouse, civil partner or a partner who is in an enduring relationship with the mother and the child.

SPL: Shared Parental Leave.

ShPP: Statutory Shared Parental Pay.

Continuous leave: a period of leave that is taken in one block, for example, four weeks' leave.

Discontinuous leave: a period of leave that is arranged around weeks where the employee will return to work. For example, an arrangement where an employee will work every other week for a period of three months.

SPLIT day: Shared Parental Leave in touch day.

Match: when an adopter is approved to adopt a named child or children.

Curtail: where an eligible mother brings their maternity/adoption leave and, if appropriate, pay or allowance entitlement to an end early.

This policy applies to employees whether they are the mother or the partner. If it is the mother who is employed by the Company, a partner must follow his/her own employer's policy if he/she wishes to take a period of SPL. If it is the partner who is employed by us, then their partner must follow their own Company policy.

Good communication is essential with both employers to ensure requests are dealt with properly.

Are you eligible?

There are some criteria which must be met for this policy to apply. The mother is eligible for SPL if they:

- Have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth or matching date of the child and remains in continuous employment with the organisation until the week before any period of SPL that is taken.
- Have, at the date of the child's birth or placement, the main responsibility, apart from the partner, for the care of the child.
- Are entitled to statutory maternity/adoption leave in respect of the child.
- Comply with the relevant leave curtailment requirements (or have returned to work before the end of statutory maternity/adoption leave), and SPL notice and evidence requirements.

In addition, for the mother to be eligible for SPL, the partner must:

- Have been employed, been a worker or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth.
- Have average weekly earnings meeting the lower earnings test for any 13 of those 66 weeks.
- Have, at the date of the child's birth or placement, the main responsibility, apart from the mother, for the care of the child.

Partner's eligibility for Shared Parental Leave (SPL)

The partner is eligible for SPL if he/she:

- Has at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth or placement of the child, and remains in continuous employment with the organisation until the week before any period of SPL that he/she takes,
- Has, at the date of the child's birth or placement, the main responsibility, apart from the mother, for the care of the child,
- Complies with the relevant shared parental/adoption leave notice and evidence requirements.

In addition, for the partner to be eligible for SPL, the mother must:

- Have been employed, been a worker or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth or placement of the child.
- Have average weekly earnings meeting the lower earnings test for any 13 of those 66 weeks.
- Have, at the date of the child's birth or placement, the main responsibility, apart from the partner, for the care of the child.
- Comply with the relevant leave or pay curtailment requirements (or have returned to work before the end of statutory maternity/adoption leave).

How to Calculate the Amount of Leave Available

The amount of SPL to which an individual is entitled will depend on when the mother brings her maternity/adoption leave period to an end and the amount of leave that the other parent takes in respect of the child.

The first two weeks following birth are the compulsory maternity leave period and may only be taken by the mother.

The mother's partner can begin a period of SPL at any time from the date of the child's birth or placement. However, they would lose their entitlement to the two-weeks' paid paternity leave if this has not been taken before the start of any SPL.

Notice Requirements for Shared Parental Leave

SPL may only be taken in complete weeks but may start on any day of the week. It may be taken in continuous or discontinuous blocks. An employee may only make three leave notice requests, or variations of leave notices, during a period of SPL. A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the total number of requests for leave that an employee can make.

If the employee submits a period of leave notice requesting discontinuous periods of leave, the Company, in the two weeks beginning with the date the period of leave notice was given, can:

- Consent to the pattern requested.
- Propose an alternative pattern.
- Refuse the pattern of leave requested.

If the mother wishes to take SPL, a curtailment notice must be provided stating the date the maternity/adoption leave is to end.

A full list of the information and dates to be provided will be provided by the Company; in the first instance ask your line manager.

Rights during Shared Parental Leave (SPL)

During SPL, all terms and conditions of the employee's contract except remuneration will continue. Pay will be replaced by ShPP if the employee is eligible for it.

Communication and SPLIT Days

Whilst an employee is on SPL, the Company will try to keep them up to date with important changes and developments within the Company. It is also helpful to discuss the employee's plans to return to work during this time.

An employee can agree to work for the Company (or to attend training) for up to 20 days during their SPL without that work bringing the period of his/her SPL and pay to an end. These are known as 'Shared Parental Leave in touch' (SPLIT) days. If you are entitled to receive ShPP for any week during which you attend work for SPLIT days, you will still receive this in the usual way. In addition, we will also pay you an agreed rate for the work you do during a SPLIT day.

There is no obligation on the Company to offer work or on the employee to accept it.

Returning to Work following Shared Parental Leave

The employee has the right to return to the same job when returning to work from SPL if the period of leave is 26 weeks or less.

If the employee is returning to work from SPL and the period of leave taken is more than 26 weeks, they have the right to return to the same job unless this is not reasonably practicable. In these circumstances the Company will find another job that is suitable and appropriate for him/her.

Parental Leave

Unpaid parental leave may be taken to look after a child or make arrangements for the good of the child.

Eligible employees:

- All employees employed by the Company for a minimum of one year.
- Employees who have a child or children under the age of 18.
- Employees who have become the adoptive parents of a child under the age of 18.

A maximum of 18 weeks per child (pro rata for part-time employees) may be taken in total.

If you wish to take parental leave, you should submit an application to your line manager. Leave should normally be taken in one-week blocks (unless your child is disabled), up to a maximum of four weeks in a year. Requests for longer periods will be dealt with on an individual basis.

You should submit an application to take the time off 21 days prior to leave being taken. The Company must respond in two weeks. We will respond sympathetically to all requests but on occasion may ask you to postpone the leave for business reasons. However, this cannot be for more than six months. Any leave at the time of childbirth or adoption cannot be postponed.

We will keep a record of parental leave taken.

Resolving Problems

We believe that by having clear, open and fair procedures for the resolution of problems, we create a basis for the fair treatment of all our team.

Disciplinary and Grievance Policy

We expect our employees to meet high standards of conduct. Minor departures from our standards may be dealt with informally to avoid the need to engage this procedure. Nevertheless, we recognise that there will be occasions when informal action is not appropriate, and in such cases this policy will be implemented. This policy will not usually be applied in the first two years of an employee's employment.

This policy does not form part of your contract of employment and may be altered or amended at the absolute discretion of the Company. We may start this procedure at any stage.

For disciplinary and grievance issues we may, at our absolute discretion, use an external third party to carry out any part or parts of this procedure.

Disciplinary Procedure

Investigation

- An investigation may be undertaken prior to any disciplinary action.
- You must fully co-operate with any investigation.
- If you are invited to an investigation meeting, there is no right to be accompanied.

Suspension

If appropriate, we may suspend you on contractual pay or amend your duties during an investigation process. If you are suspended, your contract of employment will remain in force, but you will not be entitled to access any of our premises except at our prior request, or with our prior consent, and subject to such conditions that we may impose.

Disciplinary hearing

If it is decided that there is a disciplinary case to answer, you will be informed of this and invited to attend a disciplinary hearing.

- You are entitled to be accompanied to a disciplinary hearing by a workplace colleague or a trade union representative.
- You will be given the opportunity to state your case before any decision is made.
- The chair of the hearing may decide the outcome at the hearing or adjourn the hearing to consider their findings.
- You will be informed of the decision. This will normally be in writing.

