

REDEMPTORIST
EMPLOYEE HANDBOOK
(NORTHERN IRELAND VERSION)

REVISED
MAY 2016

CONTENTS

CONTENTS / APPENDICES	2
POLICY STATEMENT	4
INTRODUCTION	5
ABOUT THE REDEMPTORISTS	6
PERSONAL DETAILS	7
WORKING HOURS AND REST PERIODS	7
PAY	7
PERSONAL RETIREMENT SAVINGS ACCOUNT (PRSA)	7
ANNUAL LEAVE AND PUBLIC HOLIDAYS	8
SICK LEAVE AND SICK PAY	9
MATERNITY LEAVE AND MATERNITY PAY	10
ADOPTION LEAVE AND PAY	10
PARENTAL LEAVE	10
CARERING FOR SOMEONE WHILE WORKING	10
OTHER ABSENCES FROM WORK	11
EXPENSES	11
TRAINING AND DEVELOPMENT POLICY	12
DATA PROTECTION	12
USE OF E-MAIL	13
USE OF THE INTERNET	14
COMPUTER SOFTWARE	15
MOBILE TELEPHONES	15
ALCOHOL AND SUBSTANCE ABUSE	16
GRIEVANCE PROCEDURE	17
DISCIPLINARY PROCEDURE	18
EQUAL OPPORTUNITY POLICY	21
DIGNITY AT WORK POLICY	22
HEALTH AND SAFETY POLICY	24
CODE OF CONDUCT: RULES AND PROCEDURES	24
RETIREMENT AGE	26

APPENDICES

APPENDIX 1: Sick Pay	27
APPENDIX 2: Maternity Leave and Maternity Pay	32
APPENDIX 3: Adoption Leave and Pay	36
APPENDIX 4: Parental Leave	40
APPENDIX 5: Caring for Someone while Working	42
APPENDIX 6: Carer's Allowance	44
APPENDIX 7: Training Fees Agreement	46
APPENDIX 8: Employment and Safeguarding of Minors	47
APPENDIX 9: Personal Details Record Form	48
APPENDIX 10: Bullying, (Sexual) Harassment: Definitions & Examples	50

POLICY STATEMENT

(Approved by the Extraordinary Provincial Council of the Irish Redemptorists, May 2009)

The Redemptorists of the Dublin (Irish) Province are committed to creating an environment of openness, mutuality and respect among and between all those who work with them.

The Redemptorists believe that work is more than a way to make a living. It is an expression of our dignity and a form of ongoing participation in God's creation. It is a means by which people contribute to the common good.

Because work is so important, people have the right to decent and productive work and to fair wages. Workers have a proportionate responsibility to work conscientiously and justly for the compensation and benefits they receive.

As a general principle of economic justice, Catholic teaching asserts that the economy exists to serve people, not the other way around

The Redemptorist employment policy is also based on the following key principles enunciated in papal encyclicals:

- **The Value and Dignity of the Human Person:** Pope John Paul II stated "work is a good thing, because through work people not only transform nature, adapting it to their needs, but they also achieve fulfilment as human beings and indeed, in a sense, become more fully human." (*Laborem Exercens*).
- **The Common Good:** The common good embraces the sum total of those conditions of social living whereby people are enabled more fully and readily to achieve their own fulfilment (*Mater et Magistra*).
- **Justice:** Anyone who ventures to speak to people about justice must first be just in their eyes. This occurs in the work place when workers contribute competently and conscientiously and when employers establish policies and systems to provide wages and benefits sufficient to support a family in dignity (*Economic Justice for All*).
- **Participation:** Participation in a system in which one has membership is a legitimate expectation of individuals which has been demonstrated to lead to greater efficiency and better service to members. Participation of everyone in the running of the enterprise should be promoted (*Gaudium et Spes*).

In light of these principles, the Redemptorists are committed in particular to:

- complying with all legislative requirements and standards of good practice
- treating employees fairly, consistently and with respect
- seeking employee's views and feedback and engaging in consultation as and when appropriate
- defining the standards of performance and conduct expected of employees

INTRODUCTION

This Handbook is designed to help you understand the terms and conditions of your contract with the Redemptorists. It contains information about all aspects of working within the Dublin (Irish) Province of the Redemptorists (referred to throughout the Handbook as “the employer”).

It gives details of employment policies, procedures and practices which apply to you and sets out both what is expected of you and what you can expect from your Employer. Because legislation governing employment is different in both jurisdictions, there are separate versions of the Handbook for Northern Ireland and the Irish Republic.

This is the second and revised (2016) edition of the Handbook. We will continue to revise the Handbook as changes to policy and practice occur – in line with legislation and best practice. Such revisions do not attempt in any way to lessen the rights of employees. Rather they will help keep you informed of all significant developments.

To find the information you require, please consult the **Contents** page. At times you will be directed to an **Appendix** for more detailed information. If you have any questions or feedback regarding the contents of the Handbook, or suggestions on how it might be made more relevant to your working life, please raise these directly with your Line Manager.

Child Protection and Safeguarding

The Redemptorists are committed to ensuring the safeguarding of children in all their pastoral activities and in their Communities and Churches. They have fully endorsed *Safeguarding Children, Policy and Standards for the Catholic Church in Ireland (2016)*. Nothing in this Handbook should be taken to contradict or take in any way from this policy commitment.

In line with this commitment, the Redemptorists expect that any employee who is concerned that a child has been or is being assaulted, ill-treated, neglected or sexually abused, will report their concern to the **Designated Liaison Person for the Redemptorists**, or to the social services or the PSNI. See also **Appendix 8: Employment and Safeguarding of Minors** (p. 47).

The Redemptorists reserve the right to undertake criminal history checks through Access NI in respect of current employees or applicants for employment with them.

Disclaimer

Every effort has been made to ensure that the information contained in this Handbook is accurate. Any inaccuracies will be corrected as soon as they become apparent. However, no guarantee is given that the information provided in this Handbook is correct, complete, and up-to-date. The Redemptorists disclaim any liability, loss or risk incurred as a consequence, directly or indirectly, of the use and application of any of the contents of this Handbook.

ABOUT THE REDEMPTORISTS



The Redemptorists are an international Congregation of brothers and priests founded in Italy in 1732 by St Alphonsus Liguori. The foundation of the Congregation was a response to St Alphonsus' work among the poor in the city of Naples and especially in the mountainous regions of Southern Italy. He was heartbroken to discover people who did not realise how much God loved them and who, as a consequence of this, and the grinding poverty in which they lived, had little sense of their human dignity.

The motto of the Redemptorists (in Latin) is *Copiosa Apud Eum Redemptio*, translated as *With Him (God) Is Plentiful Redemption*.

The Redemptorists first came to Ireland in 1851 and now have Houses in Dublin, Belfast, Limerick, Esker (near Athenry), Dundalk and Cork.

Our Mission

The specific mission entrusted to the Redemptorists is that of proclaiming the Good News of Jesus Christ by word, example and action, especially to those on the margins of society.

Our Priorities

The Irish Redemptorists have identified three priority areas through which to give life to this mission statement:

- Proclamation of the Word of God through Parish Missions, Retreats and Novenas and in Redemptorist Churches and Parishes
- Ministry to young people and young adults (e.g. School Retreats)
- Communications Ministry (e.g. the magazine REALITY)

In all areas of Ministry, the Redemptorists are committed to working collaboratively with lay people to the greatest extent possible.

Our Values

The Redemptorists espouse and promote a set of key values:

- Proclaiming the Gospel in a style that is down to earth and speaks to the lives and concerns of people
- Living the call to constant conversion
- Community living that enhances their spiritual life and ministry
- Responding to those to whom no one else has been willing to minister
- Compassion for those on the margins of Church and society

PERSONAL DETAILS

At the beginning of your employment you will have provided your employer with various personal details. You may do so using the form provided in **Appendix 9** on p. 48. You must notify your Line Manager immediately of any change in, e.g., your name, address, telephone number, next of kin, etc.

It is in your interest to notify any such changes. The employer will not be responsible for any issues arising out of your failure to notify changes in your personal details.

WORKING HOURS AND REST BREAKS

Your normal hours of work are detailed in your Contract of Employment. It is your responsibility to ensure that you attend punctually for work and follow all timekeeping and absence procedures. In order to help us to maintain optimum service levels, you may be required to work additional hours from time to time details are contained in your Contract.

In line with the Working Time Regulations (N.I.) 1998, you are entitled to a **rest break** of at least 20 minutes when your working day is more than six hours.

You are expected to work your agreed hours and any deviation from these must be discussed and agreed in advance with your Line Manager.

Persistent lateness, unacceptable levels of absence and/or unauthorised absence may result in action being taken against you under the Disciplinary Procedure.

PAY

The method of pay and payment intervals are set out in your Contract of Employment. An itemised pay statement (pay slip) will be issued to you at each pay period. If you have any queries, you should raise them with your Line Manager in the first instance. Any change in your pay will be discussed with you.

PERSONAL RETIREMENT SAVINGS ACCOUNT (PRSA)

The employer does not provide an occupational pension scheme. The employer has, however, a contract with a recognized PRSA provider. Employees are entitled and encouraged to contribute to this PRSA. The employer currently makes a contribution equal to 6.5% of your gross salary each month, provided you make the minimum contribution of 3.5%. This, if you decide to join the scheme, will be deducted from your salary at source. Further details can be obtained from your Line Manager.

ANNUAL LEAVE AND PUBLIC HOLIDAYS

The annual leave year runs from 1 January to 31 December. Your annual leave entitlement is made up of statutory holidays (28 days a year if you work full time) which may include some or all of the following public holidays (as set out in your Contract of Employment):

- New Year's Day (1 January)
- St. Patrick's Day (17 March)
- Easter Monday
- May Bank Holiday (1st Monday)
- Last Monday in May (Spring BH)
- 12 July
- Last Monday in August
- Christmas Day (25 December)
- St. Stephens's Day (26 December)

If you work part time, your annual leave and public holiday entitlement will be calculated on a pro-rata basis.

