

CORPUS CHRISTI COLLEGE
CAMBRIDGE

S T A F F

H A N D B O O K

This Handbook has been issued to:

NAME	
DEPARTMENT	
DATE	

CONTENTS

INTRODUCTION

- 1.1 General Information about Corpus Christi College
- 1.2 Maps of the College
- 1.3 College Facilities for Staff

TERMS AND CONDITIONS OF YOUR EMPLOYMENT (Contractual)

- 2:1 Confidentiality
- 2:2 Holidays
- 2:3 Induction
- 2:4 Notice Period
- 2:5 Pension
- 2:6 Remuneration
- 2:7 Sickness and Sick Pay
- 2:8 Staff Development
- 2:9 Staff Loans/Advances Against Salary

POLICIES AND PROCEDURES WHICH ARE RELEVANT TO YOUR EMPLOYMENT

- 3:1 Annual Appraisals
- 3:2 Children on Premises
- 3:3 Conduct
- 3:4 Data Protection
- 3:5 Disciplinary Policy, Procedure and Rules (non-contractual)
- 3:6 Equal Opportunities Policy
- 3:7 E-mail, Telephone and Internet Policy
- 3:8 Expenses
- 3:9 Facilities
- 3:10 Grievance Procedure
- 3:11 Health and Safety at Work and Health and Safety Welfare Policy
- 3:12 Hours of Work
- 3:13 Overtime Guidance
- 3:14 Attending work during adverse weather and other emergency conditions
- 3:15 Maternity
- 3:16 Paternity Leave
- 3:17 Shared Parental Leave
- 3:18 Parental Leave
- 3:19 Time off for Dependants Provisions
- 3:20 Flexible Working
- 3:21 Night Workers
- 3:22 Public Interest Disclosure Act Policy
- 3:23 Redundancy Policy
- 3:24 Retirement Age
- 3:25 Smoking, Alcohol and Drugs
- 3:26 Staff Vacancies
- 3:27 Telephones
- 3:28 Use of Vehicles
- 3:29 Visual Display
- 3:30 Health Plan
- 3:31 Child and Vulnerable Adult Protection Policy and Procedures

APPENDICES - Policies

- 4:1 Annual Leave
- 4:2 Impact Bonus Award Scheme
- 4:3 Supporting your Attendance
- 4:4 Training and Development
- 4:5 Performance Appraisals
- 4:6 Gifts and Gratuities
- 4:7 Disciplinary and Dismissal Procedures
- 4:8 Harassment
- 4:9 Smoke Free
- 4:10 Rest Break guidelines
- 4:11 Lunch provision
- 4:12 Annual Discretionary Bonus
- 4:13 Communication and Consultation
- 4:14 Staff Introduction
- 4:15 Filming and Photography in the College
- 4:16 Dealing with the Press and Media
- 4:17 Continuous Employment Award
- 4:18 Shared Parental Leave
- 4:19 CCTV

WELCOME FROM THE BURSAR

Welcome to Corpus Christi College. I hope that you will enjoy your time working as part of our team of staff.

The purpose of this Staff Handbook is to provide an easy and accessible source of information about many aspects of work at Corpus Christi College. It provides background information about the College, details of the facilities available to staff, and also contains the policies and procedures which govern employment practice within the College. The Handbook also outlines the College's commitment to Health and Safety at work. In this respect it serves as a supplement to your Contract of Employment.

The text of the Handbook can be found on the College Intranet Site and will be extended and updated as appropriate or as legislation determines, and I would urge you to make yourself familiar with its contents and to seek advice and clarity on any issues in the first instance from your Head of Department.

Tim Harvey-Samuel
Bursar

September 2013

INTRODUCTION

The information, policies and procedures which appear in this Handbook are relevant to your employment and form part of your contractual terms and conditions with the exception of sections 1 and 3 which you are required to comply with but do not form part of your contractual terms and conditions.

Please promptly notify your Head of Department and the HR Manager of any changes to your name, marital status, address or other contact details.

The Head of Department to whom you should report is stated in your Contract of Employment.

SECTION 1:

INTRODUCTION

1:1 GENERAL INFORMATION ABOUT CORPUS CHRISTI COLLEGE

Corpus Christi is one of the oldest Cambridge Colleges and has been an academic community for more than six hundred years. The core aims of the College are education, learning, research and religion.

The College is on two main sites. The main complex, in Trumpington Street, contains the administrative offices, main kitchens, undergraduate rooms, libraries, chapel, dining hall, bar, and senior and junior combination rooms. Further undergraduate accommodation is in near-by satellite hostels and at Newnham House, where the College car park is located.

Leckhampton, the graduate site, is off Grange Road, and provides accommodation for postgraduates and Research and Visiting Fellows. It also contains the College sportsground, squash courts, tennis courts and swimming pool.

Corpus Christi shares a boathouse, in Cutter Ferry Lane, with Wolfson, Sidney Sussex, and Girton Colleges. Corpus Christi leads the Cambridge Colleges Conservation Consortium, repairing and preserving manuscripts and rare books for Cambridge Colleges and other external organisations. The Consortium comprises ten other Colleges - four additional founder members: Clare, Downing, King's, Sidney Sussex and six full members: Emmanuel, Christ's, Pembroke, Queens', Gonville and Caius and St Johns'. Corpus Conservation Centre recently moved to new premises in the Elephant Pen.

College Register and Calendar

Copies of the College Register, which lists Fellows, other Members of the College, and staff; and the College Calendar, which records the main College events and meetings of the year; can be consulted through either your Head of Department or in the Porters' Lodge.

Copies of the College's Standing Instructions, which detail how some procedures should be carried out, are held in the Bursary, Tutorial offices, Catering Department, Leckhampton office and Porters' Lodge.

Further information about the College (including the College Calendar), both academic and administrative, can be found on our web site, www.corpus.cam.ac.uk.

Departments and Offices (see attached maps)

Main College

College Entrance

Porters' Lodge

A Stairs

Bursary

HR

Finance Office

Tutorial Office

E Stairs

Development Office

IS&T Office

I Stairs

Ancient and Modern Archives

L Stairs

Parker Library

Kwee Court

Taylor Library

U Stairs

Catering Manager

Conference Manager

Catering and Conference Office

Head Housekeeper

Housekeeping Supervisor

Stable Yard

Maintenance Department

Elephant Pen (Free School Lane)

Conservation Workshop

Gardeners' Room

Leckhampton

Leckhampton House

Domestic Services

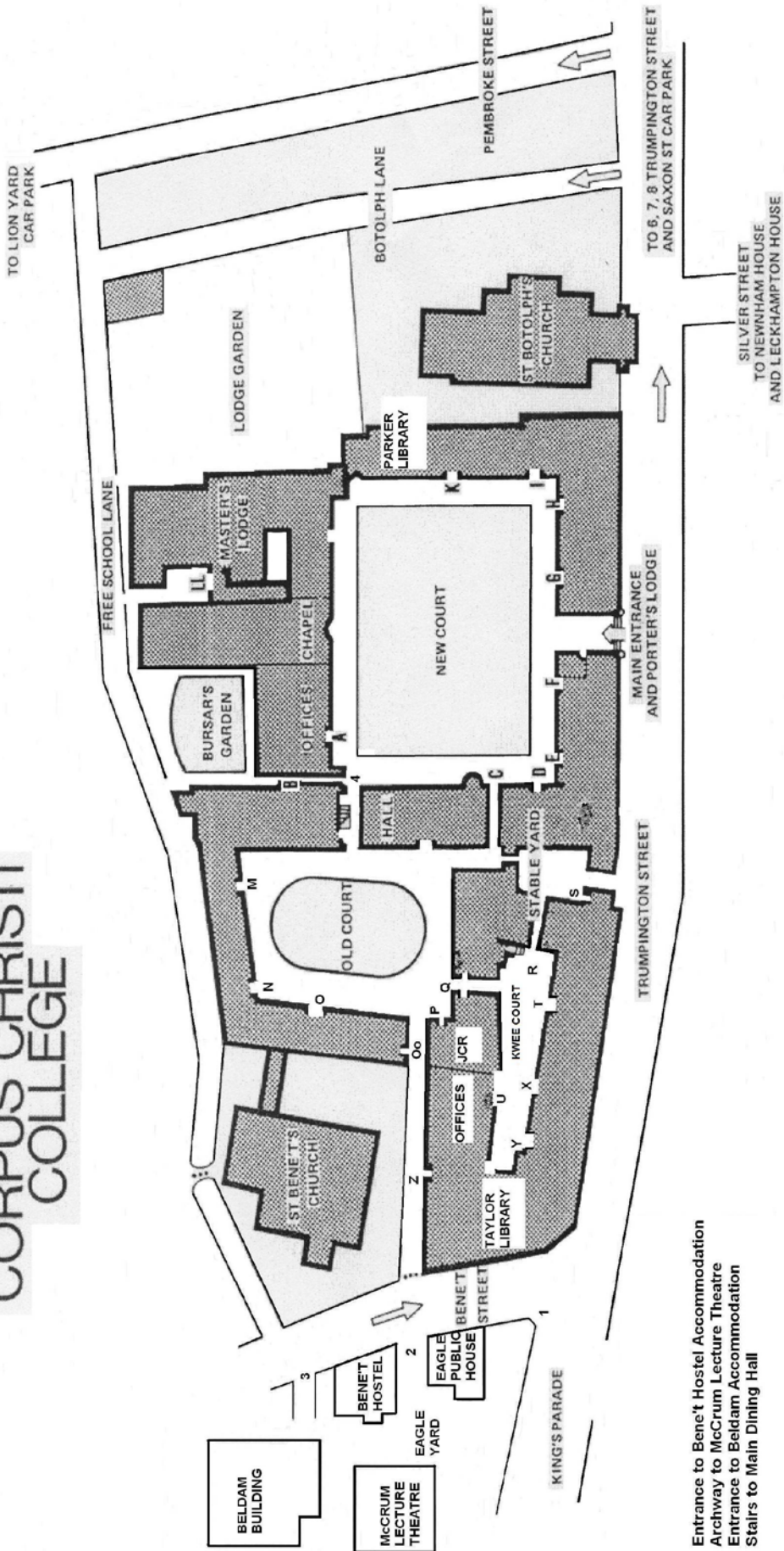
Sports Pavilion

Grounds and Gardens Department

Boathouse

1:2 MAP OF THE COLLEGE

CORPUS CHRISTI COLLEGE



1. Entrance to Benet's Hostel Accommodation
2. Archway to McCrum Lecture Theatre
3. Entrance to Beldam Accommodation
4. Stairs to Main Dining Hall

1:3 COLLEGE FACILITIES FOR STAFF

COLLEGE EVENTS

Staff may attend many College events. All permanent staff receive an invitation to the annual May Week Concert. The Bene't Club, the students' music society, holds periodic lunchtime recitals in Chapel and evening concerts, and Corpus Christi College Pictures, the film society, meets on most Tuesday evenings in term in the McCrum lecture theatre. Exhibitions of College silver are held in the Michaelmas and Easter terms.