Appeals

- If you are dissatisfied with the outcome of the disciplinary hearing, you may appeal. If you wish to appeal you must do so within five days of the date of the outcome letter (or where no letter is issued, the date you are informed of the decision).
- An appeal should be in writing and must set out the grounds for your appeal along with any accompanying documentation.
- At an appeal hearing, you are entitled to be accompanied by either a workplace colleague or a trade union representative.
- The outcome of the appeal will be conveyed to you, normally in writing. The appeal decision will be final.

Misconduct

Examples of misconduct are:

- Occasional and minor poor timekeeping.
- Minor breaches of our rules.
- Minor failure to observe our procedures.

These examples are not exhaustive or exclusive. Offences of a similar nature will also be dealt with under this procedure.

Misconduct, short of gross misconduct, will, depending on severity, normally result in a written warning. This would normally last for six months. If it is a final written warning, this would normally last for 12 months.

Gross misconduct

Examples of gross misconduct are:

- Unauthorised absence.
- Theft, fraud and bribery (giving and receiving).

- Falsification of records.
- Breaches of confidentiality or trust.
- Fighting or assault.
- Insubordination.
- Failure to obey a reasonable management order.
- Deliberate or reckless acts of damaging Company property or property of another person.
- Serious breaches of Company policies or procedures including health and safety regulations.
- Bringing yourself or the Company into disrepute including creating, transmitting or otherwise publishing any false and defamatory statement about any person or organisation.
- Acting in a manner which undermines the trust and confidence in the employment relationship.
- Bullying, victimisation and/or harassment towards an employee, or external representative of another organisation, including but not limited to directly in person, social media, email or any other communication network.
- Being under the influence of alcohol (including below the drink drive limit) or drugs, and/or consuming alcohol or drugs during working hours.
- Acts of verbal abuse and/or acts of violence or threats of violence towards either an employee, customer/client or representative of another organisation.
- Possession and/or use of or being under the influence of illegal drugs or legal highs.
- Negligence or incompetence that causes loss, damage or injury, or a serious risk of injury.
- Covert or unauthorised recording of meetings.
- Unauthorised use of the internet including:
 - creating, viewing, accessing, transmitting or downloading any material which is discriminatory or may cause embarrassment to other individuals, including material which breaches equal opportunities legislation;
 - accessing, transmitting or downloading unauthorised software.
- Breach of our obligations in respect of data legislation including:
 - accessing, transmitting or downloading any confidential information about us and/or any of our staff and/or clients or customers, except where authorised in the proper performance of your duties;
 - viewing, accessing, transmitting or downloading any material in breach of copyright.

These examples are not exhaustive or exclusive and offences of a similar nature may be dealt with as gross misconduct. Gross misconduct will normally result in dismissal without notice or payment in lieu of notice.

Grievance Procedure

Where you have a grievance relating to any aspect of your employment, you should have no hesitation in raising the matter informally with your line manager.

- If the grievance cannot be resolved informally and you wish to make a formal grievance, this must be set out in writing to your line manager.
- Where it is not possible to raise the matter with your line manager, for example, if they are absent for a significant period of time, or if the grievance relates to them, you should raise your concerns with a more senior manager.
- You will usually be invited to attend a meeting to discuss your grievance. You are entitled to be accompanied by a workplace colleague or trade union representative at the grievance meeting.
- After the meeting the meeting Chair will inform you of their decision in writing. You have the right to appeal against the decision.

- If you wish to appeal, you must do so in writing within five days of the date of the outcome letter. You will then be invited to attend another meeting, after which you will be informed of the final decision in writing.

Colleagues

We are pleased for work colleagues to support each other through these proceedings, but you are not obliged to do so. Having a colleague present helps to ensure that matters are dealt with fairly and we appreciate your assistance. You are asked to respect the confidentiality of these proceedings and sometimes, where there is sensitive information about individuals or the Company, we may ask you to sign confirming this.

Bullying and Harassment

The Company actively encourages an environment in which everyone is entitled to work without harassment, victimisation and bullying.

Harassment may be described broadly as 'unwanted conduct affecting the dignity of people'. Where a particular form of conduct has the effect of making a person feel humiliated, threatened or that their privacy is being invaded, that conduct will constitute harassment and should cease immediately.

We will not condone harassment and the procedure for dealing with complaints is set out below.

The policy applies to employees' conduct in or out of office hours, when entertaining clients or at work events.

All employees have a responsibility to comply with this policy and treat all colleagues with dignity and respect. If you believe that you have been subject to, or have witnessed harassment, victimisation or bullying, you must inform your line manager or HR so that we can keep our workplace free from unacceptable behaviour.

Procedure for dealing with cases of harassment

If you believe you are being subjected to any form of harassment, in the first instance you should ask the offender to stop, or make it clear that such attention is unwelcome. If necessary, ask a friend or colleague to help you do this.

Such an informal approach may be all that is needed, but you should make a note of the details and keep them.

If your request is ignored and the harassment continues, or you feel unable to make the informal approach, please contact your line manager or HR immediately. Details will be taken and should be confirmed in writing by the victim. This constitutes a formal complaint.

Either a manager nominated by the manager who took the complaint, or an independent consultant, will investigate the complaint. Allegations will be dealt with seriously and confidentially and there will be no victimisation of any employee making, or being involved in, a complaint.

Where appropriate, any employee directly involved may be suspended on contractual pay pending investigation.

If the harassment has taken place, the accused will be dealt with in accordance with the disciplinary procedure.

It is hoped that the implementation of this policy will ensure that all our employees work in an atmosphere of mutual trust, dignity and respect.

For the full policy see Harassment Bullying and Discrimination and Allegations policy

Dealing with Poor Performance (Capability)

The success of the Company depends on all employees working together to achieve the best possible standards of performance. We aim to provide support and training to enable all employees to fulfil their potential and deal with any changes that the Company may require.

However, sometimes people perform below the standard that the job requires, although they are not doing anything deliberately wrong.

In these cases, we believe that it is best to deal with these problems openly and fairly and to provide clarity and practical support to improve performance.

Monitoring performance

We monitor performance formally and informally through regular discussions that your manager will have with you about your job, at the end of projects and through the appraisal process.

Dealing with poor performance

Informal meetings / investigation

- Initially, your manager will discuss any concerns about your performance informally with you. Often raising issues promptly helps to solve them by identifying acceptable standards and any support that may be needed.
- If your performance continues to fall short of that required, your manager will arrange a formal meeting to discuss this with you. You will have the right to be accompanied by a work colleague or a trade union representative. The letter inviting you to this meeting will outline what the potential sanction of the meeting may be.

Formal meetings

- At this meeting your manager will explain specific areas of your performance that aren't acceptable, and you will have the chance to give reasons for this. You and your manager will agree a plan (covering ways in which you can be supported to achieve acceptable standards), a date for review and a clear indication of what will happen if there is no improvement, e.g., transfers, dismissal.
- A formal performance plan may also be implemented. This will outline specific expectations, targets and timescales to achieve these by.