Depending on the nature of your job, and the circumstances where you work, it will sometimes be necessary for you to work on public holidays. In this case, your Line Manager will arrange for you to receive either alternative paid leave or time off in lieu.

All annual leave must have prior approval and authorisation. Requests for annual leave should be submitted in good time (**at least four weeks beforehand**) to your Line Manager. Your Line Manager will respond as soon as possible to your request.

Where a number of employees request annual leave during the same period, which if granted would impair the efficiency of the work, annual leave will be granted at the discretion of the Line Manager.

All annual leave must be taken within the leave year (that is, before 31 December each year). Only in exceptional circumstances, and with the prior agreement of your Line Manager, may annual leave be carried forward into the next annual leave year.

Employees continue to accrue contractual annual leave entitlement during statutory Maternity/Adoption Leave periods, as well as during periods of sick leave.

Upon termination of your employment, payment will normally be made for all unused annual leave entitlement. If, by the time you leave, you have over-taken your leave entitlement, the over-taken leave will be deducted from any outstanding pay due to you. Where you are under notice (either from the Employer or from you) the Employer may direct that any accrued holidays shall be taken during the period of notice.

SICK LEAVE AND SICK PAY

Notification procedure

It is required that you, or someone on your behalf, contact your Line Manager as soon as possible on the first day of sickness absence, stating why you are absent and when you expect to return. If your absence continues, you must contact your Line Manager weekly to update on your continuing absence. Your Line Manager will also make contact with you at intervals during your absence.

You must provide the appropriate certificates at the relevant times, and complete any absence recording documentation as required on your return to work. Failure to notify the employer as set out may result in action being taken under the Disciplinary Procedure.

Having given due notice of your intention to return to work, after any sickness absence you should immediately report to your Line Manager.

Contractual Sick Pay (CSP)

For **self-certified leave**, CSP will be provided by the Employer for a maximum of two consecutive days at any one time and limited to five days in total in any twelve-month period.

For **illness certified by a Medical Practitioner**, CSP will be provided by the Employer **on the following basis:**

- **first six months' service: no entitlement to CSP from the employer**
- **second six months' service: maximum of 3 weeks CSP from the employer**
- **after one year's service: maximum of 6 weeks CSP from the employer**

The entitlement to CSP is dependent on full compliance with the sickness notification arrangements and the production of the appropriate certification.

You will need to provide evidence that you are sick. This will normally be in the form of a medical certificate from your Doctor. However, during the first seven days you may provide a self-certificate of your own or use form SC2 (www.gov.uk.)

After seven days' sickness absence you must provide a medical certificate from your Doctor. The Medical Certificate provided by your Doctor will normally confirm the nature of your illness and the expected period of your absence. Medical certificates should be presented in time. Where an absence is extended past the expiry date of the certificate, it is essential that any extended absence is also covered by a medical certificate.

Where you are absent through sickness and this period continues from one payment year into the next, you will continue to be eligible for the balance of the existing year's payment, but you will not qualify for payment in respect of the subsequent sickness payment year until you have returned to work for a continuous period of one month.

Important

There is no entitlement to Contractual Sick Pay where, in the opinion of the employer, you have failed to follow the absence policy and rules. If you have claimed to have been absent due to

sickness and are found not to have been genuinely ill, you will be subject to action under the Disciplinary Procedure.

Medical examination

If requested to do so by the employer, you will at any time participate in a medical examination by a practitioner nominated by the employer. The result of such examination will be advised by such practitioner, with your consent, to the employer and you will be notified of the outcome.

Statutory Sick Pay (SSP)

In the event of an illness which extends beyond the period for which you may be entitled to sick pay in accordance with the Contractual Sick Pay (CSP) Scheme (see above), you may be eligible for Statutory Sick Pay (SSP).

Details of entitlement to SSP can be found in **Appendix 1: Sick Pay**, p. 27.

MATERNITY LEAVE AND MATERNITY PAY

You have certain statutory rights if you are pregnant. Detailed information is available in **Appendix 2: Maternity Leave and Maternity Pay** (p. 32).

The employer will pay your full normal wage for the first 26 weeks and, after that, if you meet the eligibility criteria, Statutory Maternity Pay for 13 weeks.

ADOPTION LEAVE AND PAY

Any employee who is adopting a child is entitled to 26 weeks of Ordinary Adoption Leave followed by up to 26 weeks of Additional Adoption Leave.

You may be eligible for Statutory Adoption Pay (through your employer) for up to 39 weeks. For more detailed information, see **Appendix 3: Adoption Leave and Pay**, page 36.

PARENTAL LEAVE

Parental leave is unpaid. You are entitled to 18 weeks leave for each child and adopted child, up to their 18th birthday. For further detail, please see **Appendix 4: Parental Leave**, p. 40.

CARING FOR SOMEONE WHILE WORKING

You may be eligible for Carer's Allowance if you are aged 16 or over and you spend at least 35 hours a week caring for someone who is ill or has a disability. The rules and requirements for **Caring for Someone while Working** and **Carer's Allowance** are detailed in **Appendices 5 and 6**, pages 42ff.

OTHER ABSENCES FROM WORK

Medical Appointments

You are expected to ensure that appointments to visit the doctor, dentist, hospital, etc., are made in your own time and outside normal working hours.

Compassionate leave

In many cases you have the right to take time off work to deal with an emergency involving someone who depends on you. This is sometimes called 'compassionate leave'. You can't be penalised by your employer for taking the time off, providing your reasons for taking it are genuine. In the event of the death or funeral of a close **family member**, you may be granted appropriate paid time off work, up to a maximum of three days, at the discretion of your Line Manager. For more details, see: <http://www.nidirect.gov.uk/time-off-for-dependants-compassionate-leave>

Force majeure leave

Force majeure leave arises where:

- for urgent family reasons the immediate presence of the employee is indispensable; or
- as a result of an injury to, or illness involving, a close family member.

EXPENSES

Provided that prior approval has been given, the Employer will reimburse you for approved expenses wholly and necessarily incurred in the course of your work and which are properly vouched.

You will be entitled to claim for the following expenses, providing they are reasonable, the appropriate documentation has been completed and supporting receipts submitted:

- **Car:** Mileage at the currently agreed rates and all necessary parking charges and unavoidable tolls. Travel to and from work is not claimable. You are responsible for any fines or penalties incurred.
- **Public Transport:** Standard class fare.
- **Accommodation:** Cost of room and all necessary meals (Redemptorist hospitality and accommodation should be availed of wherever possible).
- **Meals:** Vouched costs will be refunded.

You are expected to use the most cost-effective accommodation, transport, methods and routes when travelling to carry out your duties. Employees may not use their private cars on official business without first producing evidence to their Line Manager that there is a current motor insurance policy covering the employee's use of the car in connection with their work. The insurance policy must also be extended to indemnify the Employer.

TRAINING AND DEVELOPMENT

The Employer is committed to ensuring that individuals at all levels within the organisation, irrespective of their contracted hours, are provided with the training support necessary to:

- Ensure jobs are performed effectively so as to meet the organisation's objectives or to meet any legal requirements
- Support an individual's ongoing professional and career development, appropriate to their current position.

For more information regarding the above policy, please see your Line Manager. In cases where all or part of your course fees are paid by the employer, you shall be asked to read and sign a **Training Fees Agreement** (see **Appendix 7**, p. 46)

DATA PROTECTION

By accepting your employment or engagement by the Employer, you expressly consent to your personal data and sensitive personal data being held and used/disclosed in accordance with the provisions set out below.

Data Protection legislation

The Employer will respect the privacy of employees and workers by processing all personal information (data) in accordance with the data protection obligations set out in legislation and will store and maintain it in a secure manner place, with access only to appropriately authorised personnel.

The Employer will also respect the rights, set out in legislation, of data subjects, including the right to be informed if data is being held on you, the right to be provided with copies of any data held ('data subject access rights'), and the right to have data amended where it is incorrect.

Disclosure of data

The Employer may be required to disclose your data to its agents and service providers for purposes which are reasonably incidental to your employment (e.g. payroll processing, administration of employee benefits, **salary scale**, etc.).

What information does the Employer hold about you?

The information held about you may include data held on a computer and data held on paper or other manual form as part of a filing system.

Some types of information are listed here:

- Contracts of Employment
- Working time (annual leave, public annual leave pay provided, rest breaks, overtime, shift work, daily & weekly hours)
- Personnel File: Name, address, phone number, job description, references, Access NI Vetting report, NI number assigned.
- Pay Slips
- Payroll records (payments, benefits, wage sheets, tax credits, tax deductions)
- Interview Notes

- Disciplinary notes, appraisals
- Medical Certificates
- Allergies
- Personal Injury details
- Parental Leave Application and details
- Carer's Leave Application and details
- Redundancy Payments
- Next of kin, etc.

What happens when you leave your employment?

The Employer will respond to any requests by you or an approved third party for the disclosure or provision of personal data about you (e.g. reference requests) in accordance with its obligations set out under this policy. All reference requests should be addressed to the Human Resources Delegate at Clonard Monastery, Clonard Gardens, Belfast BT13 2RL.

What access/amendment rights do you have?

You are entitled, on request, to be advised by the Employer of any personal information processed on you, and you can obtain copies of such data by making a written application to the Human Resources Delegate at the address given above.

This right only extends to data which is stored in such a way that it is readily retrievable by reference to the individual (e.g. by name or employee/file number).

You also have the right to have personal data corrected where it is incorrect. If you become aware of any inaccuracies in your data, please notify your Line Manager or the Human Resources Delegate.