TAYLOR LIBRARY

The Taylor Library is the College's undergraduate library and staff may use it for consulting reference material. They may also borrow books, subject to the library regulations in the booklet 'Information for Freshers', a copy of which can be obtained from the Library.

CHAPEL

Staff are welcome to all Services, details of which can be found on the Chapel Notice board or Term Card. A Carol Service is held in Chapel every year, though attendance is by invitation as there are a limited number of seats. A service of Corporate Communion is held in Chapel in the Michaelmas and Lent terms, with a guest preacher, and is followed by supper (for which there is a small charge).

SPORTS/RECREATION

The College has a range of facilities, many of which are available to staff. New employees are made members of the University Sports and Social Club and the University Centre. The College organises a staff Christmas Dinner which most employees are entitled to attend. Details of all events will be sent to you during the year.

Employees may use the sports facilities at Leckhampton, which include squash and tennis courts and a swimming pool. In term, the squash courts can be reserved on the booking sheet in the JCR. Out of term, booking is usually unnecessary. The tennis courts are used on a first-come, first-served basis, though players should not stay on court too long if others are waiting. The grass court in the far right-hand corner of the sportsground is reserved for Fellows. Use of the sportsground is by arrangement with the Head Groundsman. Staff using the swimming pool must abide by the College Rules for its use. A copy of the College Rules is available in the Porters' Lodge, and a 'late key' for the garden gate at Leckhampton can be obtained there.

MEALS IN HALL

Staff may usually have lunch in Hall or a snack from the Bar, without charge, up to a maximum allowance of £5.00, if they are at work across lunchtime. Some staff may be entitled to additional meals while on duty (please check your individual Contract of Employment).

CAR PARKING

The College has a car park at Newnham House which staff may use. Employees should give details of their car to the Head Porter, who will provide a card to open the barrier and a permit for their windscreen. The car park is small and also used by Fellows and visitors, so all users are strongly requested to park as carefully and considerately as possible. Employees who work at the Leckhampton complex should park their cars in the Leckhampton House car park during the day, from Monday to Friday. All staff may use the Newnham House car park in the evenings and at weekends, when partners may also park there. The severe space constraints mean, however, that only one car per member of staff may be left in the car park at any one time.

Car parking is available at Newnham House, although not guaranteed. Further parking is available at Leckhampton House and this area should be used for overflow parking should the Newnham House car park be full. Staff may also use the Newnham House car park in the evenings and at weekends but not during normal working hours if they are not at work. This can help ease congestion. Double parking is not allowed unless arranged via the Head Porter. Parking permits must be visible at all times.

SECTION 2:

TERMS AND CONDITIONS OF YOUR EMPLOYMENT (CONTRACTUAL)

Some of your terms and conditions of employment are reproduced in this section for ease of reference.

Please note that if there is any inconsistency between your Contract of Employment and what appears in this Section then in all cases the terms appearing in your Contract of Employment will prevail.

2:1 CONFIDENTIALITY

- i. In the ordinary course of your employment you will be exposed to information about the business of the College, its Fellows, students, staff and suppliers which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed will be liable to cause significant harm to the College.
- ii. You must not, whether during or after your employment, except as authorised or required by your duties as an employee of the College, reveal to any person, firm, College or organisation, or otherwise make use of any of the trade secrets, secret or confidential operations, processes or dealings or any information (other than that within the public domain) concerning the organisation, business, finances, transactions or affairs of the College or its Fellows, students and staff which may come to your knowledge during your employment. Nothing in this clause will prevent you from disclosing information to comply with a Court Order or perform any statutory obligation on you to do so.

Please also see Section 3:21 of the Handbook, relating to the Public Interest Disclosure Act policy.

2:2 HOLIDAYS

Please see the Annual Leave policy in the Appendices

2:3 INDUCTION

There is an Induction policy for anyone that requests this.

2:4 NOTICE PERIOD

Please see individual contracts for notice period.

2:5 PENSION

All eligible new employees will be auto-enrolled onto the National Employment Savings Trust scheme (NEST) as of 1 April 2014 with a choice of contributions which will be matched by the College up to 5%. Details on the scheme will be discussed with you on commencement of employment.

2:6 REMUNERATION

- i. Your salary will be paid monthly into your bank or building society account. Payment is made on the 25th of the month, unless the 25th is a Saturday or Sunday, when payment is made on the nearest working day. You will receive a monthly pay advice slip, which will specify your gross pay, details of any deductions made, and, if relevant, any Statutory Sick Pay or Statutory Maternity Pay paid to you.

- ii. The College tends to follow the University's lead when it reviews salaries and wages for cost-of-living adjustments each August. However, it should be emphasised that the College is not bound to follow the University in this respect, and reserves the right not to award salary increases or to make a cost-of-living award or to set its own cost-of-living adjustments.
- iii. The Annual Discretionary Bonus is usually added to staff salaries each November.

2:7 SICKNESS AND SICK PAY

Please see the 'Supporting your attendance' policy in the Appendices.

2:8 STAFF DEVELOPMENT

- i. We regard investment in our staff as fundamental, and as such we aim to support the learning, growth, and development of individuals.

There is a Performance Management Policy for anyone that requests this.

2:9 STAFF LOANS/ADVANCES AGAINST SALARY

- i. The College will, at the request of an employee supported by their Head of Department and/or HR, consider an advance of up to a maximum amount of £400 against salary. The total amount advanced must be repaid within a maximum of three months of the advance via direct deduction from salary. A repayment plan must be agreed prior to the advance and adhered to. Repayments can be spread equally over three months or by a one off lump sum. Any loans outstanding at the end of employment must be paid off in full.
- ii. An employee can request only one advance in any calendar year.
- iii. The College recognises that these advances are made in case of hardship or special need and as such the College will not charge any interest or administration fees on the advance/loan given.
- iv. The College reserves the right to review this policy at any time.

SECTION 3:

POLICIES AND PROCEDURES WHICH ARE RELEVANT TO YOUR EMPLOYMENT

3:1 ANNUAL APPRAISALS

Please see the 'Performance Appraisals' policy in the Appendices.

3:2 CHILDREN ON PREMISES

Children may only be brought into the College during working hours under exceptional circumstances and only for the maximum of one hour, under parental supervision.

Before a child or children are brought onto the College premises, permission must be sought from your Head of Department or the Bursar.

If any parent who is on maternity or paternity leave wishes to visit the College with their child, we ask that they visit at a time agreed in advance with their Line Manager.

A risk assessment will be completed by the relevant department to ensure the safety and well-being of the child and to raise the awareness of others to the child's presence.

3:3 CONDUCT

- i. We wish to maintain a pleasant environment for everybody living and working in the College and to assist all staff to carry out their duties. Your actions are crucial in helping us to achieve this, and we welcome your support and suggestions. You are expected to work together with Fellows, students and other staff for the well being of the College as a whole and to protect the dignity of other workers and members of the College.
- ii. You are expected to be clean, neat and tidy at all times, and to be polite and reasonable with Fellows, students, staff and visitors. You must behave in a mature, professional manner, with integrity and thoughtfulness.
- iii. You are expected to be punctual and timely in starting work, keeping appointments and dealing with your duties. You must use our resources and facilities as instructed, and help us to promote economy, efficiency, and effectiveness in our activities.
- iv. You must NOT borrow College equipment without the consent of your Head of Department, which may be given subject to such conditions as we think appropriate in the circumstances. This requirement is for your protection. Unauthorised borrowing may be misinterpreted as theft, which is a dismissible offence.
- v. You must be careful not to imply by your behaviour that you may be influenced by gifts while acting in an official capacity on behalf of the College. As a general rule, all gifts should be declined.
- vi. If gifts are delivered to you, they should be reported to your Head of Department. When any offer of a gift is declined, you should explain the College policy and illustrate how your acceptance of gifts could be misconstrued. Exceptions to the rule include the acceptance of small gifts such as trade pens, pencils, diaries or calendars.

Please see the 'Gifts and Gratuities' policy in the Appendices

- vii. Should we wish to carry out a search of you or your personal property as part of a security operation or an investigatory process, we will seek your consent. In the event you withhold your consent we may draw a conclusion from you non-cooperation without any good reason. The search will be conducted in the presence of a third person you will have the right to ensure that another independent witness is present if so required. If such a search is refused the College may call the police if it is generally believed that theft has occurred.
- viii. Heads of Department and senior staff are expected to declare any links, financial or non-financial, to firms and organisations that provide, or are seeking to provide, the College with goods or services. Such declarations should be recorded in the Register of Interest, held by the Bursar.

3:4 DATA PROTECTION

The Data Protection Act 1998 ('the Act') sets out rules and procedures to safeguard the processing of personal data. The College, during your employment and for as long as necessary after your employment, will hold, use and process personal data relating to you from time to time for the purposes of staff administration, management, marketing and the legal or business needs of the College.

The College may also need to keep, process and hold personal data which relates to your health, racial or ethnic origin, religious or other beliefs, trade union membership, and any criminal offences you may have, or it is alleged you have, committed.

As a controller of personal data under the Data Protection Act, the College will follow the provisions laid down by the Act and in particular comply with the eight Data Protection Act Principles, namely that personal data must:

- be processed fairly;
- be processed for limited purposes;
- be adequate, relevant and not excessive for those purposes
- be accurate;
- not be kept longer than is necessary;
- be processed in accordance with the Act;
- be kept secure;
- not be transferred abroad without necessary safeguards.

The College will ensure that personal data is not disclosed to any unauthorised third party.

You will be expected to assist the College to comply with its obligations under the Data Protection Act when dealing with data of any kind, whether it is manual data or held on computer. You must only access, vary, erase, copy or make use of any information belonging to the College, or held in the College's manual and computerised records or files, for the proper discharge of the duties of your employment and to the extent to which you are authorised to do so. You must not access, vary, erase, copy or use any information without authority or in any way that could place the College in breach of its legal obligations. Any failure to abide by these rules may result in disciplinary action.

Under the Data Protection Act you are entitled to access to personal data relating to you held by the College to the extent set out in the Act.

3:5 DISCIPLINARY POLICY, PROCEDURE AND RULES

Please see the 'Disciplinary and Dismissal' procedure in the Appendices

3:6 EQUAL OPPORTUNITIES POLICY

In their pursuit of academic excellence, the Colleges of the University of Cambridge are committed to an active approach to equality of opportunity, one that encourages an inclusive culture and values diversity.