Disciplinary sanctions

- At each stage of the performance management process, a disciplinary sanction may also be issued as an outcome of any formal capability meeting. In line with the disciplinary process, formal sanctions will, depending on severity, normally begin with a written warning being issued. This would normally last for six months. If it is a final written warning, this would normally last for 12 months.

Timescales/Termination of employment

- The timescale for improvement, with formal reviews, will vary depending on the nature of the problem and the role that the employee has within the Company. However, there will be a minimum of two formal capability meetings prior to any dismissal meetings.
- At the final review, overall performance will be assessed and, in most cases, this will be the end of the matter, as performance will have improved as agreed.
- If sufficient improvements have not been made, consideration should be given to whether you should be transferred to another role better suited to your skills set or, as a last resort, dismissed.

Appeals

- If you are issued with a formal sanction or dismissed because you are not capable of performing your job to an acceptable standard, you have the right of appeal against this decision. Your appeal should be sent in writing to the nominated individual within five working days of the decision and state the reasons for your appeal. The decision from the appeal hearing will be final.

Public Interest Disclosure Policy (Whistle Blowing Policy)

We encourage an open culture in all our dealings. Effective and honest communication is essential if malpractice is to be effectively dealt with. The procedure below provides guidelines to all our employees, casual/temporary agency staff, freelancers, trainees, home workers and contractors who feel they need to raise certain issues in confidence.

Should you wish to raise legitimate concerns about specified matters, you are protected as an employee from being dismissed by us or being subjected to detrimental treatment or being victimised, provided certain criteria are met. Certain kinds of disclosures qualify for protection, and these are set out below. These are disclosures of information which you reasonably believe are made in the public interest. They tend to show one or more of the following relevant failures is either happening now, took place in the past, or is likely to happen in the future:

- A criminal offence has been committed including offences such as theft, fraud or acts of bribery.
- A person has failed, is failing, or is likely to fail to comply with a legal obligation which they are subject to.
- A miscarriage of justice.
- A danger to health and safety of any individual.
- Damage to the environment.
- Deliberate covering up of information tending to show any of the above five matters.

The procedure is not a substitute for the Disciplinary and Grievance policy and is not a channel for you to raise matters in relation to your terms and conditions of employment. The procedure allows you to have your concerns treated in confidence.

Your protection

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in the public interest it does not matter whether or not your concern proves to be well founded. You must however make your complaint to the right person and in the right way as detailed in this Policy. We do not extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

Your confidence

We will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your agreement. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance, because your evidence is needed in court or a disciplinary hearing), there will be a discussion as to whether and how we can proceed. This policy does not cover the situation where information about malpractice is received anonymously. However, discretion will be used in the investigation of such information.

How to raise your concern

Stage 1: Internal line management

If you have a concern about malpractice, we hope you will feel able to raise it first with your line manager or a more senior manager. This should be done in writing. It will help if you state the facts

of the matter clearly. You can outline how you would like it to be investigated. If you have a direct or personal interest in the matter, you should also tell us at this stage.

Stage 2: Alternative contacts

If you feel unable to raise the matter with someone in your line management, for whatever reason, please speak to HR.

If you want to raise the matter in confidence, we will ensure that practical measures are put in place to protect your identity. We will contact you by the most secure means. We will not disclose your identity without your agreement, unless we are required to do so by law.

Once you have reported your concern, we will look into it to assess what action should be taken initially. If your concern falls more appropriately within other policies, we will tell you. A manager will be asked to carry out the investigation.

The disclosure will be treated seriously and promptly investigated. As part of the process the worker will be interviewed and asked to provide a written statement.

Once we have finalised the investigation, any necessary action will be taken.

While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidentiality owed by us to someone else.

If you are dissatisfied

If you are unhappy with our response, you may then go to the director. However, we do ask that matters are reported to us in the first instance. While we cannot guarantee that we will respond to all matters in the way that you might wish, the matter will be handled fairly and properly. By using this policy, you will help us to achieve this.

For the full policy see Whistleblowing policy

Business Continuity Policy

Business Continuity Management is a process that enables the Group to proactively identify the risks which might lead to a serious disruption of parts, or all of its business. The objective is to identify risks or hazards that may affect the critical activities of the Company and to ensure they can be reduced or responded to in an effective way.

The Company promotes an ethos of business continuity planning in everyday activities; the Company has a legal and moral responsibility for staff and customers and recognises the importance of this process in ensuring it can continue its activities after a disruption. Whilst the organisation does not have a statutory duty to undertake Business Continuity Planning, it may be a contractual obligation with certain Customers.

The Business Continuity plan operates across the Group, covering all brands and office locations.

For the full policy see Business Continuity policy

Representations and Complaints Procedure

We encourage staff to be receptive and sensitive at all times to representations and complaints made about our services, as they are integral to the work of the organisation. Any complaints relating to the service will be directed through the Representations and Complaints procedure.

For the full policy see Complaints and representations policy

Recruitment and Selection

We recruit to roles which involve direct work with vulnerable Children and Adults; Safe recruitment is central to the safeguarding of children and young people. We recognise the duty to safeguard and promote Children and Young People's welfare. This includes ensuring the Company undertakes safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children.

Any manager or staff member involved in the recruitment process will be expected to undertake relevant training, and have the relevant experience required. The Company is committed to safer recruitment and has a dedicated HR team to oversee this process.

For the full policy see Recruitment and selection policy inc safer recruitment

Risk Assessment Policy and Procedure

Reconstruct recognises that some degree of risk taking can be beneficial to individuals and to organisations. We believe in keeping staff and service users safe but also in creating opportunities to face and overcome challenges and to stimulate creative thinking and working. It is the responsibility of managers to 'manage' risks as opposed to avoiding risks. Allowing young people to take risk can improve self-esteem and raise confidence and we support a balanced approach to risk.

Risk Assessment is the process undertaken to analyse levels of risk. From this process, actions can be identified, and measures put in place to minimize risk of harm.

Safeguarding Policy

We work to improve the lives of vulnerable children and young people and keeping children safe lies at the heart of everything we do as individuals and as an organisation. We understand that Safeguarding is **everyone's responsibility**.

For the full policy see Safeguarding policy

Information sharing

Reconstruct have a robust information sharing strategy which forms part of our induction with the organisation and our policy is based on government guidance and our own policies and procedures

For the full policy see Information sharing

For other associated policies with the company see

- Training Recruitment and development policy
- Quality assurance for IV and Advocacy service
- Modern Slavery policy
- Mental Capacity policy
- Children at risk of Child Sexual Exploitation (CSE)

Leaving the company

Notice Period

If you decide to leave us, it would be appreciated if you could give as much notice as possible in writing to your line manager. The least amount of notice you are required to give is detailed in your contract of employment.

All company equipment, including mobile phones, IT and Company vehicles must be returned on the day of termination, your line manager will discuss what needs to be returned prior to your final day and anything that is damaged, faulty or missing will be deducted from your final pay.

References

If you have left to join a new Company, the prospective employer will usually request a reference. We will check that you consent to us providing a reference. All references will be true, accurate, fair and non-discriminatory.

For the company to always provide accurate and fair references, a full reference will only be provided where you have worked for the company for a sufficient amount of time. Otherwise, you will only be provided with a factual reference, confirming the dates you were employed and your role.