Information Security

During your employment you must take the appropriate steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of any data in your possession.

Under no circumstances should you divulge your password to anyone else. Nor should you gain access or attempt to gain access to information stored electronically which is beyond the scope of your authorised access level. In particular, passwords on any computer used by you should be changed regularly and shared with the employer.

USE OF E-MAIL

Policy

The use of the e-mail system is encouraged, as its appropriate use facilitates communication and improves efficiency. Its inappropriate use, however, causes many problems, ranging from minor distractions to legal claims against the Employer. This section sets out below the Employer's position on the correct use of the e-mail system, and explains how this can be achieved, as well as the Employer's responses to inappropriate use.

Monitoring

The Employer reserves the absolute right to monitor employees' use of e-mail.

Authorised use

The e-mail system is available for communication on matters directly concerned with the business of the Employer. Employees using the e-mail system should give particular attention to the following:

- **The standard of presentation:** the style and content of an e-mail message must be consistent with the standards that the Employer expects from written communications;
- **The extent of circulation:** e-mail messages should only be sent to those employees for whom they are particularly relevant;
- **The appropriateness of e-mail:** e-mail should not be used as a substitute for face to face communication. "Flame-mails" (e-mails that are abusive) can be a source of stress and can damage working relationships, while hasty messages, sent without proper consideration, can cause unnecessary misunderstandings;
- **The visibility of e-mail:** if the message is confidential, the user must ensure that the necessary steps are taken to protect confidentiality.
- **E-mail contracts:** offers or contracts transmitted via e-mail are as legally binding on the Employer as those sent on paper.

Unauthorised use

The Employer will not tolerate the use of the e-mail system for any of the following:

- any message that could constitute bullying or harassment;
- excessive or unreasonable personal use or sending offensive jokes or material, cartoons, chain letters;
- offensive attachments;
- on-line gambling;
- accessing pornography or other illegal or obscene material; and
- downloading or distributing copyright information and/or any software available to the user.

This list is not exhaustive. Misuse of the e-mail system for these or similar purposes will result in the disciplinary procedure being invoked.

USE OF THE INTERNET

Policy

For those staff with authorised access for work purposes, the use of the Internet is encouraged, as its appropriate use provides access to a wide range of useful information. Its inappropriate use, however, causes many problems, ranging from excessive costs for the Employer to possible legal claims against them.

Monitoring

The Employer reserves the absolute right to monitor employees' use of the Internet. You should be aware that:

- leaving Internet access open while away from your desk means that unauthorised use may occur in your absence and be attributable to you;

- spending long periods of the working day on the Internet means normal work is not being done or colleagues are picking up an unequal share; and
- telephone records and system records may be used to monitor your use of the Internet.

Unauthorised Use

The Employer will not tolerate the use of the Internet for any of the following:

- accessing/downloading pornography or other illegal or obscene material;
- downloading software which has not been virus checked and approved.
- personal communication, e.g. chat rooms, non-work-related forums;
- excessive accessing of on-line personal services such as holidays, shopping, banking; and creating and/or operating a personal web site.

This list is not exhaustive. Misuse of the e-mail system for these or similar purposes will result in the disciplinary procedure being invoked.

COMPUTER SOFTWARE

Because of potential virus infection and consequent damage to the system, you must not load any software into any computer without the prior approval of management. Approval, **in writing**, will only be given after virus checking. You must ensure that virus protection software is maintained and periodically updated.

Under no circumstances must you load games or free issue software onto the Employer's equipment. If a specific application programme is necessary for your work, then the Employer will consider purchasing it for same.

You must not make 'pirate' copies of Employer-owned software for use by other persons either inside or outside the organisation. This not only breaks the Employer's rules; it is an illegal practice.

Failure to comply with any procedure will give rise to action being taken against you under the Disciplinary Procedure.

MOBILE TELEPHONES

Mobile telephones issued by the Employer

Where a mobile phone has been provided, it is for business use only and at all times will remain the property of the Employer. You will have regard to legislative requirements in using the phone, particularly while driving. A mobile phone is provided primarily to enable you to do your job, i.e. to keep the Employer informed at the earliest opportunity of matters which they need to know of and to be similarly contactable by the Employer, or to contact colleagues or clients when you are working away from your base. Therefore, it is your responsibility to ensure that the mobile phone is kept charged and switched on while you are on duty.

If you have been issued with a mobile phone, you are responsible for the safekeeping and condition of the mobile phone at all times. You will be responsible for any cost of repair or replacement other than fair wear and tear. The Employer will arrange for any repair or replacement. In the event that

the mobile phone is lost/stolen, the Employer must be notified immediately in order to cancel the number.

The Employer recognises that you may have to make personal calls during working hours or outside normal working hours. The cost of any personal calls made by you on an Employer-provided mobile phone should be reimbursed by you to the Employer. It may be possible to do this through deduction from your pay/expenses claim. However, you should discuss this option with your Line Manager.

Personal mobile phones

Personal phones must be turned to silent or discreet while on duty.

Anti-harassment

Certain operations that may be performed on mobile phones may breach organisation rules and procedures. The sending of text messages or, as facilitated by 3G mobile phones, the sending of digital images, that are or could be deemed offensive, is strictly prohibited.

The photographing or filming of fellow employees, visitors or any member of the public without their consent may breach an individual's right to privacy and could constitute harassment. Any instance that comes to the Employer's attention will be investigated. Should you be found to have used a mobile phone in such a way you will be subject to action being taken under the Disciplinary Procedure.

If you consider that you have been a victim of this form of harassment, you should bring this to the attention of management immediately, in accordance with the Dignity at Work Policy.

ALCOHOL AND SUBSTANCE ABUSE

Alcohol and substance misuse can have a detrimental effect upon your health, and can adversely influence your work performance and your relationships with colleagues and clients. It can result in reduced efficiency and increased absenteeism.

The Employer has a duty towards, and is concerned about, the health and welfare of all employees. It is therefore the Employer's policy to:

- promote a responsible attitude to the consumption of alcohol amongst employees;
- offer assistance to those employees who require it;
- treat alcohol and substance abuse as a health problem and assist employees to seek professional advice.

The Employer will treat all relevant discussions with employees in such cases in strict confidence. If inadequate work performance or unacceptable behaviour, including poor work relationships, occur or persist as a result of substance or alcohol abuse, the matter may be dealt with under the Disciplinary Procedure. If the employee has acknowledged the existence of a problem and/or has agreed to obtain medical help for the condition, this will be taken into consideration. However, any incident that amounts to gross misconduct will, further to due process, be regarded as a dismissible offence.

GRIEVANCE PROCEDURE

The Employer is committed to promoting and maintaining good employee relations and fostering the commitment and morale of all staff. The Grievance Procedure is intended to enable employees to raise any complaints concerning work-related matters, so that the issue may be addressed promptly and without disruption to work. It establishes a process for employees to express and resolve in a fair and equitable manner any concerns or grievances that arise.

Informal discussion

Most routine complaints are resolvable on an informal basis without recourse to the formal grievance procedure. Before invoking the grievance procedure, you may raise the matter informally with your Line Manager. If the complaint refers to your Line Manager, you may discuss the matter informally with his/her Line Manager/Superior. If the matter has not been resolved satisfactorily through informal discussion, you may raise a formal complaint under the grievance procedure.

Stage One

You should request, orally or in writing, a formal meeting with your Line Manager to discuss your grievance. A meeting with him/her will then be arranged to take place within seven working days. You may be accompanied at this meeting by a work colleague (not a Redemptorist) or accredited Trade Union representative, even though the employer may not formally recognise or engage with the union. His/her role will be as a minute taker and witness, not an advocate or spokesperson. There is no right to bring a legal representative. The meeting will enable you to give full details of your complaint.

It may not be appropriate to take up your grievance with your immediate Line Manager if your grievance is about that person. In this case you should raise it with his/her Line Manager/Superior. Following this meeting, you will be advised of the outcome in writing within seven working days.

Stage Two

If agreement cannot be reached at Stage One, the matter may be referred to the Rector of the House or his Vicar, unless one of these has been involved at an earlier stage. A meeting will then be arranged to take place within seven working days with the Rector or his Vicar (whichever has not been previously involved). You may be accompanied at this meeting by a work colleague (not a Redemptorist) or accredited Trade Union representative. His/her role will be as a minute taker and witness, not an advocate or spokesperson. There is no right to bring a legal representative. Following this meeting, you will be advised of the outcome in writing within seven working days.

Stage Three

If the issue remains unresolved after Stage Two, the matter may be referred to the Delegate for Human Resources. A meeting will then be arranged to take place within seven working days. You may be accompanied at this meeting by a work colleague (not a Redemptorist) or accredited Trade Union representative. His/her role will be as a minute taker and witness, not an advocate or spokesperson. There is no right to bring a legal representative. Following this meeting, you will be advised of the outcome in writing within seven working days.

Note

In most instances, this Procedure will be appropriate for resolving work-related issues. However, where the grievance concerns personal issues involving a Redemptorist member of the House, the matter may need to be referred to the appropriate Redemptorist authorities.

Record of Proceedings

At all stages of the grievance process, a record of proceedings will be made and kept on file.

DISCIPLINARY PROCEDURE

Purpose

The disciplinary procedure applies to all employees. The principal objective is to promote fairness and encourage improvement in individual conduct rather than providing penalties for misconduct. This procedure is designed to ensure that all employees achieve and maintain appropriate standards of conduct, attendance and job performance.