Through its policy and practice, Corpus Christi College requires that the election, appointment, admission, progression, dismissal or exclusion of every member and employee (whether existing or prospective) of the College is determined only by personal merit, conduct and performance, criteria related to the duties and conditions of the post and the needs and obligations of the College.

Subject to the statutory provisions of the College, no member or employee (or applicants for the same) will be treated less fairly than any other on the grounds of sex, sexual orientation, gender reassignment, race, religion and belief, disability, age or marriage and civil partnership or any other grounds that are unjustified in terms of equality of opportunities for all. Ability to meet the requirements of the selection criteria for competitive election, appointment or admission, and ability and willingness to perform the job or to complete any course to which a person is appointed or admitted, will be the only considerations.

- i. We wholeheartedly support the principle of equal opportunities in employment, and oppose all forms of discrimination. We believe that it is in the best interests of the College, and all those who work for us, to ensure that the human resources, talents, and skills available throughout the community are considered when employment opportunities arise. To this end, we are committed, wherever practicable, to achieving and maintaining a workforce, which broadly reflects our local community.
- ii. We are committed to achieving equal opportunities through:
 - Providing facilities which are easily accessible and relevant to the needs of our staff, students, and visitors;
 - Adopting appropriate recruitment, training, and promotional practices and procedures;
 - Drawing up clear and justifiable job criteria;
 - Facilitating staff training opportunities;
 - Offering greater flexibility of employment where operationally possible;
 - The awarding of contracts to suppliers of goods and services.
- iii. The College will appoint, train and promote on the basis of merit and ability.
- iv. All employees have personal responsibility for the practical application of this policy.
- v. The College's grievance procedure is available to any employee who believes that he or she may have been discriminated against.
- vi. Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of the policy will be treated as gross misconduct.

3.7 E-MAIL, TELEPHONE AND INTERNET POLICY

The College encourages staff to use e-mail as a method of communication in appropriate circumstances within the College and with third parties by the Internet. It will not always be appropriate to communicate by e-mail and staff should always consider whether there is a more suitable method (for example in circumstances where there is a need to preserve confidentiality or in the case of sensitive issues which should be communicated face to face).

This statement of policy aims to explain briefly:-

- how you are allowed to use e-mail, telephones and the Internet using the College's facilities;
- how you or the College may be liable in law for misuse of e-mail or the Internet; and
- how your interests and the College's interests can be protected.

This policy is not a definitive statement of what the College's facilities must not be used for. Employees must conduct themselves in a trustworthy and appropriate manner so as not to discredit or harm the College or its staff and in accordance with the spirit of this policy statement.

This policy applies to all computer users within the College (including, without limit, all Fellows, employees and third parties) who use e-mail, bulletin boards, the world-wide web and the Internet through computers based at the College's premises or through any computers located at other sites (including private equipment) via the College's network or using the College's telephone lines. Failure or refusal to comply with this policy is a disciplinary offence and is liable to disciplinary penalties including summary dismissal.

AUTHORISED USE: EMAIL AND INTERNET

Your use of e-mail and the Internet is only authorised for bona fide purposes directly connected with your work or the College's business. You are expected to exercise responsible and appropriate behaviour when using the College's computers and when sending e-mail, whether internally with the College or externally using the Internet.

Unauthorised use of the Internet may expose both you personally and/or the College to court proceedings including criminal liability. You will be held responsible for any claims brought against the College for any legal action brought as a result of your unauthorised use of the Internet. Unauthorised use of the Internet and/or the College's computer system or breach of this policy is a disciplinary offence which may lead to dismissal.

BLOGS/SOCIAL NETWORKING SITES

You are prohibited from using or accessing blogs/networking sites during working hours. If you use such sites outside of working hours you must ensure that any statements made are not in breach of the College policy and do not identify the College or bring the College name into disrepute.

Defamatory, derogatory or harassing statements or comments posted on such sites either about the College or employees of the College or comments which identify individual employees may be treated as gross misconduct in line with the College disciplinary procedures.

This also applies to any matters of a confidential nature which should not be discussed through this forum. If you are in any doubt as to whether something falls into the confidential category you should speak to your Manager.

If you leave our employment you should remove any reference which indicates you are still an employee of the College.

AUTHORISED USE: TELEPHONE USAGE

No personal calls should be made or received except in an emergency, when permission should be first obtained from your immediate Supervisor.

You should be aware that mobile telephones can be disrupting and distracting, and personal mobile phones should either be turned off or diverted during working hours.

MONITORING

The College reserves the right to listen to or have access to read any communication made or received by you using its computers or telephone system without notice for the following purposes:

- to establish the existence of facts
- to ascertain compliance with regulatory or self regulatory practices
- for quality control and staff training purposes
- to prevent or detect crime
- to investigate or detect unauthorised use of the College's telecommunication system
- to intercept for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding e mails to correct destinations
- to check voice mail systems when staff are on holiday or on sick leave
- to ensure that improper messages are not being sent to or received from other Staff or third parties

The College also reserves the right to make and keep copies of telephone calls or e-mails and data documenting use of the telephone, e-mail and/or the Internet systems, for the purposes set out above, and if it sees fit to use the information in disciplinary proceedings against you. The College may bypass any password you set. You may only set passwords and security codes for your computer, the system or any part of it or documentation held on it in accordance with College policy from time to time.

All communications and stored information sent, received, created or contained within the College's systems are the property of the College and accordingly should not be considered as private.

SOFTWARE

The College licenses computer software from a variety of outside sources. The College does not own this software or related documentation and, unless authorised by the software developer, does not have the right to reproduce it. The software used on the local area network or multiple/individual machines should have the appropriate licence(s) and you should only use it according to the licence agreement.

You should notify your immediate Supervisor or the IS&T Manager of any misuse of software or associated documentation.

SECURITY

The accessibility of the Internet is both an advantage and disadvantage of the system. Whilst you can access a huge amount of information via the Internet, information and e-mails sent across the Internet may be read by any person unknown to the sender. Potentially anyone could read private and confidential information transmitted on the Internet. Even if some information has been deleted from your screen it may not necessarily be deleted from the Internet system which provides back-up saving mechanisms. It is therefore essential that you notify any third party with whom you are communicating via the Internet that any e-mail exchanged is transmitted over the Internet in an interceptible form. Any message or information requiring security or confidentiality should be distributed by an alternative means of communication.

You must not put on the Internet any material which incites or encourages or enables others to gain unauthorised access to the College's computer system. It is vital that all staff take all necessary steps to safeguard the College's computer system from viruses. Accordingly, do not exchange executable programs using Internet e-mail and discard any documents or attachments which you receive unsolicited. You must not introduce new software onto the College's system without written authorisation from the IS&T Manager and you must always ensure that the appropriate virus-checking procedures have been followed.

COURTESY

As e-mails can easily be misconstrued, consider carefully whether e-mail is the appropriate form of communication in particular circumstances and if you decide that it is, consider carefully the content of your e-mail and who the recipients should be. It is inappropriate to send e-mails and/or attachments to e-mails to people (whether they are other employees of the College or third parties) if the e-mail does not relate to them, or if the attachment cannot be read by them. In addition, sending e-mails needlessly to other people wastes their time and needlessly sending long files or attachments will cause delays in the system.

DEFAMATION

The Internet is considered to be a form of publication and accordingly is within the scope of legislation relating to libel. Both words and pictures produced on the Internet are capable of being libellous if they are untrue, ridicule the person and as a result damage that person's reputation. You must not put any defamatory statement onto the Internet or on the College's computer system. As well as you being liable, the College can also be liable as an on-line provider.

OBSCENITY

The Internet has been abused by the distribution of child and other pornography. It is an offence to publish or distribute obscene material and this includes possessing, showing or distributing any indecent photographs or pseudo-photographs of a child (this includes a computer-generated photograph on the Internet). It is also an offence to display indecent material in public. The Internet qualifies as a public place. You must not send any such material using the College's system.

DISCRIMINATION AND HARRASSMENT

The College does not tolerate discrimination or harassment in any form whatsoever. This principle extends to any information distributed on the College's system or via the Internet. You may not put on either system any material which discriminates or encourages discrimination or harassment on racial or ethnic grounds or on grounds of gender, sexual orientation, marital status, age, ethnic origin, colour, nationality, religion or disability. To do so would lead to disciplinary action up to and including dismissal. Please also bear in mind the College's policy on discrimination and harassment.

DATA PROTECTION ACT 1998

If you are required to put information (including photographs) onto the College's system or the Internet containing personal data other than your own, you must have the express written consent of the individuals to whom the personal data relates.

Please also see Sections 3:5, 3:11, 3:9 and 3:26 of the Handbook, relating to Disciplinary Procedures, Harassment, Facilities and Telephones

3:8 EXPENSES

Expenses incurred on legitimate College business are reimbursable, on receipt of proper invoices, but must have been first agreed with your Head of Department or the Bursar.

3:9 FACILITIES

- i. You may have access to telephones, computers, e-mail, the Internet, or other means of communication, together referred to below as “the Facilities”.
- ii. You are trusted to use the Facilities in the course of the performance of your duties, and not to abuse them, for example by unacceptable personal use or improper use.
- iii. You must agree not to use any of the Facilities for illegal or unlawful purposes including, in particular, discrimination, harassment, or victimisation of any person on any grounds whatsoever. This applies to internal and external e-mail.
- iv. You must only access such information as you are authorised to access for the proper performance of your duties.
- v. You will only have the authority to commit the College to contracts or other obligations, by e-mail or the Internet, **if you have received written instructions** in advance to do so, in accordance with our normal procedures from time to time.
- vi. You should remember that when you communicate electronically you are taking up another person's time and it is your responsibility to ensure that the time the recipient spends reading your e-mail is not wasted. Although e-mails are a form of rapid communication, it is still important to pay attention to the quality of your writing, check your facts, and keep your correspondence simple. The normal rules on confidentiality apply to dealings with the Facilities.

You must indemnify us against any liability we incur as a result of your breach of these rules and this indemnity shall continue even after such time as your employment with us ends.

Please also see the E-mail and Internet policy contained in Section 3.7 of the Handbook.

3:10 GRIEVANCE PROCEDURE

1. PURPOSE & SCOPE

This procedure applies to all employees of Corpus Christi College and is designed to ensure that there is an effective means whereby an employee can seek to resolve a problem affecting his or her employment.

The procedure is designed to ensure that grievances may be resolved consistently, fairly and quickly, to the satisfaction of all parties concerned.

Issues that may cause grievances include:

- Terms and conditions of employment
- Health & Safety
- Work relations
- Bullying and harassment
- New working practices
- Working environment
- Organisational change
- Equal opportunities

All parties involved must ensure that the details of any grievance proceedings are kept strictly private and confidential.