Where managers are asked to provide a reference in a personal capacity (e.g., as a friend) for past or present employees, they must make this clear and not under any circumstances use our headed paper.

Reference requests from banks, building societies, other lenders or landlords should be provided by the Managing Director or Finance Director.

Retirement

For employees who have reached or are approaching retirement, we will support this major change in your life and will develop an individual plan to meet each person's needs. This may include a phased reduction in working hours, financial planning assistance and lifestyle guidance.

Redundancy

We are committed to providing a stable working environment for employees, consistent with the need to manage the business effectively and economically. When redundancies need to be considered, we will manage the process sympathetically and support employees during the consultation process. We will comply with all statutory obligations.

Final Salary P45

Your final salary will be paid at the usual time and will take into account any adjustments in respect of overpayment to you, monies owed by you or by us, or outstanding holiday pay. Your P45 will be prepared at the same time and forwarded to your home address.

Data Protection Policy

The security and privacy of your data is taken seriously by the Company, but we need to gather and use information, or 'data', about you as part of our business and to manage our relationship with you. The Company is a 'data controller' for the purposes of your personal data. We are committed to complying with all our data protection legal obligations regarding how we obtain, handle, process or store personal data.

Our Data Protection policy applies to current and former employees, workers, volunteers, interns, apprentices and consultants. If you fall into one of these categories, you are a 'data subject' for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services), our Privacy Notice, IT policy and any other notice we issue to you from time to time in relation to your data. Any breach of this policy may result in disciplinary action being taken up to and including dismissal.

We have separate policies and Privacy Notices issued in respect of customers, suppliers and other categories of data subject. A copy of these can be obtained from the person responsible for data in the Company.

We have taken steps to protect the security of your data in accordance with our Data Protection policy. We train staff about their data protection responsibilities as part of the induction process. We will only hold data for as long as necessary for the purposes for which we collected it.

This policy does not form part of your contract of employment (or contract for services, if relevant) and can be amended by the Company at any time.

Data Protection Principles

Personal data must be processed in accordance with six 'Data Protection principles'. It must be:

- Processed fairly, lawfully and transparently.
- Collected and processed only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary for the purposes for which it is processed.
- Accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay.
- Not kept for longer than is necessary for the purposes for which it is processed.
- Processed securely.

How we define personal data

'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. Personal data includes any expression of opinion about the person and an indication of the intentions of us or others in respect of that person. It applies to data stored electronically, on paper or other materials, but does not include anonymised data.

The types of personal data we collect and use about you is included in the Privacy Notice that is issued with your contract of employment.

Special categories of personal data

These may be processed for monitoring equal opportunities, managing your absence or complying with deductions from payroll, among other reasons. Schools, companies with DBS requirements & other exceptions.

These categories are defined below and are detailed in your Privacy Notice:

- Your racial or ethnic origin.
- Your political opinions.
- Your religious or philosophical beliefs.
- Your trade union membership.
- Your genetic or biometric data.
- Your health.
- Your sex life and sexual orientation.
- Any criminal convictions and offences.

How and Why We Process Your Data

'Processing' the data that we hold includes collection, recording, organisation, structuring or storage, adapting, retrieving, disseminating, aligning and also removing or erasing it.

The Company will process your personal data if it is needed to perform the contract of employment (or services) between us or to comply with any legal obligation, or if it is necessary for our legitimate interests (or for the legitimate interests of someone else). The Privacy Notice covers the reasons for collecting and processing your data, and when and who we share it with. We can process your personal data for these purposes without your knowledge or consent. However, we will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. We will only process special categories of your personal data in certain situations in accordance with the law.

We do not take automated decisions about you using your personal data or use profiling in relation to you.

Sharing Your Personal Data

Sometimes we might share your personal data with group companies or our business partners, contractors and agents in order to carry out our obligations under our contract with you or for our legitimate interests; these parties are required to hold data legally and confidentially. These parties are detailed in your Privacy Notice.

Employer to confirm whether data will be sent outside the EU and if so what protections are included. If this changes, you will be notified of this and the protections which are in place to protect the security of your data will be explained.

How You Should Process Personal Data for the Company

Everyone who works for, or on behalf of, the Company has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and the Company's IT policy.

You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of, the Company and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained and follow the following principles:

- Do not share personal data informally; keep it secure and don't share it with unauthorised people.
- Regularly review and update personal data which you have to deal with. Update us if your own contact details change.
- Do not make unnecessary copies or keep personal data. Dispose of any copies securely.
- Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.
- Do not transfer personal data out of the European Economic Area except in compliance with the law and with authorisation of the person responsible for data in the Company.
- Lock drawers and filing cabinets. Do not leave papers with personal data lying about.
- Do not take personal data away from Company premises without authorisation.
- Ask for help from the person responsible for data in the Company if you are unsure about data protection or the IT Policy, or if you notice any areas we can improve upon.

How to Deal with Data Breaches

We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur, please inform Data Protection Officer immediately and keep any evidence you have in relation to the breach. We will take the appropriate action.

For the full policy see Data Protection policy

Subject Access Request (SAR)

Data subjects can make a 'Subject Access Request' ('SAR') to find out the information we hold about them. If you would like to make a SAR in relation to your own personal data, you should make this in writing by completing the SAR form in appendix I. We will comply with all legal requirements. If you receive a SAR, please pass it on to the person responsible for data and ensure that you keep any information regarding it.

Your Data Subject Rights

The law provides clear rights with regard to your data protection; a full list can be found on the Information Commissioner's Office website (www.ico.org.uk). This website has further information on your rights and our obligations, and also on the route for you to make a complaint. The following are the key, but not exhaustive, list of rights:

- The right to information about what personal data we process: how and on what basis.
- The right to access your own personal data via a SAR.

- The right to correct any inaccuracies in your personal data, by contacting the person responsible for data in the Company.
- The right to request that we erase your personal data where we were not entitled under the law to process it – or where it is no longer necessary to process it for the purpose it was collected – and have access temporarily restricted. To do this, you should contact the person responsible for data in the Company.
- The right to object to data processing where we are relying on a ‘legitimate interest’ to do so, and you think that your rights and interests outweigh our own and you wish us to stop; or for use in direct marketing.
- The right to receive a copy of your personal data and to transfer your personal data to another data controller.
- The right to be notified of a data security breach concerning your personal data.
- The right not to give your consent for processing of personal data, or to withdraw this later by contacting the person responsible for data in the Company.

Review

The Company’s data protection officer is responsible for reviewing this policy. You should direct any questions in relation to this policy or data protection to this person and address any written requests to them.

Appendix I Privacy Notice

The Company collects and processes personal information, or personal data (in electronic or paper format), relating to its workforce (this covers the following categories: employees, casual workers, agency workers, and contractors) to manage the working relationship. This privacy notice uses the collective term “workforce” to cover all these categories unless specified.

The Company is committed as data controller, to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information both during and after your working relationship with the Company. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to the company’s current and former workforce. It is non-contractual and does not form part of any contract or agreement.

If you have any questions about this privacy notice or about how we handle your personal information, please contact us.