Principles

- Disciplinary action **may** only be taken against an employee when the case has been fully investigated and the facts established.
- At every stage in the procedure the employee will be advised of the nature of the complaint against him/her. They will be invited to a meeting and be given the opportunity to state their case before any decision is made.
- The employee will have the right to be accompanied at meetings during the disciplinary process by a work colleague (not a Redemptorist) or accredited Trade Union representative, even though the employer may not formally recognise or engage with the union. His/her role will be as a minute taker and witness, not an advocate or spokesperson. There is no right to bring a legal representative.
- An employee will be given adequate time to prepare for the meeting.
- Legal representation at such meetings will not normally be appropriate.
- An employee will have the right to appeal against any disciplinary penalty imposed.

Procedure: minor misconduct

Generally, an employee whose work, conduct or attendance is considered unsatisfactory will be advised informally by their immediate Line Manager and be given an opportunity to demonstrate improvement.

Where the matter is more serious, and/or informal discussion has not brought improvement, disciplinary action may be implemented.

A full investigation of all facts will be undertaken and individuals will be given full details of these facts and given the opportunity to respond before any decision is made. This procedure recognises the difference between serious misconduct (where dismissal may be necessary) and minor misconduct (where other sanctions might be invoked).

Management reserves the right to select the appropriate stage of the disciplinary procedure, depending upon the particular circumstances of each case. Employees will be advised of the appropriate disciplinary Stage being utilised prior to attending any meeting.

Stage 1: Oral Warning

An employee whose work, conduct or attendance falls below the required standards may be issued with a formal oral warning by their Line Manager. The employee will be advised of the precise nature of the complaint, the improvements required and the timescale for improvement. They will be advised that the warning is being issued under the first Stage of the Disciplinary Procedure and that failure to improve may result in further disciplinary action under Stage 2 of the Disciplinary Procedure.

A record of the warning will be kept on the employee's personnel file and will be removed after six months, subject to satisfactory improvement during this period. The employee will have a right to appeal the oral warning to the Rector/Vicar of the community. This appeal must be made within 7 days of the verbal warning being issued.

Stage 2: First Written Warning

If the employee fails to make the necessary improvements or if the misconduct is more serious, they may be issued with a formal written warning by their Line Manager. The written warning will give details of the complaint, the improvements required and the timescale for improvement. They will be advised that the warning is being issued under the second Stage of the Disciplinary Procedure. The employee will also be advised that failure to improve may result in the issuing of a final written warning under Stage 3 of the Disciplinary Procedure.

A record of the warning will be kept on the employee's personnel file and will be removed after nine months, subject to satisfactory improvement during this period. The employee will have a right to appeal the written warning. This appeal must be made within 7 days of the verbal warning being issued.

Stage 3: Final Written Warning

If the employee fails to make the necessary improvements, or if the misconduct is more serious, they may be issued with a final written warning. The warning will give details of the complaint, the improvements required and the timescale for improvement. The employee will be advised that the final written warning is being issued under the third Stage of the Disciplinary Procedure and that failure to improve may lead to dismissal or some other sanction short of dismissal under Stage 4 of the Disciplinary Procedure.

A record of the warning will be kept on the employee's personnel file and will be removed after twelve months, subject to satisfactory improvement during this period. The employee will have a right to appeal the final written warning. This appeal must be made within 7 days of the written warning being issued.

Stage 4: Dismissal or action short of dismissal

Failure to meet the required standards of work, conduct or attendance following the issuing of a final written warning may lead to a disciplinary hearing under Stage 4.

The Delegate for Human Resources or an independent facilitator (with appropriate training and experience), in conjunction with the appropriate Rector/Line Manager, will hear all cases at stage 4 of the Disciplinary Procedure, the outcome of which may include:

- Transfer to another area of work or demotion
- Some other appropriate disciplinary action short of dismissal
- Dismissal

The following are examples of **serious or gross misconduct** which will be dealt with from the outset under Stage 4:

- Disclosure of confidential matters to third parties (see **Code of Conduct**, page 24).
- Wilful or gross negligence
- Dishonesty, theft, fraud including falsification of documents
- Conviction of an offence, other than an offence which in the reasonable opinion of the Employer does not affect your position with the Employer.
- Disclosure of confidential matters to third parties.
- Professional activities in competition with or detrimental to the Employer's business.
- Misuse of drugs or alcohol at work or attending at work under the influence of alcohol or drugs.
- Abusive and/or insulting behaviour towards a colleague and/or client.
- Discriminatory behaviour towards colleagues and/or clients including harassment, sexual harassment or bullying.
- Disorderly or indecent conduct, fighting on the Employer's premises or threatening physical violence.
- Malicious damage to the Employer's or colleagues' property.
- Serious misuse of the Employer's communications systems including telephone, email and internet resources.
- Flagrant failure to follow the employer's rules, policies and procedures.
- Unauthorised absence from assigned area or duties.
- Serious breach of the Employer's health and safety or other rules.
- Any other conduct that significantly interferes with the efficient operation of the employer's business.

This list of serious misconduct is not exclusive; nor does it imply that the employer will not take action in accordance with its rights or duties under criminal law, where appropriate.

Suspension from Duty

It may be necessary to arrange for temporary redeployment of an employee or, in some circumstances, suspension from duty with pay, pending investigation. Such action does not imply guilt. Suspension from duty can only be authorised by the Rector/Vicar of the community, following consultation with the Delegate for Human Resources.

Appeals from disciplinary decisions

Employees shall have the right to appeal against any disciplinary decisions. An employee who

wishes to appeal against a disciplinary decision must do so in writing, stating the reasons for the appeal, within seven working days of the date on which the employee is notified of the disciplinary sanction. The Line Manager will forward the appeal to the Rector/Vicar of the House or the Delegate for Human Resources, as appropriate. An employee will have the right to be accompanied by a work colleague (not a Redemptorist) or accredited Trade Union representative during the appeal hearing. His/her role will be as a minute taker and witness, not an advocate or spokesperson. There is no right to bring a legal representative.

At the hearing of the appeal the reasons for the appeal and the sanctions imposed will be considered. Should a disciplinary sanction be reconsidered/withdrawn, any written reference to it and the original decision shall be immediately removed from the employee's personal file and the employee notified accordingly.

An appeal against the decision of the Rector/Vicar of the community will be determined by the Delegate for Human Resources or, if he/she has already been involved, by a member of the HR Advisory Panel or other independent expert.

A decision of the Delegate for Human Resources (or other independent expert) will be final, except in the case of a decision to dismiss. In such cases the employee may appeal against the decision to the Ordinary Provincial Council of the Redemptorists. The decision arising from an appeal against dismissal to the Ordinary Provincial Council shall be final.

Time Limits

Any appeal should be lodged in writing, setting out the reasons for the appeal, within seven working days of the decision. The hearing of the appeal will be normally undertaken within three weeks of the receipt of the appeal. The employee shall be given at least five working days' notice of the date of the hearing.

Record of Proceedings

At all stages of the disciplinary process, including the appeals process, a record of proceedings will be made and kept on file.

EQUAL OPPORTUNITY POLICY

The Employer is committed, in accordance with legislation, to the principle of equal opportunity in employment.

Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of political opinion, gender, marital status, sexual orientation, disability, age, colour, race or ethnic origin. The Employer's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of employment against employees or job applicants;
- not inducing or attempting to induce others to practice unlawful discrimination; and

- bringing to the attention of employees that they will be subject to disciplinary action for discrimination of any kind.

You can contribute by:

- not discriminating against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your employment;
- not inducing or attempting to induce others to practice unlawful discrimination; and
- reporting any discriminatory action to your Line Manager or the HR Delegate.

The successful achievement of these objectives necessitates a contribution from everyone. You have an obligation to report any act of discrimination known to you.

DIGNITY AT WORK POLICY

It is our policy to provide a work environment that is friendly, stimulating and respectful. Respect for each other creates an excellent climate to work in and we should all aim to maintain such an environment. Any form of discourtesy is unacceptable, as is any form of bullying or harassment of any person. Appropriate disciplinary action, up to and including dismissal, may be taken against any employee who is found to have breached this policy.

This policy applies to all employees, and extends beyond the workplace to conferences, training and work-related social events.

The aim of this policy is to identify examples of unacceptable behaviour and provide a mechanism for dealing with any such issues should they arise.

People have differing understandings of what "bullying", "harassment", or "sexual harassment" entail. See **Appendix 10: Bullying, Harassment & Sexual Harassment** (p. 50) for some descriptions and examples of the kinds of behaviour involved. Many of these behaviours could be considered to be gross misconduct. However, none of them will be tolerated and they will be investigated under the Dignity at Work policy.

Note that the intention of the person engaging in the unwelcome behaviour is irrelevant; the effect of the behaviour on the employee concerned is what is important. Hence, when dealing with any complaints arising under this policy, the complainant's perception of what occurred is taken into account as well as the entire circumstances of the incident(s).

Procedure for dealing with complaints

Whenever possible, it is in the best interests of all parties for issues to be resolved informally and every effort will be made to seek a resolution of the issue at all stages of the procedure. All stages of the procedure will be dealt with fairly and with the utmost confidentiality and due respect for the rights of the complainant and the person complained about. There should be no victimisation or retaliation of any parties concerned in the process and any such victimisation or retaliation may itself be the subject matter of disciplinary action.

Informal process

Before considering taking action, the complainant may wish to discuss the matter in confidence with their Line Manager, or – if they can – immediately tell the individual responsible that the

behaviour is offensive/unwanted and that they want it to stop. In many cases the situation can be resolved simply by communicating this.

If an employee finds it difficult to directly approach the individual whose behaviour is unwanted, they may choose to seek help and advice on a confidential basis from their Line Manager or the Rector/Vicar of the community. The complainant may request the assistance of this person in raising the issue with the individual whose behaviour is unwanted. In this situation the person complained of will be approached by way of a confidential, non-confrontational discussion, with a view to resolving the issue in an informal low-key manner.

Mediation

Mediation is the preferred method for the resolution of complaints of bullying and harassment which are not capable of being resolved informally. The objective of mediation is to resolve the matter speedily and confidentially without recourse to a formal investigation and with the minimum of conflict and stress for the individuals involved.