2. PROCEDURE

If you have a grievance relating to your employment, you should in the first instance raise the matter with your immediate Supervisor/Manager who will try to resolve the issue in question. Most grievances should be resolved at this informal stage.

If you are not satisfied with the answer given at this informal stage, you should raise the matter in writing with a Senior Manager. You will be given the opportunity to discuss your grievance at a formal hearing which will be arranged within seven working days of your grievance being received and you will receive an answer within seven working days of the hearing.

If you wish to appeal against the decision given at this stage, you should raise the matter in writing with a Senior Manager giving full details of your appeal. A formal hearing will be arranged within seven working days of your appeal being received and you will receive an answer within seven days of the hearing.

You have the right to be accompanied by a fellow employee or trade union representative beyond the informal stage of the Grievance Procedure.

Employees who raise a grievance maliciously or vexatiously may be subject to disciplinary action if after investigation the grievance proves to be lacking in substance.

3.11 HEALTH AND SAFETY AT WORK AND HEALTH AND SAFETY WELFARE POLICY

i. We have a statutory duty under the Health and Safety at Work Act 1974 to provide a safe place of work and a healthy working environment for all of our Fellows, students, staff and visitors, and we are committed, so far as is reasonably practicable, to safeguard your physical and mental well-being through:

- The provision and maintenance of healthy and safe systems of work and working conditions;
- The provision and maintenance of safe premises, plant and equipment;
- The systematic identification of hazards;
- The provision of appropriate information, instruction, training and supervision in safe working methods and procedures;
- The provision of safe arrangements for the use, handling, storage, and transport of articles and substances;
- The provision of first-aid and appropriate occupational health advice;
- The establishment of appropriate arrangements for dealing with emergencies or situations of imminent danger to health and safety;
- The provision of safe means of access and egress at College premises, and appropriate security arrangements.

Our health and safety policy statement may be found on notice boards around the College.

ii. We do require you actively to contribute to the implementation of this College policy by:

- Taking reasonable care for the health and safety of yourself, colleagues, and others;
- Co-operating with the Bursar, Health and Safety Officer and Heads of Departments in any measures implemented to meet our statutory obligations designed to promote health and safety at work;
- Observing specific safety arrangements within your own Department: procedures applicable to your employment are displayed by notices in your Department and will include specific working practices, departmental regulations, if any, and all other instructions supplied by your Supervisors or the Health and Safety Officer;
- Participating in any organised programme of health and safety training identified.

iii. It is your responsibility to:

- Understand, support, and implement our College Health and Safety Policy;
- Make sure that you keep up to date with changes to health and safety rules as a result of new legislation by reading notices on notice boards, internal correspondence, leaflets and newsletters and by attending any training sessions we may organise;
- Set an example through your own safe behaviour through complying with appropriate safety warnings;
- Be conscious of the health, safety, and welfare of yourself, your colleagues, those in your care, Fellows, students, and visitors, and do nothing by act or omission which will adversely affect yourself or those others;
- Make yourself familiar with the fire procedures and emergency evacuation procedures as stated by notice in your Department and with any other such arrangements, and ensure that you follow them in case of an actual or suspected fire, and practice fire drills as directed;
- Check that any plant, machinery, tool, equipment, procedure or system being used is not defective and that it is suitable for the task to be undertaken, and if in any doubt let your Head of Department, or Supervisor if he/she is not available, know as soon as possible. Ensure that no one uses faulty equipment until it has been repaired or replaced;
- Accept that the safety devices and equipment, protective clothing and procedures provided, must be employed, as appropriate, to any hazards in the manner prescribed and you should not intentionally or recklessly interfere with or misuse any clothing or equipment provided by the College in the interests of health, safety and welfare;
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training you will have received, and the preventative measures defined for the use of such substances;
- Report to your Head of Department if inadequacies are identified in any safety procedures;
- Report any reportable diseases, ill-health, dangerous occurrences, and near misses in accordance with our prescribed procedures and notify any accidents or injury to staff at work to your Head of Department, or Supervisor if he or she is not available, and record the report in the Accident Book kept in the Porters' Lodge. First Aid equipment is kept in the Porter's Lodge and in other strategic places around the College, as stated in departmental notices from time to time. In the event of a serious accident, a doctor should be called from the surgery at 56 Trumpington Street (between the main College entrance and Bene't Street) and, if necessary, transport arranged to hospital. We have a number of trained First Aiders, detailed on departmental notices;
- Not act vexatiously or frivolously in raising health and safety issues, or in exercising your right of emergency evacuation of the College premises.

iv. Should you consider you are undertaking, or being asked to undertake, something for which you do not feel you are adequately trained, qualified, or equipped, you must draw this to the attention of your Head of Department, or Supervisor if he/she is not available, immediately.

v. It is important that you recognise that, should you fail to discharge the obligations placed on you by this policy or any relevant statutory provision, you may be liable to disciplinary action.

vi. You will not be victimised or dismissed for:

- Carrying out any health and safety activities for which you have been designated;
- Performing any functions either as acknowledged by the College or as a recognised representative or member of the Health and Safety Executive;
- Drawing attention to your reasonable concerns, about any health and safety matter;
- Vacating the work area or taking other appropriate action, in circumstances of serious and imminent danger.

- vii. Should hazards exist which pose an assessed risk or harm to pregnant employees, or those who have recently given birth, arrangements will be made to adapt working conditions and, where this is not possible, the individual will be offered suitable alternative employment or will be suspended on full pay until such time as it is safe for them to resume their normal duties.

3:12 HOURS OF WORK

- i. Your Contract of Employment contains provisions in respect of your hours of work.
- ii. Your normal working hours will be:
- On a flexible basis where core hours of work are specified;
 - Subject to seasonal variation if you work outdoors;
 - Subject to work rosters if you are a shift worker.
- iii. We will endeavour to balance your needs, health, and right to a personal life against our needs and requirements, and will try to ensure that on average:
- Your working time including overtime in each seven day period does not exceed 48 hours;
 - You have a break of at least 11 hours between finishing work on one day and starting work again on the next day.
 - You have at least one day off in each seven day period;
 - You have a rest break if you work over 6 hours a day;
 - When working nights, your normal hours of work do not exceed 8 hours in any 24 hour period;
- iv. Every member of the Catering and Domestic Staff (unless informed that they are exempt), is required to clock in and clock out upon arrival and departure. It is an offence to records another person's working time or allow someone else to record your time. Such action renders you liable to dismissal without notice.
- v. Part-time staff receive the same benefits as their full-time counterparts, at the very least pro rata to the hours that they work compared to those hours worked by full-time staff. The salary of a part-time worker is calculated pro rata to the salary of a full time worker undertaking work of a similar kind.

3:13 OVERTIME GUIDANCE

1. The purpose of the overtime guidance is to give clarification on overtime and to view each of the departments in a consistent manner. General Terms and Conditions for overtime are usually stated in each individual's contractual details. This document aims to provide details on general policy guidance. Your contract determines your working hours. Listed below is the overtime guidance.
2. Employees are expected where possible to co-operate when the need to work additional hours arises. In such circumstances and wherever possible, employees should be encouraged to work flexible hours and take time off in lieu (TOIL) rather than overtime.
3. Heads of Departments (HoDs) and Managers will from time to time be required to work overtime without additional payment or TOIL. If additional hours are excessive (ie 4 hours or more at one time) and in exceptional circumstances the HoD's Manager will approve TOIL but the HoD must have prior authorisation. TOIL cannot be accumulated hour by hour but only in half day or whole day blocks.

4. All other staff will be entitled to overtime and TOIL subject to departmental arrangements, HoDs' approval and provisions contained within their contracts of employment. Before overtime and TOIL is paid or taken this must have prior authorisation by the relevant departmental Head. No compensation will be made for overtime not authorised in advance.
5. TOIL should be taken as soon as practicably possible after it has been accrued. If TOIL accrued is not taken within 6 months will be considered lost and no monetary compensation will be offered. The maximum amount of accrued TOIL is 1 day per month and it cannot be carried across holiday years. Please note that overtime and TOIL are not pensionable.
6. When agreeing overtime and TOIL, HoDs must be mindful of the Working Time Regulations which state that an employee's weekly working time, including overtime, shall not exceed an average of 48 hours over a 17 week reference period. However, employees can choose to work beyond this limit.
7. The College should be mindful of times when it is not possible for employees to work additional contracted hours. Employees should feel that they have a choice about working extra hours. If there is an opportunity to work extra hours then it should be shared out between members of staff, if this is applicable.
8. Part-time employees will be paid at a standard rate until they exceed normal working hours of full time employees, at which point the regulations regarding overtime and TOIL described in sections 1.2 will come into force.
9. Overtime and TOIL Rates
Please refer to your contract of employment or speak to your HoD about these rates.

3:14 ATTENDING WORK DURING ADVERSE WEATHER AND OTHER EMERGENCY CONDITIONS

INTRODUCTION

Corpus recognises the need to safely maintain College operations during adverse weather and other emergency conditions, whilst properly discharging a duty of care to employees. This guideline is in accordance with an employee's contract of employment, that they are required to attend work in order to receive payment.

Only in exceptional circumstances will Corpus issue an instruction to staff regarding the need to close due to extreme conditions. In these circumstances full instructions will be provided as to how this time should be reflected and all staff will be made aware of these arrangements.

In all other circumstances, employees will be expected to attend work accordingly. This may mean, with management approval, at an alternative site.

The following is intended to provide guidance within which these circumstances can be dealt with effectively by Managers.

RESPONSIBILITIES OF THE EMPLOYEE:

1. It is the responsibility of the employee to make every effort to attend work.
2. In the event of unforeseen circumstances the employee will take all reasonable steps to report their inability to attend work as soon as is practicably possible to their Manager. (Note - existing timescales for reporting sickness absence should be used for this purpose).
3. Employees shall not unreasonably refuse to comply with temporary redeployment to another site or undertake other duties.

4. In the event of an employee not attending work, consideration will be given to treating any lost time as:
 - Lieu Time.
 - Flexi – Leave.
 - Annual Leave.
 - Unpaid Leave.
 - Making the employee absent without pay where no notification/explanation is received by their Manager.
5. An employee shall inform their Manager should they feel that their personal safety or security or that of others is at risk.

RESPONSIBILITIES OF THE MANAGER

1. In the event of unforeseen circumstances a Manager should ensure that adequate communications/reporting mechanisms are in place for staff to report their absence.
2. In such circumstances a Manager may consider a range of factors impacting upon an employee's ability to attend work. This may involve (not in a priority order):-
 - Distance travelled to work.
 - Prevailing weather conditions and their estimated duration.
 - An employee's regular mode of transport.
 - The safety of the employee.
 - Any physical impairment that may present a barrier to attendance at work.
 - The requirements of the College.
 - The ability for redeployment to another site with the provision of alternative duties.
 - The ability to use other communications and transport systems.
 - Any other factors pertaining at the time.
3. Where a Manager judges that an employee has presented themselves for work at their normal or alternative base after the usual starting time but due solely to adverse conditions, payment shall not be unreasonably withheld.