The Company has appointed an external data protection officer to oversee compliance with this privacy notice. If you feel that there are any problems in connection with how we collect or use your personal information please contact our data protection officer on

You also have the right to contact the Information Commission (the regulatory body who ensures that organisations process personal information fairly) about any problems you encounter.

What types of personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn’t include anonymised data, i.e. where all identifying particulars have been removed.

The Company collects, uses and processes a range of personal information about you. This includes (as applicable):

- your contact details, including your name, home address, personal telephone number and personal e-mail address (for agency workers, only name)
- your emergency contact details/next of kin/and where applicable, beneficiary for any death in service payment (not for agency workers)
- your date of birth (not for agency workers)
- your gender
- your marital status (not for agency workers)
- the start and end dates of your employment or engagement
- personal information included in the records pertaining to your recruitment
- the terms and conditions of your employment or engagement (including your job title and working hours), as set out in a job offer letter, employment contract, written statement of employment particulars, casual worker agreement, self-employed contract for services, assignment note, pay and honorarium letters, change in details forms, statements of changes to employment or engagement terms and related correspondence (not for agency workers)
- details of your skills, qualifications, experience and work history, both with previous employers and with the Company
- your professional memberships where applicable
- employment references
- background checks where an employee has worked in an adult or child care setting

- your birth certificate
- your passport details (not for agency workers)
- your salary, entitlement to benefits and pension information (not for agency workers or contractors)
- your National Insurance number (not for agency workers or contractors)
- your bank account details, payroll records, tax code and tax status information (not for agency workers)
- evidence of your self employed status and professional indemnity insurance certificates (for contractors only)
- any disciplinary, grievance and capability records, including investigation reports, collated evidence, minutes of hearings and appeal hearings, warning letters, performance improvement plans and related correspondence (not for agency workers or contractors)
- appraisal, including appraisal forms, performance reviews and ratings, targets and objectives set (not for agency workers or contractors)
- training records
- annual leave and other leave records, including details of the types of and reasons for leave being taken and related correspondence (not agency workers or contractors)
- any termination of employment or engagement documentation, including resignation letters, dismissal letters, redundancy letters, minutes of meetings and related correspondence
- information about your use of our IT systems, including usage of telephones, e-mail, the Internet and the company's own intranet
- DBS Certificate Number and documentation to do with overseas criminal record checks (where applicable)
- driving licence details where applicable (not for agency workers)
- absence records (not agency or contractors)
- other personal information included in the records pertaining to your recruitment

We will also collect additional personal information throughout the period of your working relationship with us. This may be collected in the course of your work-related activities. Whilst some of the personal information you provide to us is mandatory and/or is a statutory or contractual requirement, some of it you may be asked to provide to us on a voluntary basis. We will inform you whether you are required to provide certain personal information to us or if you have a choice in this.

How do we collect your personal information?

The Company may collect personal information about its workforce in a variety of ways. We collect personal information from other external third parties, such as:

- references from former employers (not contractors)
- criminal record checks (from government bodies) with or without the assistance an external government-accredited agency (where applic)
- your medical/health information from your GP from our occupational health provider (not for agency workers or contractors).
- driving licence information from government bodies (such as DVLA) (not for agency workers)
- professional conduct information from professional bodies where applicable
- driving insurance information from our insurers and brokers where applicable (not for agency workers or contractors).

Why and how do we use your personal information?

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to perform the contract or agreement we have entered into with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests. Our legitimate interests include: performing or exercising our obligations or rights under the direct relationship that exists between the Company and you; pursuing our business by employing (and rewarding) the workforce; performing effective internal administration and ensuring the smooth running of the business; ensuring the security and effective operation of our systems and network; protecting our confidential information; and conducting due diligence on its workforce.

We believe that you have a reasonable expectation, as a member of our work force, that we will process your personal information.

We may also occasionally use your personal information where we need to protect your vital interests (or someone else's vital interests). An example of a vital interest might be a medical emergency which requires the disclosure of a medical condition to a qualified first aider.

The purposes for which we are processing, or will process, your personal information are to:

- enable us to maintain accurate and up-to-date records and contact details (including details of whom to contact in the event of an emergency)
- assess your suitability for promotion or transfer within the company
- comply with statutory and/or regulatory requirements and obligations, e.g. safeguarding (if applicable) and checking your right to work in the UK, inspection by regulatory authorities
- comply with the duty to make reasonable adjustments for disabled individuals in our workforce and with other disability discrimination obligations
- maintain an accurate record of your employment or engagement terms
- administer the contract we have entered into with you (for agency workers, your agency)
- provide mortgage references
- visit your home for welfare visits
- ensure compliance with your statutory and contractual rights
- ensure you are paid correctly and receive the correct benefits and pension entitlements, including liaising with any external benefits or pension providers or insurers where applicable (not for agency workers or contractors)
- ensure compliance with income tax requirements, e.g. deducting income tax and National Insurance contributions where applicable (not for contractors or agency workers)
- operate and maintain a record of disciplinary, grievance and capability procedures and action taken (not for contractors or agency workers)
- operate and maintain a record of performance management systems
- record and assess your education, training and development activities and needs (not for contractors or agency workers)
- plan for career development and succession (not for contractors or agency workers)
- manage, plan and organise work
- enable effective workforce management
- operate and maintain a record of annual leave procedures (not for contractors or agency workers)
- operate and maintain a record of sickness absence procedures (not for contractors or agency workers)
- ascertain your fitness to work (not for contractors or agency workers)

- operate and maintain a record of maternity leave, paternity leave, adoption leave, shared parental leave, parental leave and any other type of paid or unpaid leave or time off work (not for contractors or agency workers)
- ensure payment of SSP or contractual sick pay (not for contractors or agency workers)
- ensure payment of other statutory or contractual pay entitlements, e.g. maternity pay, paternity pay, adoption pay and shared parental leave pay (not for contractors or agency workers)
- meet our obligations under health and safety laws
- make decisions about continued employment or engagement
- operate and maintain a record of dismissal or disengagement procedures
- provide references on request for current or former members of our workforce
- prevent fraud
- monitor your use of our IT systems to ensure compliance with our IT-related policies
- ensure network and information security and prevent unauthorised access and modifications to systems
- ensure effective HR and business administration, including accounting and auditing
- ensure adherence to Company rules, policies and procedures
- monitor equal opportunities
- enable us to establish, exercise or defend possible legal claims
- compile KPI's and other HR-related statistics

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

Your personal information may be stored in different places, including in your personnel file, our HR systems and in other IT systems, such as the e-mail system and payroll systems.

Certain personal information may need to be renewed on a regular basis during the course of your employment or engagement with us.

What types of sensitive personal information do we collect about you?

There are also “special categories” of personal information, and personal information on criminal convictions and offences and on your health, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

We may collect sensitive personal information throughout the period of your working relationship with us. This may be collected in the course of your work-related activities as a result of statutory or contractual requirements, some of it you may be asked to provide to us on a voluntary basis. We will inform you whether you are required to provide certain sensitive personal information to us or if you have a choice in this.

How do we collect your sensitive personal information?