Mediation requires the voluntary participation and co-operation of both parties in order to work effectively. A mediator will be sourced with the assistance of your Line Manager, in consultation with the Delegate for Human Resources. The assigned mediator will meet with both parties, usually separately to begin with, to discuss the alleged offending behaviour. The mediator will then bring both parties together to reach a common understanding and agreement on acceptable future behaviour. A mediated agreement seeks to reach an accommodation between the parties and thereby restore harmonious working relations. A mediated solution will not result in the issues being dealt with under the disciplinary policy. Minimal paperwork and/or records will be generated by this process.

Mediation may be attempted at any/all points in the process. If the mediation process does not produce a resolution the complainant may seek to have the matter resolved through formal investigation. Any information that emerges during the course of the mediation process remains strictly confidential and cannot be disclosed as part of a formal investigation.

Formal process

If a resolution is not possible on an informal basis or through mediation, the complainant can raise the matter formally, in writing, directly with the appropriate Line Manager. Such a complaint will immediately be forwarded to the Delegate for Human Resources. The Delegate will respond to the complainant, acknowledging receipt of the complaint, and will notify the complainant as to who will direct the conduct and timing of the investigation. Such an investigation will be independent and objective.

Investigation procedure

The independent person will interview the complainant so as to verify the full extent of the complaint. Details of the complaint and all or any relevant information will be furnished to the person complained of. He/she will be given a full opportunity to respond and will also be advised of the proposed timing of the investigation.

At all stages of the investigation, the complainant and the person complained about will be entitled to be accompanied by a work colleague or other representative (not a Redemptorist).

On conclusion of the investigation a report (the investigation report) will be issued and distributed to the complainant, the person complained of and the Delegate for Human Resources. If, following review of the investigation report, there is a case to answer, the disciplinary procedure may be invoked. This will occur if the complaint is upheld or it is found that the complaint was made maliciously. Possible sanctions will be up to and including dismissal. In the event of a claim which is unfounded or unsubstantiated, but where malicious intent is not found to be involved, no disciplinary action will be taken.

Appeal

If the complainant or the person complained of is unhappy with the investigative process, either party can appeal in writing to the Delegate for Human Resources, setting out the reasons for the appeal, and the Delegate will consider same.

HEALTH AND SAFETY POLICY

It is the Employer's intention to ensure the safety, health and welfare of all employees through the provision and maintenance of a safe place of work, safe equipment and safe systems of work. The Employer also aims to ensure the safety and health of persons who come in contact with the work activities of the different departments.

The allocation of responsibilities for safety and the arrangements and resources being deployed to implement this safety policy will be set out in a Safety Statement. Details of safety arrangements applying to specific departments will be set out in ancillary Safety Statements and located in each department.

Overall and final responsibility for the safety, health and welfare of employees is that of the Rector/Vicar, or Local Superior, for the time being of the Redemptorist community. In particular, he is responsible for:

- ensuring compliance with safety legislation;
- ensuring that there is an effective safety policy;
- ensuring that the policy is periodically reviewed;
- including safety considerations as an integral part of the management programme.

CODE OF CONDUCT: RULES AND PROCEDURES

It is your responsibility to familiarise yourself with the following rules and procedures. Any breaches will result in disciplinary action up to and including dismissal. If you have any concerns or require clarification on any issue(s), please raise them with management. The Employer may need to change or update the rules from time to time and any such changes will be notified to you as appropriate.

Confidentiality

You shall not, except as authorised by the Employer or required by your duties under your employment contract, use for your own benefit or divulge to any persons, company or other organisation whatsoever any confidential information belonging to the Employer or relating to his affairs or dealings which may come to your knowledge during your employment.

All records, documents and other papers considered to be confidential, together with any copies or extracts from them, made or acquired by you in the course of your employment, shall be the property of the Employer and must be returned to the Employer on termination of your employment.

General rules (this list is not exhaustive)

- You are expected to act wholeheartedly in the interests of the Employer at all times. Any conduct detrimental to its interests or its relations with any third party, or damaging to its public image, shall be considered to be a breach of the Employer's rules.
- You have an obligation to ensure that you do not act in a manner that could be considered to be of an unlawful or discriminatory nature.
- You are expected to achieve and maintain a good standard of work and to show a conscientious approach to the job or to the detail of that job to a standard that may reasonably be expected.
- You are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time your employment commenced.
- You are expected to read and observe all authorised notices as displayed.
- You must not perform, arrange or carry out any work or activity that could be considered to be in competition with or affect in any way the Employer's interests.
- You are engaged on the basis that you must be prepared to undertake reasonable duties other than those for which you have been specifically engaged to ensure maximum efficiency.
- You must not make use of telephones, faxes, e-mail or postal facilities or any other communication mode for personal purposes without the prior permission of management. You must adhere to the Employer's policy with regard to the use of mobile phones.
- You are not permitted to remove material or equipment of any kind from the Employer without prior permission.
- Working time and/or the Employer's material or equipment must not be used for any unauthorised work.
- You must act in accordance with the Employer's working procedures.
- Personal hygiene and appearance must be of an acceptable standard.
- You must not bring visitors onto the premises at any time without prior authority.
- An orderly and courteous manner must be maintained in the presence of any person you work with or meet during the course of your employment, including workplace training events or social functions.

RETIREMENT AGE

The normal age of retirement is 66 years. The Employer may, in exceptional circumstances and by agreement with the employee concerned, extend service beyond 66 for one year or any less period, and for such further periods of not more than one year at a time, as management may consider desirable.

If you wish to be considered for employment in line with the above after you reach the age of 66, you should write to your Line Manager with your request, giving at least six months' notice before you are due to retire.

Your Line Manager will meet with you to discuss the request and will notify you of his/her decision in writing.

Appendix 1: SICK PAY

(For more detailed information see: www.citizensadvice.org.uk/nireland/Work/time-off)

What is Sick Pay?

If you are off sick from work, you might get:

- Statutory Sick Pay (SSP). This is money paid by law that most employees are entitled to if they are off sick.
- Contractual sick pay. This is money that your contract of employment says you are entitled to if you are off sick.

Statutory Sick Pay

If you are off sick from work, you may get Statutory Sick Pay (SSP). SSP is paid by your employer for up to 28 weeks. SSP is treated like earnings for the purposes of income tax and forms part of your taxable income.

To get SSP, you must earn more than £112 a week. It does not matter whether you are working full-time or part-time. Agency workers and workers on a fixed-term contract qualify for SSP. If you are self-employed, you do not qualify for SSP.

If you cannot get SSP, for example, because you do not earn enough or if you have been off sick for more than 28 weeks, your employer will give you form SSP1 and tell you why. You can use form SSP1 to claim Employment and Support Allowance (ESA) from your local Jobcentre Plus office if you are not entitled to either SSP or contractual sick pay. In Northern Ireland, contact your local Jobs and Benefits office or Social Security office.

How much is Statutory Sick Pay?

Statutory Sick Pay (SSP) is paid at a fixed weekly rate of £88.45. If you need to work out how much Statutory Sick Pay you will get, go to the calculator on the HM Revenue and Customs website at: www.hmrc.gov.uk.

How long is Statutory Sick Pay paid for?

You will not get Statutory Sick Pay (SSP) for the first three days that you can't work, unless you were getting it within the last eight weeks. If you were off sick and getting SSP within the last eight weeks, you will get it again from your first day off work without having to wait for three days.

SSP is paid for up to 28 weeks. If you are off sick with gaps of eight weeks or less, your days off sick are added together to count towards the 28 weeks. If you are off sick more than once with more than eight weeks in between, the periods you were off sick are not added together and the 28 weeks starts being counted again each time. SSP also stops three years after you first become entitled to it, even if you have not had 28 weeks of the benefit. If your employment ends while you are on SSP, your sick pay will stop too. SSP does not stop if you go into hospital while you are off

work. When SSP runs out or you stop being employed, you may be able to claim Employment and Support Allowance.

Contractual sick pay

Your contract of employment may give you more than the amount of SSP you can get and you may get it for a longer period. Sick pay under your contract is called **contractual sick pay**. Contractual sick pay is treated like earnings for the purposes of income tax and forms part of your taxable income.

Contractual pay might not be your normal rate of pay, but it cannot be less than SSP. For example, some contracts might say you get your full pay for the first three months of sickness and then you get half-pay for another three months. Depending on what your contract says, you might get contractual sick pay from the first day of sickness – this is different to Statutory Sick Pay which you usually only get after three days of sickness.

Employment and Support Allowance

If you are off sick for longer than 28 weeks or if you do not earn enough to qualify for SSP, you may qualify for Employment and Support Allowance (ESA) instead. There are two sorts of ESA. One sort is called contributory ESA and it depends on whether you have paid enough national insurance contributions. The other sort is called income-related ESA and this depends on your income and savings. You can get either one sort of ESA or both sorts. If you get income-related ESA, you will automatically get the maximum amount of help with your Council Tax (rates in Northern Ireland) and Housing Benefit, as well as other means-tested benefits.

ESA is paid by the Department of Work and Pensions and, for most new claims, it replaces an old benefit called Incapacity Benefit.

Telling your employer you are off sick

If you can, you should tell your employer straight away that you are ill and unable to go to work. You may lose sick pay if you don't tell your employer straight away, unless you have a good reason not to tell them.

Telling your employer you are sick – Statutory Sick Pay

Your employer may ask you to follow certain rules about telling them you are off sick. They still have to pay you SSP even if you don't follow these rules. For example, they still have to pay you SSP even if you don't:

- provide a medical certificate until your eighth day of illness
- phone in by a certain time of day to tell them you are sick
- phone in more than once a week when you are off sick
- phone in yourself and ask someone else to do it on your behalf.