Equally, where a situation arises during employee work hours (including domestic and personal circumstances), Managers shall exercise their discretion to allow the employee to leave work or be redeployed to an alternative site accordingly.

3:15 MATERNITY

If you become pregnant whilst employed by the College you should inform your Manager in writing as soon as you have had the pregnancy confirmed. As soon as is practicable, but no later than the end of the 15th week before the Expected Week of Childbirth (EWC), you must also provide a certificate of expected childbirth (form MAT B1) or equivalent document signed by your doctor or registered midwife. You will be entitled to 52 weeks' Maternity Leave, which can commence at any time after the 11th week before the EWC.

You are required to notify the College in writing no later than the 15th week before the expected week of childbirth of the date on which you intend to start Maternity Leave. Should you wish to change the date you intend to start Maternity Leave you are required to give the College at least 28 days' notice of the revised date.

On receipt of your notification of the date you intend to commence Maternity Leave the College will acknowledge your notification within 28 days of receipt, advising you of the date on which you will be expected to return to work. Should you wish to change the date you intend to return from Maternity Leave, you are required to give the College at least 8 weeks' notice of the revised date.

Statutory Maternity Pay (SMP) is payable for a 39 week period from the commencement of your Maternity Leave. For the first 6 weeks, SMP is paid at 90% of your average weekly earnings, followed by a further 33 weeks at a rate set by the Government. To be eligible for SMP, you must have been employed for 26 weeks at the 15th week before the EWC and you must be earning more than the lower earnings limit for National Insurance contributions. If you do not qualify for SMP, you may be eligible for the State Maternity Allowance (SMA).

Ante-natal Appointments

You are entitled to paid time off to attend ante natal appointments and classes. Ante-natal care includes appointments with your GP, hospital clinics and relaxation classes. Wherever possible, appointments should be made at the start or end of your working day. You should give your Head of Department as much notice as possible of all appointments. You may be required to produce an appointment card to support all requests for time off.

Fathers and partners are entitled to unpaid time off to attend two ante-natal appointments.

Keeping in Touch Days

During your statutory maternity leave period you are entitled to complete up to ten 'keeping in touch' days without affecting your maternity leave or pay. In accordance with legislation, any work carried out on any day shall constitute a full day's work. This provision does not apply during the two week period commencing on and including the day on which childbirth occurs. Work means any work done under the contract of employment and may include training, attending meetings or any activity undertaken for the purposes of keeping in touch with the workplace but can only be taken with agreement between you and the College. It should be noted that there is no obligation on either side to make use of these days.

3.16 PATERNITY LEAVE

Employees who are the natural or adoptive fathers of a child born or placed with them for adoption will have the right to take up to **two weeks' paid** Paternity Leave. To qualify for Paternity Leave, an employee must have been continuously employed for 26 weeks in the 15th week before the baby's expected week of birth. They must also self-certify their wish to take Paternity Leave during or before the 15th week or as soon as is reasonably practicable using Form SC3, which is available from your Manager. This advises the employer when the baby is due, when you would like to take leave, and for how long.

Employees can change their mind about when they start leave and for how long, but they must give the College 28 days' notice, or as much notice as is reasonably practicable of such a change. You must be employed by the College up to the birth of the child and leave cannot begin until the baby is born. Paternity Leave is for **one or two consecutive weeks** and cannot be taken in odd days. **Leave should be taken within 8 weeks from the start of the expected week of childbirth or the baby's actual birth.**

Statutory Paternity Pay (SPP) starts on the same day as Paternity Leave and is paid for a maximum of two weeks. The rate paid is either 90% of the employee's average weekly earnings or the rate fixed by the Government, whichever is the lower figure. To be eligible for Paternity Pay the employee's average weekly earnings must be at least equal to the lower earnings limit for National Insurance contributions.

NB. Once an employee starts Shared Parental Leave (see more details below) they will lose any untaken paternity leave entitlement.

Ante-natal Appointments

Employees who have a "qualifying relationship" with a pregnant woman or her expected child are entitled to take unpaid time off during their working hours to accompany a woman to an antenatal appointment.

The statutory right to time off is limited to no more than two appointments lasting no more than six and a half hours each.

3.17 SHARED PARENTAL LEAVE (Effective from 5 April 2015)

Shared parental leave (SPL) is a form of leave available to working parents following the birth of a child. **It applies in respect of children who are expected to be born on or after 5 April 2015.** It must be taken between the baby's birth and the first birthday (or within 1 year of adoption). The maximum amount of leave that can be shared between the parents is **50 weeks** and they may be able to take this leave at the same time or at different times. The maximum amount of Shared Parental Pay (ShPP) is for **37 weeks**.

If you are the mother you cannot start SPL and ShPP until after the compulsory maternity leave period, which lasts until **two weeks after birth or four weeks for factory workers** as this is for the protection of your health and safety and only when you have notified the College to end your entitlement to maternity leave early (a curtailment notice).

If you are the child's father or the mother's partner, you may consider using your two weeks' paternity leave before taking SPL. **Once you start SPL you will lose any untaken paternity leave entitlement.** SPL entitlement is additional to their paternity leave entitlement.

Shared Parental Leave in Touch Days (SPLIT days)

During your SPL you are entitled to complete up to twenty 'Shared Parental Leave In Touch' days (SPLIT) days without affecting your SPL or Shared Parental pay (ShPP). This is in addition to any KIT days that an employee may have taken during maternity leave. Work means any work done under the contract of employment and may include training, attending meetings or any activity undertaken for the purposes of keeping in touch with the workplace but can only be taken with agreement between you and the College. It should be noted that there is no obligation on either side to make use of these days.

See Appendix 4:18 for the full Shared Parental Leave policy.

3.18 PARENTAL LEAVE

Entitlement to Parental Leave is based on two factors. Firstly, an employee must have been continuously employed for one year at the time of commencing the leave, and secondly, they must be expected to have responsibility for the child.

The Parental Leave entitlement is subject to a maximum of 18 weeks' unpaid leave for each child.

Employees can choose to take Parental Leave at any time up until the child's eighteenth birthday.

Parental Leave must be taken in blocks or multiples of **one week**, except where the employee is a parent of a disabled child, when they can take the leave in blocks or multiples of one day. In all of these cases the Parental Leave is for a maximum of **four weeks** for each child in any one year. Any leave taken which is less than one week, except in the case of a disabled child, will count as one week.

Employees must give at least 21 days' notice of their intention to take Parental Leave. The request for Parental Leave, except for leave immediately after the child is born or placed with the family for adoption, can be postponed for up to six months where the College believes the business would be particularly disrupted, if the leave was taken at the time requested by the employee.

3:19 TIME OFF FOR DEPENDANTS PROVISIONS

An employee has the right to take a reasonable amount of time off (unpaid) to deal with emergencies involving a 'dependant' which includes the employee's spouse, child and parents or a person who lives with them in the same household other than an employee, lodger or boarder. Beyond this, a dependant is also anyone who reasonably relies on the employee for assistance in the event of illness, injury, assault or the provision of care in the event of injury or illness or relies on the employee to make arrangements for the provision of care.

An emergency could include one of the following reasons:

- Where a dependant falls ill, gives birth or is injured or assaulted.
- To organise arrangement of care for a dependant who is ill or has been injured.
- Arrangement in consequence of the death of a dependant.
- Unexpected disruption or cessation in the care of a dependant.
- Unexpected incident at an educational establishment involving a dependant.

To be able to enforce this right, an employee must tell the employer the reason for this absence as soon as is reasonably practicable and, where possible, how long the absence is likely to last.

Failure to properly inform you Head of Department, or the Bursar, could lead to disciplinary action under the College's disciplinary procedure for absence without leave, or taking leave when not entitled.

Please also see the Compassionate Leave provisions found in section 4.1 of the Appendices.

3:20 FLEXIBLE WORKING

From 30 June 2014 the right to request flexible working has been extended to all employees. The process will have to be completed within a 3 month period (including any appeal) unless both parties agree otherwise.

In order to make a statutory flexible working request you must:

- be an employee
- have worked for a continuous period of at least 26 weeks at the date the application is made
- not have made another application to work flexibly under the statutory right during the previous 12 months.

You should make an application in writing and can only make one application per year. This can be done using a Flexible Working Application Form which can be obtained from your Manager or from HR and you should allow sufficient time between the date of the application and the date you expect the flexible working arrangement to start.

The written request must come from you and must specify the Flexible Working arrangements being requested, the proposed commencement date, what effect, if any the request will have on the College and how that might be dealt with and the date of your last application (if any).

On receipt of the application the process needs to be completed within a 3 month period. A meeting will be arranged with you to discuss the desired work pattern in depth and to provide an opportunity to consider other alternative working patterns, should there be a problem in accommodating the original request. Following the meeting, the College will write to you, either agreeing to a new work pattern and start date or rejecting the request and providing an explanation as to why the application cannot be accepted.

If you wish to appeal against the decision, you should appeal within 14 days of the written notification following which an appeal meeting will take place within 14 days of the appeal being received. The outcome of the appeal will be notified to the employee within 14 days of the appeal meeting.

You have the right to be accompanied at all the above meetings.

3:21 NIGHT WORKERS

- i. A night worker is a worker who normally works at least three hours of his or her daily working hours between 11.00 p.m. and 6.00 a.m.
- ii. You are entitled to have a free health assessment, before you start working at night, and will have the opportunity to be reassessed every two years thereafter whilst you continue to work at night. If you would like to have a health assessment, you should inform your Head of Department. The assessment will be carried out by a registered general medical practitioner of our choice and we shall be entitled to see a copy of the assessments in order to establish whether you are suited to working at night and to try to avoid, or limit, health problems caused or worsened by night working. If you suffer from a health problem recognised as being connected to your working at night, we shall, where practicable, and as soon as possible, transfer you to a suitable day job.

3:22 PUBLIC INTEREST DISCLOSURE ACT 1998

INTRODUCTION

Trust and integrity are vital to the College. However, we recognise that misconduct and malpractice can occur from time to time.

This policy and procedure allows members of staff to express their concerns about any such misconduct or malpractice without fear of reprisal. We want to hear those concerns and to be able to deal with them by following a procedure to investigate situations. We believe that this will encourage a culture of openness within the College and that all members of staff will be able to act responsibly in order to uphold the reputation of the College.