The Company may also collect, use and process the following special categories of your personal information (as applicable):

- information about your health, including any medical condition, whether you have a disability in respect of which the Company needs to make reasonable adjustments, sickness absence records (including details of the reasons for sickness absence being taken), medical reports and related correspondence (not for agency workers or contractors)
- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation (not for agency workers or contractors)
- trade union membership (not for agency workers or contractors)

- information about criminal convictions and offences.

Why and how do we use your sensitive personal information?

We will only collect and use your sensitive personal information, which includes information about criminal convictions and offences, when the law allows us to.

Some special categories of personal information, i.e. information about your health or medical conditions and trade union membership, and information about criminal convictions and offences, is processed so that we can perform or exercise our obligations or rights under safeguarding law, (if applicable), employment law and in line with our data protection policy. Information about health or medical conditions may also be processed for the purposes of assessing the working capacity of an employee or a casual worker, and a medical diagnosis, provided this is done under the responsibility of a medical professional subject to the obligation of professional secrecy, e.g. a doctor, and again in line with our data protection policy.

The purposes for which we are processing, or will process, these special categories of your personal information, and information about any criminal convictions and offences, are to:

- comply with statutory and/or regulatory requirements and obligations (including safeguarding)
- comply with the duty to make reasonable adjustments for disabled members of our workforce and with other disability discrimination obligations
- administer the contract we have entered into with you
- ensure compliance with your statutory and contractual rights
- operate and maintain a record of sickness absence procedures
- ascertain your fitness to work
- manage, plan and organise work
- enable effective workforce management
- ensure payment of SSP or contractual sick pay (not for contractors or agency workers)
- meet our obligations under health and safety laws
- make decisions about continued employment or engagement
- operate and maintain a record of dismissal or disengagement procedures
- ensure effective HR and business administration
- ensure adherence to Company rules, policies and procedures
- monitor equal opportunities

Where the Company processes other special categories of sensitive personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring and the fulfilling of our duties under equality law, in line with our data protection policy.

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

Your sensitive personal information may be stored in different places, including in your personnel file, our HR systems and in other IT systems, such as the e-mail system and payroll systems.

Certain sensitive personal information may need to be renewed on a regular basis during the course of your employment or engagement with us.

From now on in this privacy notice, “your information” includes both your personal information and your sensitive personal information.

What if you fail to provide your information?

If you fail to provide certain information when requested or required (or prohibit the company from accessing such information), we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory or contractual rights.

Change of purpose

We will only use your information for the purposes for which we collected it. If we need to use your information for a purpose other than that for which it was collected, we will provide you, prior to that further processing, with information about the new purpose, we will explain the legal basis which allows us to process your information for the new purpose and we will provide you with any relevant further information. We may also issue a new privacy notice to you.

Who has access to your personal information?

Your personal information may be shared internally within the Company, including with members of the HR department, payroll and finance staff, your line manager, other managers, senior managers/Directors and IT staff if access to your personal information is necessary for the performance of their roles.

The Company may also share your personal information with third-party external bodies (including service providers and their designated agents), including:

- government-approved external organisations for the purposes of conducting criminal and offence checks
- benefits providers and benefits administration, including insurers (not for contractors or agency workers)
- your GP (not for contractors or agency workers)
- our occupational health provider (not for contractors or agency workers)
- driving licence information from government bodies (such as DVLA) (not for agency workers)
- professional bodies where applicable
- insurers and brokers
- external IT services
- external auditors
- professional advisers, such as lawyers, accountants and brokers
- other statutory bodies
- associated companies
- companies with whom we have partnered for the purpose of improving our communications with you, developing applications, or improving the services we provide through the analysis and modelling of statistics/data
- shredding company (in paper form, although they do not catch sight of the content of this paperwork)
- archiving company (in paper form, although they do not catch sight of the content of this paperwork)

We may also need to share your personal information with a regulator or to otherwise comply with the law.

We may share your personal information with third parties where it is necessary to administer the contract we have entered into with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

We may on occasion anonymise your personal information without your knowledge and share this with trusted third parties to help us develop our services (such as improving foster carer retention and placement matching) through the analysis and modelling of statistics/data. Anonymised

information falls outside the scope of any relevant data protection laws and anonymisation of your data prevents you from being personally identified by those third parties.

Who has access to your sensitive personal information?

Your sensitive personal information may be shared internally within the Company, including with members of the HR department, your line manager, other managers, senior managers/Directors and IT staff if access to your sensitive personal information is necessary for the performance of their roles.

The Company may also share your sensitive personal information with third-party external bodies (including service providers and their designated agents), including:

- your GP (not for contractors or agency workers)
- our occupational health provider (not for contractors or agency workers)
- professional advisers, such as lawyers
- other statutory bodies
- shredding company (in paper form, although they do not catch sight of the content of this paperwork)
- archiving company (in paper form, although they do not catch sight of the content of this paperwork)

We may also need to share your sensitive personal information with a regulator or to otherwise comply with the law.

We may share your sensitive personal information with third parties where it is necessary to administer the contract we have entered into with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

We may on occasion anonymise your sensitive personal information without your knowledge and share this with trusted third parties to help us develop our services (such as improving foster carer retention and placement matching) through the analysis and modelling of statistics/data. Anonymised information falls outside the scope of any relevant data protection laws and anonymisation of your data prevents you from being personally identified by those third parties.

How does the Company protect your information?

The Company has put in place measures to protect the security of your information. It has internal policies, procedures and controls in place to try and prevent your information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures from our data protection officer.

Where your information is shared with external bodies (including third-party service providers), we require them to take appropriate technical and organisational security measures to protect your information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your information for specified purposes and in accordance with our written instructions and we do not allow them to use your information for their own purposes.

The Company also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

For how long does the Company keep your information?

The Company will only retain your information for as long as is necessary to fulfil the purposes for which it was collected and processed, and to protect the Company's legitimate interests including (a) the purposes of satisfying any legal, tax, health and safety, reporting or accounting requirements

for particular data or records, and (b) the retention of some types of information for the establishment, exercise or defence of legal claims.

The Company will generally hold your information for the duration of your employment or engagement. The exceptions are:

- it will only be recorded whether a criminal record check has yielded a satisfactory or unsatisfactory result, unless, in exceptional circumstances, the sensitive personal information in the criminal record check has been risk assessed by the Company as relevant to the ongoing working relationship
- disciplinary, grievance and capability records will only be retained until the expiry of any warning given but not where (a) safeguarding incidents were proven or (b) a summary disciplinary, grievance or performance management record resulted in dismissal.

We will also require third parties to destroy or erase your information where applicable in accordance with the above conditions.

In some circumstances we may anonymise your information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

Your rights in connection with your information

It is important that the information we hold about you is accurate and up to date. Please keep us informed if your information changes, e.g. you change your home address, during your working relationship with the Company so that our records can be updated. The Company cannot be held responsible for any errors in your information in this regard unless you have notified the Company of the relevant change.

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your information - this is usually known as making a data subject access request and it enables you to receive a copy of the information we hold about you and to check that we are lawfully processing it
- request rectification of your information - this enables you to have any inaccurate or incomplete information we hold about you corrected
- request the erasure of your information - this enables you to ask us to delete or remove your information where there's no compelling reason for its continued processing, e.g. it is no longer necessary in relation to the purpose for which it was originally collected.
- restrict the processing of your information - this enables you to ask us to suspend the processing of your information, e.g. if you contest its accuracy and so want us to verify its accuracy.
- object to the processing of your information - this enables you to ask us to stop processing your information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact us. We may need to request specific information from you in order to verify your identity and check your right to access the information or to exercise any of your other rights. This is a security measure to ensure that your information is not disclosed to any person who has no right to receive it.