However, if you break the rules, you will be breaking the terms of your employment contract and eventually this could lead to you losing your job. Your employer must let you know what these rules are in advance.

Self-certification of sickness and SSP

During your first seven days off sick, your employer must not ask you for a medical certificate. However, they can ask you for confirmation that you are sick and you must provide it if they ask for it, otherwise you may not get any SSP. Your employer may ask for either:

- a handwritten note from you saying what is wrong, or
- a self-certification of sickness form provided by your employer, which you must complete. This could be form SC2, provided to employers by HM Revenue and Customs, or your employer's own self-certification form. There is more information about self-certification and a copy of the SC2 form on the GOV.UK website at www.gov.uk.

Telling your employer you are sick – contractual sick pay

Your employer may ask you to follow certain rules about telling them you are off sick. For example, they may insist that you:

- provide a medical certificate immediately
- phone in by a certain time of day to tell them you are sick
- phone in more than once a week when you are off sick
- phone in yourself (not ask someone else to do it on your behalf).

Your employer must let you know what these rules are in advance and if you break the rules, your employer can refuse to pay you your contractual sick pay. For example, your employer can refuse to pay you contractual sick pay for the days you are off and do not call in sick. Also if you break the rules, you will be breaking the terms of your employment contract and eventually this could lead to you losing your job.

Self-certification of sickness and contractual sick pay

There is no specific law saying what evidence your employer can ask you for to prove you are sick, so that you are entitled to contractual sick pay. For example, your employer may require you to provide a self-certification form as soon as you go off sick, or may require you to provide a medical certificate within a set number of days from first going off sick. There is more information about self-certification and sickness, including a copy of the HM Revenue and Customs self-certification form on the GOV.UK website at www.gov.uk.

If you are off sick because of a disability

If you are disabled and your employer refuses to give you sick pay when you are off sick for a reason connected with your disability, they could be breaking the law. You may be able to make a

complaint to an employment tribunal for disability discrimination. You may have to raise a written grievance with your employer first.

You are off work for several short periods of time

If you are off sick for more than four short periods (four to seven days) in a year, your employer can contact Medical Services to look into the reasons you have given for missing work. Your employer contacts Medical Services through HM Revenue and Customs (HMRC).

Medical Services may want to contact your own GP to ask about your medical condition but they can only do so if you give them permission. If the Medical Services report says you have been off work without good reason, your employer may refuse to pay you sick pay. You can appeal against this decision if you think it is wrong.

You are off work for long periods of time

If you have long periods of time off work, your employer can contact Medical Services to decide if you are fit enough to do your job. Your employer contacts Medical Services through HM Revenue and Customs (HMRC). Medical Services may want to contact your own GP to ask about your medical condition but they can only do so if you give them permission.

If the Medical Services report says you have been off work without good reason, your employer may refuse to pay you sick pay. You can appeal against this decision if you think it is wrong.

Off sick whilst you are away on holiday

If you are off work on holiday, and you become ill enough that you could be off work sick, you can ask your employer to treat your time off work as sick leave and not holiday. You can then ask your employer to postpone your holiday to make up for the time you were off sick.

In the same way, if you were about to go off work on holiday and you become sick, you can ask your employer to postpone your holiday and treat your leave as sick leave instead. However, if you want to treat your time off work as sick leave instead of holiday, your employer can pay you sick pay rather than holiday pay for that time. Sick pay will be less than normal pay.

Your employment contract should say how and when you should let your employer know you are going to be off work sick, and what proof they might need.

What you can do if your employer won't pay you Statutory Sick Pay

If you think you should be getting Statutory Sick Pay (SSP) but your employer won't pay it, they should give you a statement on form SSP1 explaining why. You use this form to:

- claim Employment and Support Allowance (ESA), and
- ask for your entitlement to SSP to be reconsidered.

If you think you should have been paid SSP and can't resolve the dispute with your employer, you or an adviser acting on for you, can contact the Statutory Payments Disputes Team to resolve the matter. Contact details:

Statutory Payments Disputes Team, Room BP 2301, Benton Park View, Longbenton, Newcastle upon Tyne NE98 1YS. Tel: 0300 056 0630

HMRC can fine an employer who repeatedly fails to pay you SSP.

If you want to make a claim to the employment tribunal, you will need specialist advice. A Citizens Advice Bureau can help you find a specialist adviser.

What you can do if your employer won't pay you contractual sick pay

If your employer won't pay you the contractual sick pay that you are entitled to, this is a breach of contract. You could make a claim for unlawful deduction of wages to an employment tribunal. You may need to raise a grievance with your employer first.

If you want to make a claim to the employment tribunal, you will need specialist advice. A Citizens Advice Bureau can help you find a specialist adviser.

Benefits whilst you are off sick

If sick pay is your only income whilst you are off sick, you may be able to claim other benefits such as Housing Benefit.

If you are getting SSP, you are treated as being in work for the purposes of getting Working Tax Credit and you'll carry on getting it.

You cannot get SSP if you are getting Maternity Allowance or Statutory Maternity Pay. Even if you are not getting these benefits, you cannot get SSP for 18 weeks beginning four weeks before your baby is due, or from when your baby is born if this is earlier. Your employer should tell you if you cannot get SSP by giving you form SSP1, or their own version of it.

[Revised July 2015]

Appendix 2: MATERNITY LEAVE & MATERNITY PAY

(abridged from www.direct.gov.uk)

1. OVERVIEW

When you take time off to have a baby you might be eligible for:

- Statutory Maternity Leave
- Statutory Maternity Pay
- paid time off for antenatal care
- extra help from the government

There are rules on when and how to claim your paid leave and if you want to change your dates. You can work out your maternity pay and leave online. You may also be eligible to get Shared Parental Leave and Pay.

Employment rights when on leave

Your employment rights are protected while on Statutory Maternity Leave. This includes your right to:

- pay rises
- build up (accrue) holiday
- return to work

2. LEAVE

Statutory Maternity Leave is 52 weeks. It's made up of:

- Ordinary Maternity Leave - first 26 weeks
- Additional Maternity Leave - last 26 weeks

You don't have to take 52 weeks but you must take 2 weeks' leave after your baby is born (or 4 weeks if you work in a factory).

You may be entitled to take some of your leave as Shared Parental Leave.

Start date and early births

Usually, the earliest you can start your leave is 11 weeks before the expected week of childbirth. Leave will also start:

- the day after the birth if the baby is early
- automatically if you're off work for a pregnancy-related illness in the 4 weeks before the week (Sunday to Saturday) that your baby is due

Change your date for returning to work

You must give your employer at least 8 weeks' notice if you want to change your return to work date.

3. PAY

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. You get:

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- £139.58 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

SMP is paid in the same way as your wages (e.g. monthly or weekly). Tax and National Insurance will be deducted.

Use the maternity pay calculator [www.gov.uk/benefits-calculators] to work out how much you could get.

If you take Shared Parental Leave you'll get Statutory Shared Parental Pay (ShPP). ShPP is £139.58 a week or 90% of your average weekly earnings, whichever is lower.

Start date

SMP usually starts when you take your maternity leave.

It starts automatically if you're off work for a pregnancy-related illness in the 4 weeks before the week (Sunday to Saturday) that your baby is due.

Problems and disputes

Ask your employer to explain your SMP if you think it's not right. If you disagree about the amount or your employer can't pay (e.g. because they're insolvent), call HM Revenue and Customs (HMRC) employees' enquiry line.

HMRC employees' enquiry line

Telephone: 0300 200 3500

Textphone: 0300 200 3519

4. ELIGIBILITY

Statutory Maternity Leave

You qualify for Statutory Maternity Leave if:

- you're an employee not a 'worker'
- you give your employer the correct notice

It doesn't matter how long you've been with your employer, how many hours you work or how much you get paid.

You can't get Statutory Maternity Leave if you have a child through surrogacy – you could get unpaid parental leave instead.

Statutory Maternity Pay (SMP)

To qualify for SMP you must:

- earn on average at least £112 a week
- give the correct notice
- give proof you're pregnant
- have worked for your employer continuously for at least 26 weeks up to the 'qualifying week' - the 15th week before the expected week of childbirth

Work out your qualifying week using the maternity pay calculator [www.gov.uk/benefits-calculators].

Early births or you lose your baby

You can still get Statutory Maternity Leave and SMP if your baby:

- is born early
- is stillborn after the start of your 24th week of pregnancy
- dies after being born

If you're not eligible for SMP

Your employer must give you form SMP1 explaining why you can't get SMP within 7 days of making their decision. You could get Maternity Allowance instead.

5. HOW TO CLAIM

Statutory Maternity Leave

At least 15 weeks before your due date, tell your employer when the baby is due and when you want to start your maternity leave. Your employer can ask for this in writing.

Your employer must write to you within 28 days confirming your start and end dates.

Use the maternity planner [www.gov.uk/pay-leave-for-parents] to work out when you must claim your maternity leave.

Statutory Maternity Pay (SMP)

Tell your employer you want to stop work to have a baby and the day you want your SMP to start. You must give them at least 28 days' notice (in writing if they ask for it) and proof that you're pregnant.

Your employer must confirm within 28 days how much SMP you'll get and when it will start and stop.

If they decide you're not eligible, they must give you form SMP1 within 7 days of making their decision and explain why.

Proof you're pregnant

You need to give your employer proof of the pregnancy to get SMP. You don't need it for maternity leave.

Within 21 days of your SMP start date (or as soon as possible if the baby's born early) give your employer either:

- a letter from your doctor or midwife
- your MATB1 certificate - doctors and midwives usually issue these 20 weeks before the due date

You won't get SMP if you don't give your employer proof that the baby is due.