MALPRACTICE/BAD PRACTICE

We want you to speak-up/raise concerns about any actual or planned wrongdoing or malpractice. This is called making a disclosure. In particular, we want to hear about:

- Fraud or financial irregularity
- Corruption, bribery or blackmail
- Criminal offences
- Failure to comply with a legal or regulatory obligation
- Miscarriage of justice
- Endangering the health or safety of any individual
- Endangering the environment
- Concealment of any of the above

If you want to raise a concern about any of the above, please use the procedure set out below.

Please note that there are existing procedures to enable you to raise grievances concerning your own employment.

HOW TO RAISE A CONCERN

If you have a concern, please act promptly. The sooner it is raised, the sooner it can be dealt with.

You should contact one of the designated members of staff who have been specially trained to deal with disclosures of malpractice. They are called designated officers and are Heads of Department and the HR Manager.

If you can, please raise your concern in writing. However, if you cannot do so, then any disclosure can be made orally. Please provide as much supporting evidence as possible.

You will be offered an interview in which your concern(s) will be discussed. If you wish, a work colleague may accompany you at that interview.

WHAT THE COLLEGE WILL DO

After the concern has been raised, the designated officer will consider what steps should be taken next. Such steps can include one or more of the following:

- reporting the matter to the police
- an internal investigation by the College and/or by external investigators appointed by the College
- reporting the matter to the appropriate public authority
- that there be no further action.

Once a decision has been made as to what step(s) need to be taken, you will be informed accordingly. If no further steps are proposed, you will be given reasons for this in writing.

Your identity will be kept confidential as far as is practicable throughout this procedure. However, you will, of course, appreciate that in some circumstances it may be possible for others to deduce your identity from the action taken by the College to investigate, or to remedy, the wrongdoing.

EXTERNAL DISCLOSURE

If you are not satisfied with the decision of the designated officer and any further step(s) (if any) taken or their outcome, then you may raise your concern **on a confidential basis** with the police, a member of parliament or an appropriate public authority. Before taking any such action, you should first inform the designated officer.

SAFEGUARDS

The College will not (and will use reasonable endeavours to ensure that its employees do not) subject you to any detriment as a result of your disclosure. Any such treatment should be immediately reported to a designated officer or, if that is not possible, to the Bursar.

You will not be subjected to any disciplinary action as a result of making a disclosure in good faith in accordance with this procedure. However, if the College believes that the disclosure has been made maliciously or vexatiously, or where an external disclosure is made when not “protected” by the provisions of the Public Interest Disclosure Act 1998, then the College may bring disciplinary action.

3:23 REDUNDANCY POLICY

i. A redundancy situation will arise where:

“The employer has ceased, or intends to cease, to carry on business for the purposes of which the employee was employed by him, or has ceased or intends to cease to carry on that business in the place where the employee was so employed; or the requirements of that business for employees to carry out work of a particular kind or for the employees to carry out work of a particular kind at the place where they were so employed, have ceased or diminished or are expected to cease or diminish”. (*Section 139 (1) Employment Rights Act 1996*)

ii. We will seek to avoid compulsory redundancies as far as is consistent with maintaining operational efficiency by means of:

- Placing restrictions on recruitment
- Making reductions in overtime
- Restricting temporary contracts
- Inviting volunteers for redundancy

- iii. Should compulsory redundancy prove unavoidable, we will:
- Follow a fair and objective selection process
 - Consult fully and consider any alternative positions which may be available
 - Treat individual employees who are to be made redundant with consideration and respect
 - Grant reasonable paid time off during normal working hours to employees who have been given notice of redundancy to look for new employment, and to make arrangements for training for future employment.
- iv. In the event of redundancy, whether voluntary or compulsory, redundancy pay will be calculated in accordance with the latest statutory rules. Statutory redundancy payments are not normally taxable.
- v. Employees with less than two years' continuous service at the date when notice of dismissal expires will have no entitlement to a redundancy payment.
- vi. We will make every effort to offer suitable alternative employment where possible. We may at our discretion, and for a specified period of time, offer personal protection of basic salary, at the employee's current grade, if they transfer to an alternative post with reasonably comparable duties.
- vii. Should an offer of alternative employment be made and accepted, this will usually commence immediately, or at a date to be agreed. The employee will be entitled to a trial period in the new position of four weeks or longer by agreement. If during the trial period, either the College or the employee decides to terminate the new position because it proves not to be suitable then the employee will be regarded as having been made redundant from the former position and will accordingly receive a redundancy payment.
- viii. If an employee unreasonably refuses an offer of alternative employment, then the entitlement to a redundancy payment may be withheld.

3:24 RETIREMENT AGE

There is no College retirement age for male and female employees. If you wish to discuss retirement please contact your Manager or HR Manager to arrange an informal meeting.

3:25 SMOKING, ALCOHOL AND DRUGS

SMOKING

The College has a duty to ensure, as far as practicable, the health and safety and welfare of its employees. The College is of the view that to allow smoking on its premises is inconsistent with this duty. Employees who smoke endanger both themselves and others who do not smoke by passive smoking. Smoking also has an effect on the College's business as it increases absenteeism on the grounds of ill health, increases the potential of a fire on the College's property and increases maintenance and cleaning costs.

Accordingly, employees are strongly requested not to smoke in Old or New Court and are not permitted to smoke in any College buildings, with the exception of designated smoking areas.

Any member of staff who wishes to break the smoking habit will be encouraged to do so and will be offered advice and assistance by the College.

ALCOHOL AND DRUGS

Unless agreed by the Bursar, you must NOT consume or be under the influence of alcohol or drugs (apart from those administered for medicinal purposes) whilst at work. Any breach of this provision will be treated as a serious disciplinary matter.

3:26 STAFF VACANCIES

Please refer to the 'Introduction Scheme policy' in the Appendices and the College Intranet site and notice boards for vacancies.

3:27 TELEPHONES

- i. You must not abuse the fact that you have access to our telephones. For example, you must not use our telephones for excessive or unnecessary personal calls.
- ii. If we provide you with a mobile phone for use on our business, we shall pay the line rental, business call charges, and VAT.
- iii. You will agree to take proper care of the mobile phone and shall not leave it unattended, for example in a vehicle, and shall not leave it in the possession of an unauthorised person or allow them to use it. If required, the mobile phone must be logged in and out in accordance with our normal procedures.
- iv. No mobile phone used by you in relation to our business should be used unlawfully or illegally. In particular, it should not be used when driving, or for purposes of, or related to, discrimination, victimisation, or harassment, in any circumstances whatsoever.
- v. On receiving a College mobile phone you will be given a 'College mobile phone policy and you need to sign to confirm you have read and understood the contents of the policy.

3:28 USE OF VEHICLES

- i. In the event that you are required to travel on authorised business on behalf of the College and to use your own vehicle or one of our vehicles, you must:
 - hold a full, current and valid driving licence and provide it to us on demand from time to time. A copy of your current driving licence will be held in your personnel file;
 - only travel on our business if your vehicle is in a safe and roadworthy condition, covered by an MOT certificate, if appropriate, and a road fund licence, and be willing to produce them to us on demand;
 - drive the vehicle carefully and lawfully; and
 - report any accident or incident involving the vehicle when used on business, regardless of fault, to your Head of Department without delay.
- ii. If you do use your vehicle for our business, your insurance policy must specify that you are covered for business travel and we may, by arrangement, pay for that part of your insurance if an additional charge is levied. Please provide a copy of the insurance policy to the HR Manager to copy and check that business use is covered.
- iii. If you use one of our vehicles, you must:
 - use it only on our business and in compliance with any procedures that we notify you of from time to time;
 - have permission to use it;
 - comply with the terms of our insurance cover; and
 - report any fault with the vehicle as soon as possible to the Works' Supervisor or your Head of Department.

- iv. You must provide us in writing with details of the business mileage you have undertaken on our behalf, together with copy receipts for any petrol or diesel purchased. Provided we have authorised your use of our vehicle for the purpose in question, we will reimburse any expenses which you have reasonably incurred as a result. Where you have been authorised to use your own vehicle, your mileage for the journey in question will be reimbursed at the current mileage rate in force.
- v. You will be liable for any penalties which incur as a result of:
 - your driving a vehicle on our business unlawfully or without a driving licence, or (if you are driving our vehicle) breaching the terms of our insurance;
 - your driving a vehicle (which is not our vehicle) on our business and not being insured, or not having an MOT certificate, or not having a road fund licence; and this indemnity shall continue even after such time as your employment with us ends.
- vi. When driving a College vehicle or your own vehicle on College business, you must not make or receive calls on a hand-held mobile phone. This applies to both College and personal mobile phones. Should you be caught using a hand-held mobile phone, you will be liable for the payment of any fine imposed on you and you will also be liable to disciplinary action.

3:29 VISUAL DISPLAY UNITS

- i. If you use a visual display unit or computer screen (VDU) and normally use a VDU for a significant part of your average working day, you will be given a copy of the University's VDU guidelines as part of your induction. A risk assessment of your workstation will be carried out soon after you join the College, and will be reviewed annually. You must advise your Head of Department or the HR Manager as soon as possible of any problems you experience in using the VDU in respect of:
 - clarity of image, flickering, brightness, and contrast
 - glare and reflections
 - swivel and tilt of screen
 - comfort of keyboard
 - comfort of work station
 - comfort of seating arrangement
 - aches, pains, and vision problems

3:30 HEALTH PLAN

A cash-back Health Plan with Simply Health has been set up from 1 November 2012. This benefit enables staff to receive cash back on some of their health costs, which include dental and optical costs, physiotherapy, chiropractic and health screening. The plan is flexible and the College pays for Level One individual cover; each employee can pay for enhanced cover and also cover for their families. Employees are able to join on 1 October or 1 April each year. This benefit supersedes the previous benefit offered to staff to claim back money for eye tests and glasses. For more information please contact your HR Manager.

Please note that if an employee has chosen not to join the Health Plan and they undertake a high percentage of VDU work, the College will contribute a total of £50 towards an eye test and spectacles or contact lenses, should they be required. This is paid after successful completion of their probationary period and only on presentation of a receipt and copy of the relevant prescription. Further information can be obtained from the HR Manager.