Please note that some of these rights are not absolute (i.e. they depend on the circumstances). We will let you know which of these rights do not apply at the time you make a request to exercise them.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Transferring your information outside the European Economic Area

The Company will not transfer your information to countries outside the European Economic Area. In the event that it does, the Company will inform you in writing.

Automated decision making

Automated decision making occurs when an electronic system uses your information to make a decision without human intervention.

We do not envisage that any employment decisions will be taken about you based solely on automated decision making, including profiling. However, we will notify you in writing if this position changes.

Changes to this privacy notice

The Company reserves the right to update or amend this privacy notice at any time, including where the Company intends to further process your information for a purpose other than that for which the information was collected or where we intend to process new types of information. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your information in other ways.

Appendix II Car Drivers Declaration

As per the Duty of Care legislation, we have a responsibility towards you for your health & safety whilst you are at work. This also applies to all work-related journeys and covers all drivers whether they are in company vehicles or using their own vehicles for business use. We have a responsibility to ensure that your car is fit for purpose. We therefore insist that business drivers include mandatory vehicle inspection as part of their duties, including tyres, oils & fluids. As the driver, you are legally liable for the condition and roadworthiness of your vehicle.

EMPLOYEE NAME			
Driver / Licence No. :		Issue No.:	

1. I agree to be bound by this document, the Driving for Work policy and accept its incorporation with the Company's policy, rules and procedures pertaining to driving or any subsequent amendments, into my terms and conditions of employment.

2. I declare that:

- a) I have a current, valid driving licence, which meets the Company rules, and I confirm that the Company will be informed of any change in the status of my driving licence. I agree to supply the company with a copy on an annual basis, or when requested.
- b) I have not at any time during the last four years been convicted of any motoring offence other than as noted in the table below nor been disqualified from driving for any period. Neither do I have a prosecution pending at the date of signature of this document (other than as noted below).

Points	Reason	Date of Offence/Conviction

- c) I will notify the Company of any likely or pending prosecution due to any alleged contravention of the Road Traffic Act.
- d) I will notify the Company immediately of any known medical condition or changes in health conditions that will or could impair my driving ability. I have not been told by any medical practitioner to cease driving due to medical reasons.
- e) If I use my own private car for any reason connected with work, I will ensure that it is insured for Class 1A business use and is in a roadworthy condition supported by a valid MOT certificate.

3. Additionally I agree that if I drive a company car or vehicle hired by the company, the company may, at its discretion require me to pay the cost of:

- a. Any repairs or cleaning occasioned by my misuse of a company car, demonstrator or a car hired by Agility.
- b. Any charges relating to parking or traffic offences and outstanding fines paid by the Company can be deducted from any monies due to me.

I attach a copy of my driving licence (and both sides of my photo card if applicable) which I confirm is a true copy of my original.

I declare that the information I have given is true and complete to the best of my knowledge and belief.

Signed by Employee: _____ Date: _____

Appendix III Subject Access Request Form

This form is for use by any person making a request for disclosure of his/her personal data held; and/or a person authorised to make a request on behalf of another.

Request made to:	Name	Contact Details	Date

1. Details of the person requesting the information.	
Full name:	
Address:	
Telephone number:	
Email:	

2. Are you the Data Subject? (please tick as appropriate)
<input type="checkbox"/> Yes. If you are the Data Subject please supply evidence of your identity i.e. passport or driving license or birth certificate (or photocopy) and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).
<input type="checkbox"/> No. Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be provided before your request can proceed.

3. Details of the Data Subject (if different to 1.)			
Full name:			
Address:			
Telephone number:		Fax Number:	
Email:			

Please highlight which Subject Access Request you wish to invoke:

Description:	Tick
• SAR 1: Right to be informed	
• SAR 2: Right of Access	
• SAR 3: Right to rectification	
• SAR 4: Right to erasure	
• SAR 5: Right to restrict processing	
• SAR 6: Right to data portability	
• SAR 7: Right to object	

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

5. Please state below which information you would like to see. Please be as specific as possible, e.g. specific meeting notes, timeframe for records etc.

Declaration

I, certify that the information given is true. I understand that it is necessary for the Company to confirm my/ Data Subject's identity and that further information may be necessary before my request for data disclosure can be undertaken.

Signed

Date

Please tick to confirm you have enclosed the following:

- i evidence of your identity
- ii proof of address (if not contained on your ID) - i.e. utility bill issued within last 3 months
- iii evidence of the Data Subject's identity (if different from above)
- iv evidence of Data Subject's consent to disclose to a third party (if required as indicated above).

Please note that the Company reserves the right to withhold or redact some information (e.g. concerning third parties and/or some confidential information) in accord with Data Protection provisions that apply. Should this apply you will be informed of the reason(s).

Please send us the Subject Access Request Form either by email to **Leanne.McGowen@reconstruct.co.uk**

We will respond within 30 days of receipt to the given physical address by RECORDED DELIVERY.

It is UK Law to record a list of all Subject Access Requests. A copy of this form will be scanned and held for audit purposes of ICO Compliance in our secure storage for future reference.

Thank you for your requests.

Office use only

Request received by
 (Name):.....Date.....
 Being dealt with by (Name):Contact
 details.....
 Notes:

 Date request logged: on relevant subject's file: Date logged on central SAR:

Signed: Designation:

Appendix IV Self Certification Form**SELF-CERTIFICATION OF ABSENCE FORM****TO BE COMPLETED FOR ABSENCES OF UP TO SEVEN CONSECUTIVE DAYS**

Employee name: _____

PERIOD OF ABSENCE

I certify that I was absent from work:

First day sickness: _____ Last day sickness: _____

Total days absent: _____

Record ALL days of sickness including weekends or non-working days.

Give brief details of the reason for absence which prevented you from attending work. (If off sick, words like ILL or UNWELL are not enough – please be specific.)

Did you visit your doctor *YES/NO.

Date of visit: _____

Did you obtain a doctor's certificate *YES/NO. Attached *YES/NO

Doctor's _____ name _____ and _____ address:

I declare this information is complete and accurate and that I am now fit to return to work.

Signed:

Date:

Countersigned: _____ manager/supervisor

No payment for any period of sick leave will be authorised unless this form is completed to the Company's satisfaction. Any false declaration on this form will be regarded as an act of misconduct and managed in line with the Disciplinary policy.

Appendix V Use of Company Cars

Where you are eligible for a Company vehicle this is a Benefit in Kind and will attract additional tax payments, which will be deducted from your salary each month. The terms of usage will be provided to you. All driving at work in Company vehicles must have a risk assessment completed by a competent person.

The Company is responsible for payment of all reasonable running costs of the car, including insurance, tax, MOT, maintenance and repair, and will pay the cost of fuel incurred for business mileage and private mileage. An expense form detailing your mileage must be completed monthly.