6. EXTRA HELP

Maternity benefits

Use a benefits calculator [www.gov.uk/benefits-calculators] to see what help you can get from:

- Child Benefit
- Child Tax Credit
- Working Tax Credit - this can continue for 39 weeks after you go on maternity leave
- Income Support - you may get this while you're not working
- You could get a £500 Sure Start Maternity Grant (usually if it's your first child).

If you're not eligible for Statutory Maternity Pay, you could get Maternity Allowance from the government.

Company maternity schemes

You might get more than the statutory amount of leave and pay if your employer has a company maternity scheme. They can't offer you less than the statutory amount.

Extra leave

You could get 18 weeks' unpaid parental leave after the birth - this may be restricted to 4 weeks per year.

[Revised July 2015]

Appendix 3: ADOPTION LEAVE AND PAY

(abridged from www.direct.gov.uk)

1. OVERVIEW

When you take time off to adopt a child or have a child through a surrogacy arrangement you might be eligible for:

- Statutory Adoption Leave
- Statutory Adoption Pay

There are rules on when and how to claim your paid leave and if you want to change your dates. You may also be eligible to take Shared Parental Leave and Pay.

Your employment rights when on leave

Your employment rights are protected while on Statutory Adoption Leave. This includes your right to pay rises, build up (accrue) holiday, and return to work.

2. LEAVE

Statutory Adoption Leave is 52 weeks. It's made up of:

- 26 weeks of Ordinary Adoption Leave
- 26 weeks of Additional Adoption Leave

Only 1 person in a couple can take adoption leave. The other partner could get paternity leave instead. If you get adoption leave, you can also get paid time off work to attend 5 adoption appointments after you've been matched with a child.

Extra leave

Your partner could get Shared Parental Leave, if your child was placed for adoption on or after 5 April 2015.

If your child was placed for adoption on or before 4 April 2015, your partner could get extra paid leave to look after the child when you return to work - known as 'Additional Paternity Leave'.

Start date

Adoption leave can start:

- up to 14 days before the date the child starts living with you (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- the day the child's born or the day after (if you've used a surrogate to have a child)

Change your dates

You must tell your employer within 28 days if the date of placement (or UK arrival date for overseas adoptions) changes. You must give your employer at least 8 weeks' notice if you want to change your return to work date.

3. PAY

Statutory Adoption Pay is paid for up to 39 weeks. The weekly amount is:

- 90% of your average weekly earnings for the first 6 weeks
- £139.58 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

If your pay started before 5 April 2015, you'll get £139.58 for the first 6 weeks.

It's paid in the same way as your wages (e.g. monthly or weekly). Tax and National Insurance will be deducted.

Extra pay

You may get more pay if your employer has a company adoption pay scheme. Your employer can't offer you less than the statutory amount.

Start date

Statutory Adoption Pay starts when you take your adoption leave.

Problems and disputes

Contact the Statutory Payment Disputes Team if you disagree with the amount of Statutory Adoption Pay you get or your employer can't pay it, e.g. because they're insolvent.

Statutory Payment Disputes Team: Telephone: 03000 560 630

4. ELIGIBILITY

To qualify for Statutory Adoption Leave, you must:

- be an employee
- give the correct notice
- give proof of the adoption or surrogacy - if your employer asks you for it

To get Statutory Adoption Pay you must:

- have worked for your employer continuously for at least 26 weeks by the week you were matched with a child
- earn on average at least £112 a week (before tax)
- give the correct notice
- give proof of the adoption or surrogacy

The rules are slightly different if you're adopting from overseas, fostering for adoption or having a child through a surrogacy arrangement.

Overseas adoptions

The conditions are the same except for both leave and pay you must:

- have worked continuously for your employer for at least 26 weeks by the time you get your 'official notification'
- sign form SC6 if you're adopting a child with your partner

The official notification is permission from a UK authority that you can adopt from abroad. Form SC6 confirms you're not taking paternity leave or pay.

You're fostering for adoption

You're entitled to adoption pay and leave from when the child comes to live with you.

Exceptions

You don't qualify for Statutory Adoption Leave or Pay if you:

- arrange a private adoption
- become a special guardian or kinship carer
- adopt a stepchild
- adopt a family member or stepchild

If you're not eligible

Your employer must give you form SAP1 explaining why you can't get Statutory Adoption Pay.

You may get support from your local council instead, if you're adopting a child.

5. HOW TO CLAIM

The rules are slightly different if you're adopting from overseas or you're having a child through a surrogacy arrangement.

Statutory Adoption Leave

Within 7 days of being matched with a child you must tell your employer:

- how much leave you want
- your leave start date
- the 'date of placement' - the date the child is placed with you

Your employer can ask for this in writing and for proof of the adoption. Your employer must confirm your leave start and end dates within 28 days.

Use the maternity planner [www.gov.uk/pay-leave-for-parents] to work out when you must claim your adoption leave.

Statutory Adoption Pay

Tell your employer you want to stop work to adopt a child and when you want your Statutory Adoption Pay to start. You must give them at least 28 days' notice. They can ask for this in writing and for proof of the adoption.

Your employer must confirm within 28 days how much Statutory Adoption Pay you'll get and when it will start and stop.

If they decide you're not eligible, they must give you form SAP1 within 7 days of making their decision and explain why.

Proof of adoption

You must give your employer proof of adoption to qualify for Statutory Adoption Pay. Proof isn't needed for Statutory Adoption Leave unless they request it.

The proof must show the:

- your name and address and that of the agency
- the match date – e.g. the matching certificate
- the date of placement – e.g. a letter from the agency
- the relevant UK authority's 'official notification' confirming you're allowed to adopt (overseas adoptions only)
- the date the child arrived in the UK – e.g. plane ticket (overseas adoptions only)

Overseas adoptions

You must tell your employer:

- the date of your 'official notification'
- the estimated date the child arrives in the UK - within 28 days of getting the notification
- the actual date the child arrives in the UK - within 28 days of this date
- how much leave you want and your start date - giving your employer 28 days' notice

SHARED PARENTAL LEAVE AND PAY

During the first year of your adopted child's life you and your partner may be eligible for Shared Parental Leave and Pay. For further detail, see: <http://www.nidirect.gov.uk/shared-parental-leave-and-pay>

Appendix 4: PARENTAL LEAVE

(abridged from www.direct.gov.uk)

1. OVERVIEW

Eligible employees can take unpaid parental leave to look after their child's welfare, e.g. to:

- spend more time with their children
- look at new schools
- settle children into new childcare arrangements
- spend more time with family, e.g. visiting grandparents

Their employment rights (like the right to pay, holidays and returning to a job) are protected during parental leave.

2. ENTITLEMENT

Parental leave is unpaid. You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise).

You must take parental leave as whole weeks (e.g. 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child is disabled. You don't have to take all the leave at once.

A 'week' equals the length of time an employee normally works over 7 days.

Example: If an employee works 3 days a week, one 'week' of parental leave equals 3 days. If an employee works irregular weeks, the number of days in a 'week' is the total number of days they work a year divided by 52.

Carrying leave over from a previous job

Parental leave applies to each child not to an individual's job. **Example:** An employee is entitled to 18 weeks. They've used 10 with a previous employer. They can use up to 8 weeks with their new employer if they're eligible.

3. ELIGIBILITY

Employees qualify if all of these apply:

- they've been in the company for more than a year
- they're named on the child's birth or adoption certificate
- they have or expect to have parental responsibility

- they're not self-employed or a 'worker', e.g. an agency worker or contractor
- they're not a foster parent (unless they've secured parental responsibility through the courts)
- the child is under 18

Employers can ask for proof (like a birth certificate) as long as it's reasonable to do so, e.g. they can't ask for proof each time an employee requests leave.

Employers can extend parental leave to those groups who aren't eligible. Employees can check this in their staff handbook.

4. NOTICE PERIOD

Employees must give 21 days' notice before their intended start date. If they or their partner are having a baby or adopting, it's 21 days before the week the baby or child is expected. Employees must confirm the start and end dates in their notice. Unless an employer requests it, this doesn't have to be in writing.

5. DELAYING LEAVE

Leave can't be postponed (delayed) if:

- the employer doesn't have a 'significant reason', e.g. it would cause serious disruption to the business
- it's being taken by the father or partner immediately after the birth or adoption of a child
- it means an employee would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday

If it's postponed, the employer:

- must write explaining why within 7 days of the original request
- suggest a new start date - this must be within 6 months of the requested start date
- can't change the amount of leave being requested

6. SHARED PARENTAL LEAVE AND PAY

During the first year of your child's life you and your partner may be eligible for Shared Parental Leave and Pay. For further detail, see: <http://www.nidirect.gov.uk/shared-parental-leave-and-pay>

[Revised July 2015]

Appendix 5: CARING FOR SOMEONE WHILE WORKING

Abridged from: <http://www.nidirect.gov.uk/caring-for-someone-while-working>

You may be working when you start your caring role. It's important you tell your employer about your situation.

Talking to your employer

Caring for a relative with disabilities is often unpredictable and care arrangements can be complex, so you will need to talk to your employer about your concerns and commitments. If you want to work, it is in your employer's best interest to consider making reasonable changes to your work pattern to help you work and continue caring. Many employers offer help to carers in a variety of ways.

Think about how your employer could best help you and talk to them about your needs. You and your employer might want to consider the following ideas.