3:31 CHILD AND VULNERABLE ADULT PROTECTION POLICY AND PROCEDURES

Policy

- i. Although Corpus Christi College is not a children's charity, the College aims to take all reasonable steps in relation to the safety and welfare of children and vulnerable adults who attend the College. The College encounters children and vulnerable adults through its teaching and research activities as well as through its outreach programmes.
- ii. This policy aims to ensure that children and vulnerable adults will be safe from harm while in contact with College members and staff, whether acting in a paid or unpaid capacity.
- iii. Children are those under 18 years of age. Many circumstances can serve to indicate that an adult may be vulnerable. Without derogating from that general proposition, the Charity Commission recommends that regard should be had to the following factors in determining whether an adult might be vulnerable:
 - physical or mental illness, or mental disorder
 - the adult's addiction to alcohol or drugs
 - reduced physical or mental capacity
 - substantial learning or physical disability
- iv. The College does not normally organise or sponsor high-risk activities. If, however, children or vulnerable adults might be exposed to high-risk activities, the College will undertake a thorough risk assessment and the written consent of parents or guardians will be sought.
- v. College members and employees who frequently come into contact (more than once per month) with children or vulnerable adults within the College, will have undergone the enhanced disclosure of the Disclosure and Barring Service (DBS) checks.

Procedure

College Staff coming into contact with Children through their work should:

- i. Report through the appropriate channels any concerns or suspicions about individuals or practices regarding child abuse. The Child Protection Officer is Helen Vincent, the HR Manager and is the person College members and staff should approach in the first instance. Employees should also report any concerns or suspicions to their Line Manager. Employee contact details are available from the Bursary, 01223 338044.
- ii. Keep up to date with child protection issues and adhere to best practice at all times.

Code of Practice

- i. All College members and staff, whether acting in a paid or unpaid capacity, should observe the following principles when dealing with children or vulnerable adults:
 - It is desirable that, so far as possible, work should be planned so as to avoid or minimise the length of time that a College member, or a member of staff, spends with a child or vulnerable adult, in a one to one situation. Where such a situation is unavoidable, the door to the room should ideally be left open for the duration of the meeting.
 - Avoid unnecessary physical contact.
 - Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted

- ii. If a child/vulnerable adult discloses abuse to employees or volunteers, they should:
 - Listen carefully to the child/vulnerable adult.
 - Stay calm.
 - Be reassuring and not make immediate decisions or condemn anyone.
 - Not make promises about the situation that they may not be able to keep.
 - Inform the child/vulnerable adult that the abuse is not their fault.
 - Make sure that the child/vulnerable adult understands that the abuse cannot be kept a secret and the appropriate people must be told.
 - Not contact the abuser.

- iii. The employee concerned must then:-
 - Inform the College Child Protection Officer. This is Helen Vincent, HR Manager.
 - The Child Protection Officer will take responsibility for notifying the Police or Social Services.
 - Employees must be sure to let their Line Manager know as soon as possible (even using their home number if the disclosure is after hours).
 - Employees and volunteers must ensure that they keep notes on all conversations held between them and the child/vulnerable adult and the organisations involved, (i.e. Social Services etc).

Definition of Abuse

Child abuse can be defined in six different categories. Few abused children fit neatly into one or other category. The broad categories are:

- | | | | |
|---|-----------------|---|-----------------|
| • | NEGLECT | • | PHYSICAL ABUSE |
| • | SEXUAL ABUSE | • | EMOTIONAL ABUSE |
| • | ORGANISED ABUSE | • | MULTIPLE ABUSE |

It is essential for employees to provide a written report on the alleged child abuse. The report should include:

- The date and time the disclosure was made.
- The name and address of the alleged perpetrator.
- Details of what was said, using as much as possible, the words used by the child/vulnerable adult making the disclosure.
- Details of what action was taken as a direct result of the disclosure being made.
- A signature and the date.

Employees should be prepared to give continued support to the child/vulnerable adult and her/his family after the disclosure is made if this is requested. Also they should be prepared to present and/or answer questions on the disclosure report at any investigation and/or hearing conducted as a result of the report.

The designated Child Protection Officer for Corpus Christi College is:-

**Helen Vincent, HR Manager, Corpus Christi College, CB2 1RH
Tel: 01223 338044.**

SECTION 4:

APPENDICIES - POLICIES

4:1 ANNUAL LEAVE RECORDS – POLICY AND PROCEDURES

1. PURPOSE

To specify the benefits regarding Public and Bank Holidays recognised by the College and annual holiday entitlement (both statutory and contractual) together with the associated procedures, payments and conditions.

2. SCOPE

All employees of the College, whether established or temporary.

All persons referred to within the scope of this policy are required to adhere to its terms and conditions. They must understand that this policy is also incorporated into their contract of employment.

3. POLICY

It is the College's policy that apart from their legal right to do so, all employees should be provided with a minimum period of leisure time each year. Managers should endeavour to ensure that their workload does not prevent this, and also that the needs of the College are taken into account and manning levels maintained at acceptable levels throughout the year and during busy periods.

4. HOLIDAY YEAR

The College's annual leave year runs from 1 July to 30 June. Contracts of employment will state paid holiday entitlement..

5. ENTITLEMENT

All staff will be entitled to an annual holiday; holidays start to accrue from the first day of employment. Employees are entitled to 26 days leave per year excluding Bank/Public holidays; this is on a pro-rata basis for part-time employees, dependant upon the number of hours and days per week that the employee works.

Where employees join the College part way through a holiday year, their entitlement to annual leave will be calculated in proportion to the amount of time remaining in the holiday year calculated at the rate of one-twelfth of the annual holiday for each calendar month employed within the holiday year, with fractions of days rounded up to the nearest half or whole day.

For employees on fixed term contracts, holiday is calculated in the same manner as above but for the fixed period i.e. a fixed term employee's holiday leave record will state their entitlement for the duration of their fixed term, regardless of when the holiday year begins and ends.

Holidays must be taken at times approved by the relevant Head of Department, and which suit the workload of the department. In some departments, you may be expected to take up to 5 working day's holiday at Christmas. You will be notified of the arrangements for Christmas leave by your Head of Department in September. The College may specify the dates on which 12 days of your entitlement must be taken in any given holiday year. Reasonable notification of any such dates will be given to you in writing.

6. ADDITIONAL LEAVE

Entitlement to leave will increase by two days per annum upon completion of ten years' service. Entitlement will then increase by one additional day per annum upon completion of fifteen years' service. Entitlement will further increase by two additional days per annum upon completion of twenty-five years' service. For example:

Years of Service	Days Holiday
1-9	26
10-14	28
15-24	29
25 and over	31

7. CARRYING FORWARD LEAVE

Unused holiday entitlement cannot be carried over into the next holiday year without the written permission of the employee's Head of Department. If the leave exceeds 5 days then written authorisation is required from the Bursar prior to the next holiday year and will only be granted in exceptional circumstances. The Head of Department will make this request this via the HR Manager. If consent is given the new leave record will state what leave has been authorised to be carried forward. The statutory holiday entitlement cannot be carried forward.

All leave carried forward must be taken in the first three months of the new holiday year.

BANK/PUBLIC HOLIDAYS

Good Friday
Easter Monday
May Day
Spring Bank Holiday
August Bank Holiday
Christmas Day
Boxing Day
New Year's Day

8. RELIGIOUS HOLIDAYS

Employees who wish to observe religious holidays that do not coincide with public holidays in England and Wales are required to use their normal annual holiday entitlement or take unpaid leave. Every effort will be made to accommodate such requests.

9. PROCEDURE

Annual leave records are issued by the Heads of Departments and College Officers/Fellows with responsibility for Staff.

Within a department it is the responsibility of the Head of Department to ensure that these forms are kept safe, that the procedures are clearly explained to and fully understood by all members of their department, and that all leave is recorded in the appropriate manner. It is the responsibility of the Head of Department to ensure that all annual leave suits the workload of the department and that adequate departmental and management cover is organised within the College. All Heads of Department must seek their leave via the Bursar unless they report directly to the Bursar. All Heads of Department are required to keep the Bursar fully informed regarding manning levels within their department on a monthly basis, in advance.

10. OBTAINING APPROVAL

All annual holiday must receive management approval before being taken. Employees wishing to gain approval should follow the procedure below:

All requests for annual holiday should be made in writing on the Holiday Request Form available from your Head of Department at the earliest opportunity. Additional Holiday request forms are available from the HR Manager and on the Intranet.

The Head of Department will consider the application for leave and then sign the request form stating whether or not the leave is authorised. The Head of Department will notify the employee of the outcome of his or her decision within two working days. All completed holiday request forms must be attached to the employees leave record.

You are required to give at least four weeks' notice of holiday of one week or more and one weeks' notice for shorter holidays. You may not be absent from work on holiday for more than 10 working days at a time, unless otherwise agreed by your Head of Department.

The College reserves the right to refuse leave, or to postpone it, by notifying the employee within two working days of the holiday request being made.

Employees should not commit themselves to any holiday plans until they have seen the signed authorised holiday request form. No responsibility will be taken for any holiday deposit paid or other losses incurred as a result of the failure to comply with this aspect of the procedure.

In event of an employee disputing their Manager's decision, the College's formal grievance procedure should be used.

11. PAYMENT

Particular arrangements for overtime/time off in lieu are contained in the contract of employment or may be notified to you separately.

On the termination of your employment, where you have taken more or less than your accrued holiday entitlement then an adjustment based on your normal rate of pay will be made from your final pay. The adjustment will be either by way of deduction if you have taken more than your entitlement or by way of additional payment where you have taken less than your entitlement.

12. ILLNESS DURING HOLIDAY

Employees who are ill during a period of annual leave may be entitled to treat the days of sickness as days of sickness absence and count them against sick pay entitlement. However, they must satisfy the College that the illness was genuine and must provide a doctor's medical certificate, regardless of the length of the sickness. Days of annual holiday lost through sickness may be taken again at a later date at the convenience of the College.

13. LATE RETURN FROM HOLIDAY

If, for any reason employees know that they will be late returning from holiday they must contact the College and notify their late return as soon as possible. Failure to do so will render the employee liable to disciplinary action for unauthorised absence.

14. ATTENDANCE POLICY

100% ATTENDANCE POLICY

In order to reward staff who achieve 100% attendance for a complete holiday year (July 1 through to June 30) they will be rewarded with an additional day's annual leave at the beginning of the following holiday year.

Absence that has been certified by a doctor will count towards 100% attendance.

To qualify for this benefit staff must have been in continuous employment with the College for the 12 months period prior to the new annual leave year.

15. MATERNITY LEAVE

As detailed in the College's Maternity and Parental Leave Policies, holiday will continue to accrue during the total period of absence. Employees whose maternity leave period spans the end of the holiday year or who take parental leave towards the end of the holiday year must make every effort to take their accrued holiday before beginning such leave.

16. UNPAID LEAVE AND COMPASSIONATE LEAVE

In exceptional circumstances, your Head of Department may agree to your taking unpaid leave, or grant paid compassionate leave up to a maximum of 5 working days. Such leave is subject to the needs of your department and must be recommended by your Head of Department to the Bursar for approval in advance, wherever practicable.

Unpaid leave can be granted infrequently. Before applying for approval, the Head of Department must be sure that the work of other members of staff will not suffer and that no undue burden will fall upon other members of staff who have to cover your work in your absence. There is no appeal against the decision, once it has been agreed between the Bursar and your Head of Department.