The Company provides you with a Company vehicle on the condition that you:

- Hold a full driving license covering the category of vehicle you are provided with for business use.
- Provide the Company with the DVLA access code, so we can validate your driving license details at the start of your employment, or when you became eligible to drive a Company vehicle, and annually thereafter.
- Take good care of the car and ensure that the vehicle is kept in a clean and tidy manner.
- Always check the vehicle for oil, water, tyre tread and pressure, scratches, etc. and report any problems immediately.
- Always take care to park the vehicle in a safe place.
- Ensure the vehicle is locked and items that can be removed overnight are stored in a safe place.
- Never smoke, or allow anyone else to smoke, in the vehicle.
- Ensure that the provisions of the Company's Driving for Work and Health and Safety policy, and any policy of insurance relating to the car, are observed.
- Operate the car at all times in accordance with road traffic laws, including, but not limited to, laws prohibiting speeding and the use of mobile phones while driving.
- Are responsible for payment of all fines incurred for traffic offences and parking fines.
- Notify the Company of any accidents involving the vehicle (whether or not these take place whilst you are on business).
- Do not take the car outside the United Kingdom without the express permission of your manager.
- Immediately inform the Company if you are convicted of a driving offence or disqualified from driving.
- Do not drive when overtired or feeling unwell, where the level of concentration may be affected adversely.
- Do not drive when over the legally permitted level of alcohol or under the influence of any drugs prescribed, legal or illegal.
- Do not use the vehicle for the carriage of goods or passengers for hire or reward.

Accidents

Any driver involved in an accident in a Company vehicle must stop at once and give the following to any person having reasonable grounds for requesting it:

- The employee's name and address.
- The Company name and address.
- The vehicle registration number.
- The name and address of the insurance company. (Details are available from Leanne.mcgowen@reconstruct.co.uk)
- If any person is injured in the accident, the police must be informed.

You must:

- Make no admission of liability to any person, however in the wrong you may be.

- Obtain the name and address of any other driver or drivers involved and details of their vehicle(s).
- Obtain names and addresses of any witnesses.
- Report the accident as soon as possible to your line manager.
- Complete a full accident report within 48 hours and give it to your line manager.

Maintenance

Company vehicles should be kept clean and well maintained and must be roadworthy at all times. It is your responsibility to ensure that the car is roadworthy (i.e., check tyre pressure, oil level and water level regularly), and to alert your line manager of any issues that the vehicle has.

You must report defects and adhere to any warning light notifications to ensure that the vehicle remains safe to drive.

The Company will service the vehicle and ensure that the logbook is kept up to date. For safety reasons, the logbook should be stored in the Glove Box.

Partners/Spouses driving vehicles

Where you have a vehicle that can be used for both private and business use, if you want your partner or spouse to drive the vehicle, you must ensure that their driving licence details are submitted annually to the Company and that you notify your line manager immediately of any changes (i.e., points/driving offences). If we do not have up-to-date driving licence information for you or your spouse, this may invalidate the insurance in the event of an accident. In this circumstance, you would be personally liable for repair costs and any other financial consequence.

As it would put our insurance cover at risk if you were to drive (or allow another person to drive) the vehicle without appropriate insurance, failing to submit driving licence information for all drivers annually would be deemed a gross misconduct offence.

Returning the Vehicle

You will need to return the vehicle in the following circumstances:

- On your last working day.
- If you are paid in lieu of notice, you will need to return the car on your last working day rather than keep the car for any notice period.
- If you take family leave (maternity, paternity, parental, adoption, etc.) in circumstances where the car is used only for business use. If you are allowed to use the car for personal use, you can keep it for your period of leave.
- If you are long-term sickness absent from work where the car is for business use only.
- If you are absent from work for any other long period of time where the car is for business use only.
- If you develop a health condition which means that you are not able to drive the vehicle.

The vehicle will be returned directly to our leasing company, so ensure it has been cleaned thoroughly inside and out, just as it was when it was given to you. If it is not returned to the leasing company, it will be passed on to someone else within the business to drive until the lease expires, so please ensure it is cleaned thoroughly.

If there are any dents or damage, please let your manager know so that we can decide whether we need to arrange for repair prior to returning the vehicle, as returning a damaged vehicle could result in additional cost to the business.

Appendix VI Risk Assessment Advocacy

Advocacy Visit Risk Assessment

Date completed: _____ Completed By: _____
 Advocate Name: _____ Advocate Contact Number: _____
 Advocacy Case Number: _____

Date and time of visit: _____

Address of visit: _____

Type of Placement: _____

Contact Number of placement: _____

Overview of significant information: _____

Guidelines for the meeting: eg where will the meeting take place? Who will be present? (please list)

Journey Details

From: _____ To: _____
 Distance: _____ Journey time: _____
 Leaving time: _____ Breaks in time: _____ Arrival time: _____

For every 2 hours of driving, you must calculate a short break of at least 15 minutes

Please bullet point any significant information concerning potential physical, emotional or health issue risk(s) to worker. Please obtain knowledge from both written and verbal information provided e.g. from referral form/something said by young person/carer/social worker?

- 1) Please complete the following table to demonstrate strategies taken to manage r alleviate perceived risks.

Perceived risk	Strategy

- 2) Have you consulted with the children's services manager about this risk assessment?
- 3) Please **either** state your reasons for not consulting with the children's services manager **or** note any agreed decisions as a result of this discussion:
- 4) Please provide dates that this risk assessment has been discussed with child or young person

- date discussed:

***Please ensure that relevant risks and strategies are included in any visitor, mentor or advocate agreements**

5) Please provide the date(s) that this risk assessment was given to the allocated children's worker.

- Date given:

Date this assessment will be reviewed (minimum annually): **Prior to any further scheduled visits**

Signed:

***Please ensure that there is a copy of this on the child or young person's file**

For office use

Coordinator Name:

Date:

Comments/Notes:

Appendix VII Risk Assessment

Risk Assessment

Please complete **all** questions below, **expand** form as necessary:

Child/young person's name:

Date completed:

6) Please bullet point any significant information concerning potential physical, emotional or health issue risk(s) to either worker or child. Please obtain knowledge from both written and verbal information provided *e.g. from referral form, carers information form, something said by young person, carer or social worker?*

-
-

7) Please complete the following table to demonstrate strategies taken to manage or alleviate perceived risks.

Perceived risk	Strategy

8) Have you consulted with the children's services manager about this risk assessment?

-

9) Please **either** state your reasons for not consulting with the children's services manager **or** note any agreed decisions as a result of this discussion:

-

10) Please provide dates that this risk assessment has been discussed with child or young person

- date discussed: -

***Please ensure that relevant risks and strategies are included in any visitor, mentor or advocate agreements**

11) Please provide the date(s) that this risk assessment was given to the allocated children's worker.

- Date given:

Date this assessment will be reviewed (minimum annually):

Signed:

***Please ensure that there is a copy of this on the child or young person's file**

VERSION CONTROL

			Document Owner	Reconstruct Ltd
			Status	Active
			Date Created	
			Version	V_1
Version	Revision Date	Section Revised	Person undertaking Revision	Reason for Revision
V_2	11/10/23	All	AD	Rebranded
V_3	12/10/23	All	LM	Full review