Working arrangements

There are many different ways of working flexibly. You could work from home or have flexible starting or finishing times. Other working arrangements might be:

- compressed working hours (where you work your normal number of hours in a short time - typically fitting five days working time into four days)
- term-time or annualised working hours (the amount of hours you are contracted for per month or year are worked in a flexible way)
- job-sharing or part-time working
- flexible holidays to fit in with alternative care arrangements

Support at work

When you discuss your caring role and responsibilities with your manager they should give you support. You may also:

- be able to talk to a welfare officer or occupational health adviser who knows about carers
- get in-house information and advice, counselling or attend support/networking groups
- receive a subscription to carers' organisations, or employee services

Special leave arrangements and time off in emergencies

Most carers know they can get emergency leave (whether paid or unpaid), but there are other leave arrangements that your employer might be able to offer. These include:

- carers' leave (paid/unpaid) – see **Appendix 6** below

- compassionate leave
- borrowing/buying leave
- career breaks

You are entitled to take a reasonable amount of time off if you have worked for your employer for at least a year and there is an emergency relating to the person you care for. This can include: if

- there is a breakdown in care arrangements
- the person you care for falls ill or has an accident - this can be emotional or physical pain
- your child is involved in an incident during school hours
- you need to make longer term care arrangements
- you need time off following the death of a dependent
- Time off for dependants (compassionate leave). For more detail see: <http://www.nidirect.gov.uk/time-off-for-dependants-compassionate-leave>

Flexible working

The Employment Act (2002) gives working parents of children with disabilities under 18 the right to request flexible working arrangements. Also, you have the right to take (unpaid) time off for dependents in cases of emergency.

Since 6 April 2007, you also have the statutory right to ask your employer for flexible working if you are caring for an adult who is a relative or lives at the same address as you.

Other help from your employer

Other help from your employer could include:

- access to a telephone so that you can call the person you are caring for
- a reserved car parking space, to make getting in and out of work quicker and easier
- reasonable notice if overtime or working from home is necessary

Appendix 6: CARER'S ALLOWANCE

(www.nidirect.gov.uk/carers-allowance-eligibility)

Eligibility

You may be eligible for Carer's Allowance if you are aged 16 or over and you spend at least 35 hours a week caring for someone who is ill or has a disability.

Who can get Carer's Allowance?

You need to be caring for somebody who is getting one of the following benefits:

- Attendance Allowance
- Disability Living Allowance at the middle or highest rate for personal care
- Constant Attendance Allowance at or above the normal maximum rate with an Industrial Injuries Disablement Benefit, or basic (full day) rate with a War Disablement Pension
- Armed Forces Independence Payment

If someone else is also looking after the same person, only one of you can get Carer's Allowance. If you are caring for more than one person with disabilities, you cannot add together the hours you do.

Carer's Allowance can be claimed by more than one person in a household, such as a couple caring for each other. Carer's Allowance is not affected by any savings you may have.

Caring at weekends only

The 'caring week' runs from Sunday to Saturday. Therefore, you could still be entitled to Carer's Allowance if you provide at least 35 hours of care but only over weekends.

If you have come from, or live, abroad, to be eligible, the following must apply:

- you must have been present in Northern Ireland for at least 26 weeks in the 12 months prior to your date of claim
- you must be in Northern Ireland when you make your claim
- you are not subject to immigration control

Who cannot get Carer's Allowance

Education

You can't get Carer's Allowance if:

- you are on a course of full-time education

- you are on holiday from a course of full-time education

Full-time education means a course which is described as full-time by the educational establishment providing it.

If the educational establishment describes the course as part-time, but attendance is required for 21 hours or more each week, it will be treated as full-time. Attendance can include projects, homework, practical work and so on.

Work and earnings

You can't get Carer's Allowance if you earn more than £102 a week after money has been taken off to allow for your expenses.

Expenses that are allowed are for things like:

- some National Insurance (NI) contributions
- Income Tax
- half of any money you pay towards personal or occupational pension schemes
- other expenses you have to pay because they are a necessary part of your job

After allowing for these things, you are allowed up to half the rest of the money you earn to help meet the cost of paying someone else (but not a close relative) to look after a child or children, or the person you look after, while you are at work.

Residing or remaining in Northern Ireland

You can't get Carer's Allowance if your right to reside or remain in Northern Ireland is subject to limitation or restriction by the Home Office.

[Revised July 2015]

Appendix 7: TRAINING FEES AGREEMENT

Agreement between

and the Redemptorist Community of

In consideration of the Redemptorist Community making a financial contribution towards the (Title of Course) with the (College) which I am undertaking, I accept the following conditions:

- (a) I undertake to remain in the employment of the Redemptorist Community (should work be available) for a period of one year for each year in which a financial contribution has been made to me or on my behalf, after completion of the course
- (b) I undertake to refund to the Redemptorist Community the amount of the financial contribution paid to me, or on my behalf, should I fail to comply with the conditions as specified in paragraph (a) above, or a sum reduced proportionally by the amount of the one-year period completed by me
- (c) I undertake to refund to the Redemptorist Community the amount of the financial contribution paid to me, or on my behalf, in the event that I fail to complete the course or pass my examinations

SIGNED:

WITNESS:

DATE:

Appendix 8: Employment and Safeguarding of Minors

Employment of Minors

The maximum working week in Northern Ireland for young people aged 16 and 17 is 40 hours with a maximum of 8 hours a day. If a young person under 18 works for more than one employer, the combined daily or weekly hours of work cannot exceed the maximum number of hours allowed. Young persons are only permitted to work between 6am and 10pm.

Under the Management of Health and Safety at Work Regulations (NI) 2000, employers are required to assess the risks to health and safety of young people before they start work.

For further information, see **Employing Young People in the Workforce: A Guide for Employees**, published by the Health and Safety Executive of Northern Ireland. It can be accessed at:

http://www.hseni.gov.uk/leaflet_employing_young_people_in_the_workplace.pdf

Safeguarding of Minors in Employment

There are no official guidelines on this matter. However, in order that we can evidence rigour in this matter and reflect best practice, the following action is recommended:

1. The Minor should be given a briefing on the Code of Behaviour for Adults in the Safeguarding Handbook. This could be a task for the Local Safeguarding Representative.
2. Because a minor's age may not always be apparent, members of the community (including long term visitors) as well as other employees should be informed of the minor's status and made aware of the safeguarding implications for adults in respect of the minor. Their attention should be drawn in particular to the Code of Behaviour for Adults in the Safeguarding Handbook.
3. While a line manager has a responsibility for the management of any employee, he/she should be aware that there is a specific responsibility for the safety and welfare of a minor in employment. He/she should make a point of checking with the minor to ensure that there are no particular problems arising at work that may require additional support or guidance from the manager.
4. The minor should be advised that if they have any concerns about their treatment by community members or other employees, they should discuss the matter with their Line Manager. The option of reporting the problem to the Local Safeguarding Committee in the event that the minor prefers to do this should be explained and the Designated Persons contact number (00353 87 2252415) made available.
5. The minor should also be advised that in the event that they have a concern about their treatment by the line manager, they should raise the matter with the local safeguarding representative.
6. Alternatively, the minor may wish to contact the Designated Person and should be made aware of his /her name and contact number (00353 8722 52415.)

Appendix 9: Personal Details Record Form

Information to be fully completed by all new staff and passed on to the line manager.

PERSONAL DETAILS	
Surname:	Forename(s):
Maiden Name if applicable:	Preferred Name (if applicable):
Title:	Male / female (delete as appropriate):
Date of birth:	
Home Address:	
Postcode:	
Home Telephone:	
Mobile:	

EMERGENCY CONTACT ONE	
Surname:	Forename(s):
Title:	Preferred Name:
Relationship to employee:	
Contact address if different from above:	
Postcode:	
Home Telephone:	Work Telephone:
Personal Mobile:	
EMERGENCY CONTACT TWO	
Name:	
Relationship:	
Home Telephone:	Work Telephone:
Mobile:	

Are there any medical conditions (e.g. allergies) we should know about in the case of an emergency?

Yes/No* *Delete as appropriate* If yes, give details:

.....

GENERAL PRACTITIONER'S DETAILS	
Name:	Telephone Number:
Full postal address including postcode:	

For Office Use Only

Vetting Details (if required)
Date disclosure requested:
Date disclosure received:
Satisfactory? YES/NO* <i>Delete as appropriate</i>
Disclosure reference no:
Date valid (From – To):
Contract Type
Permanent / Temporary / Voluntary Circle <i>one</i>
Does the staff member have continuous employment terms? YES/NO <i>Delete as appropriate</i>
Probation Details
Is probation period required? YES/NO <i>Delete as appropriate</i>
First Month Review:
Third Month Review:
Six Month Review:
Probation Passed? YES/NO <i>Delete as appropriate</i>
If No, please detail:

Appendix 10: Bullying, Harassment & Sexual Harassment

DEFINITIONS AND EXAMPLES

Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, psychological, physical or otherwise, conducted by an individual or group against another person or persons, in the course of employment which could reasonably be regarded as undermining the individual. Examples of bullying behaviour include, but are not limited to, humiliating, intimidating or belittling people either by words or actions and leaving an individual feeling uncomfortable, embarrassed or upset. Isolated incidents of such behaviour, while to be condemned, are not considered to be bullying.

Harassment

Harassment is any form of unwanted conduct related to any of the discriminatory grounds (gender, marital status, family status, race, age, religion, sexual orientation, disability or membership of the Traveller Community) being conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Harassment can take the form of words, gestures, production, display or circulation of materials which are unwelcome to the recipient and could reasonably be regarded, given the characteristics (e.g. marital status, family status, race etc.) of the person subjected to the treatment, as offensive humiliating or intimidating.

Sexual harassment

Sexual harassment can be defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature being conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. Examples of this type of harassment include unwelcome advances or requests for sexual favours, sexual gestures, displaying sexually suggestive objects, pictures, calendars, sending suggestive or pornographic correspondence including faxes, text messages or emails, unwelcome sexual comments and jokes, unwelcome physical conduct such as pinching, unnecessary touching etc.

Other complaints

Any other conduct which denigrates, ridicules, threatens, intimidates or is physically abusive to an individual or group, or conduct which may lead to undue influence is also unacceptable behaviour. These examples are not exhaustive.