Paid compassionate leave is normally only granted in special circumstances, for instance when a close relative, e.g. child, parent, spouse, is very seriously ill or in a very urgent need of help through unforeseen circumstances. The number of days given as to be very limited, but if a longer period of leave is required you may be allowed to take part of it as paid annual leave, and part of it as unpaid leave.

17. MISCELLANEOUS

In certain circumstances you may be required to take unused holiday during your notice period.

Where an employee has exhausted their leave entitlement and requires additional time off work, leave should not be taken from the next annual leave year. Any additional time off must be unpaid and agreed beforehand by the Head of Department.

4:2 IMPACT BONUS AWARD SCHEME

1. PURPOSE

The College considers it very important that Managers are able to recommend a member of their staff for a monetary bonus in recognition of excellence in work and/or behaviour thus assisting the College in achieving its strategic and operational goals.

Managers are encouraged to utilise the Impact Bonus Award Scheme fully, but also to recognise that excessive use would reduce its impact and usefulness.

Bonuses should **only** be recommended for employees in recognition of performance above and beyond the normal requirements of their role. They can also be awarded to employees for suggestions of improvement or cost savings to the College, which are considered, implemented and are successful. It is intended that this scheme will enable immediate recognition to employees for their exceptional achievements.

2. AMOUNT AND FREQUENCY OF AWARDS

It is not possible to give precise guidance on the number and size of bonuses that may be appropriate. It is the responsibility of Managers to control the quantity of bonuses recommended and the bonus amount awarded. As a result of the nature of the scheme it is expected that only a small proportion of the workforce would be affected by this scheme in any one year. The amount of bonus awarded will depend on the level of achievement of the employee and the impact that their achievement has made.

3. APPROVALS & ADMINISTRATION

3.1 Nominations for awards must be made on the Impact Bonus Award Form which can be obtained from the HR Manager. The recommendation and form must be completed by a Head of Department. Fellows/College Officers with responsibility for staff may make a nomination via the Bursar.

3.2 Managers (as defined in 1 above) may initiate a cross departmental award for employees who work outside of their own areas of responsibility. Approval is required by the Head of both the initiator's and recipient's departments. It is very important that the recipient's Head of Department considers the award appropriate and fully supports the timing and amount of any such bonus.

The form must contain:

- The individual's achievements.
- Impact of their achievement.
- How measured (timeliness of completion etc).
- Bonus amount recommendation

3.3 All nominations and recommendations will be considered by the Bursar and Treasurer. The initiator and/or Head of Department may be required to attend a meeting to discuss the nomination further.

Important Note: Bonus nominations must NOT be discussed with employees until full approval has been obtained. If expectations are raised and approval is not forthcoming it will only bring the scheme into disrepute and result in the opposite outcome to that which we are trying to achieve.

- 3.4** Employees who have a live formal disciplinary warning on file will not be eligible for nomination.
- 3.5** After final approval of the bonus award and amount, copies of the form are to be distributed to the Finance Office (to action payment), and HR Manager (for personnel file and monitoring of the scheme) and the Head of Department (to arrange the presentation of the award, if appropriate and desirable).
- 3.6** The Finance Office will check that the necessary approval requirements have been met and will process the bonus payment through the next available payroll run. Payments will be subject to normal Income Tax and National Insurance deductions, but will not be pensionable.

4. PRESENTATION OF AWARDS

The Head of Department will be informed if the award has been approved and of the bonus amount to be awarded.

The Head of Department should then make arrangements for the employee to be given the award and they should be made aware of the specific reasons for it and the effect that their contribution has had on the Department/College. They should understand that the College appreciates and encourages such performance.

To convey this message an appropriate letter should be issued to the employee and the Head of Department should liaise with the HR Manager in order to organise this. It should be understood by the employee and the Head of Department that details regarding bonus payments are strictly confidential.

5. REVIEW

The scheme will be reviewed from time to time. Adjustments may be made to reflect changing circumstances and payments made are entirely at the discretion of the College's management.

IMPACT BONUS AWARD FORM

AWARDED TO:

ACHIEVEMENT

BONUS AMOUNT RECOMMENDATION: _____

Approval Signature

Approval Signature

Approval Signature

Name Printed

Name Printed

Name Printed

4:3 SUPPORTING YOUR ATTENDANCE

1. WHAT IF I CAN'T COME TO WORK?

Follow these simple steps:

- As soon as you know you cannot come to work, telephone your Manager. The rules are as follows:

Catering: If starting work before 9.00am, ring the Catering Office as soon as you know that you will not be able to start your shift. If you start work after 9.00am, ring your Supervisor or Head of Department at 9.00am.

All other staff: Contact your Manager within 1 hour of your normal start time. If you are unable to contact your Manager, please leave a message with the Porters' Lodge.

- The number to ring is 01223 338000 and ask to speak to your Manager.
- If you are unable to speak to your Manager, leave a message and contact phone number with the duty Porter, who will log your call and inform your Manager. Your Manager will return your call to discuss your absence.
- You must make the call personally unless exceptional circumstances prevent you from doing so.
- Explain that you cannot come to work and advise your Manager of your likely duration of absence and return date.
- Thereafter you must regularly keep your Manager up to date on your progress.
- When you are able to come back to work, telephone your Manager the day before your next shift.
- On your return to work, find your Manager as soon as possible to confirm that you are fit to work. You need to highlight any adjustments that may be needed to enable you to return to work e.g. avoidance of heavy lifting etc.

It is important that you follow these simple steps. It will be considered unacceptable if you do not and this may lead to further investigation and disciplinary action.

- If you do not tell us you are not coming to work we will contact you after one day.
- If you continually do not tell us you are not coming to work, the matter will be dealt with through the disciplinary procedure.

2. WHEN DO I NEED TO PROVIDE A DOCTOR'S FIT NOTE?

- If you are absent due to sickness or injury for one day or more up to seven consecutive days, immediately you return to work you must obtain and complete a sickness self-certification form, available from your Head of Department or the HR Manager. The completed form must be submitted to your Head of Department, and copies will be sent to the HR Manager.

- If you are absent for more than seven consecutive days (including Saturdays and Sundays) due to illness or injury you must obtain a doctor's Fit Note and give or send it immediately to your Head of Department. On receipt of a Fit Note, if it states that you may be fit to work we will discuss with you the options available. The College however reserves the right not to allow you to return if suitable work cannot be identified. A self-certification form does not need to be completed when a Fit Note is provided.

3. WHAT HAPPENS WHEN I RETURN TO WORK?

On arrival back at work you must find your Manager, to confirm that you are fit to return to work.

- You must complete a self-certification form, if appropriate
- Your Manager will arrange for you to have a Return to Work Interview as soon as possible.

During your Return to Work Interview your Head of Department/Line Manager will discuss with you:

- Your fitness to return to work.
- Your reason for absence.
- Your overall absence record and any trends.
- Any underlying health issues.
- Any communications relevant to your job that you may have missed.
- If your absence is considered to be of an unacceptable level (taking into account necessary hospital treatment and appointments), you will be asked to attend an Attendance Review Meeting.

For each period of absence, whether for illness or domestic reasons, you will need to have a Return to Work Interview.

4. WHAT IF I NEED TIME OFF FOR DOMESTIC REASONS?

As well as the options available under the "Time Off For Dependants Provisions" found in section 3.18 of the Staff Handbook, wherever possible we will try to accommodate any requests for time off to look after sick children, relatives or home emergencies. Your Manager may offer you options such as:

- making up the time.
- swapping shifts.
- taking time owed to you.
- holiday or unpaid leave.

Where possible you should make arrangements to prevent such a need reoccurring eg making arrangements for emergency childcare. If you continue to take time off for domestic reasons, your Manager will discuss the situation with you and agree more permanent options.

5. TIME OFF FOR DOCTORS/DENTISTS/HOSPITAL APPOINTMENTS

If possible medical and dental appointments should be made outside of normal working hours. For treatment which cannot be arranged outside of working hours, then reasonable paid time off will normally be allowed subject to permission being obtained from the Line Manager or Head of Department.

Every effort should be made to consult with the Line Manager or Head of Department at the earliest opportunity. If it is necessary to attend during working hours then efforts should be made by the employee to minimise time lost at work by endeavouring to obtain an appointment at lunch-time or at the beginning or end of the day.

As far as possible, appointments should be made with operational requirements in mind and in consultation with the Line Manager/HoD. If visits become frequent there will be a review of the circumstances and other arrangements may be made in relation to taking time off.

Employees should supply a copy of their Hospital appointment card or letter to their Line Manager or Head of Department.

(These guidelines are reliant on good will and trust and if time off becomes problematic and affects the effectiveness of departments and the operation of the College then the policy may be revised.)

6. ATTENDANCE REVIEW MEETING

The review level of absence will be 7 days and more than 2 occurrences. Before instigation of an attendance review meeting, each employee's absence record will be reviewed on an individual basis, taking into account:

- Frequency of absences.
- Length of absence (certificated and non-certificated).
- The ability and commitment to follow the procedures.
- Hospitalisation/ongoing outpatient treatment and care.

If the College is satisfied that after taking into account all the above, your absence is still unacceptable, or if there is concern about your long-term capability to continue in your position, you will be invited to an Attendance Review Meeting.

7. WILL I BE PAID SICK PAY IF I AM ABSENT?

If you have worked for us continuously for:

3.1. Time Worked for Employer	3.2. Amount of Time off Work	3.3. Sick Pay Entitlement
Less than 8 weeks		No entitlement
After 8 weeks' continuous employment	Up to 4 weeks in any period of 12 months	Full pay
	From 4 weeks to 8 weeks in any period of 12 months	Half pay
	After 8 weeks	At the College's discretion
After 12 months' continuous employment	Up to 8 weeks in any period of 12 months	Full pay
	From 8 weeks to 16 weeks in any period of 12 months	Half pay
	After 16 weeks	At the College's discretion

If you commenced your employment with the College after 1 January 2010 and you are off sick for up to seven days and have completed a sickness self-certification form you are eligible for Statutory Sick Pay (SSP). Discretionary College sick pay is only paid if you are absent for over seven consecutive days (including Saturdays and Sundays) and have provided a doctor's Fit Note.

We do have the right to withhold your sick pay if there is reason to believe that the employee was not ill or, the employee fails to notify the College of his or her absence according the rules set out in this policy. In addition to this, disciplinary action may be taken.

Your entitlement (if any) to sick pay will be stated in your Contract of Employment. Set out in this policy are the general provisions. If your Contract of Employment states that you are not entitled to sick pay or you have different period of paid sick leave, then the contract will prevail over this policy.

Any payment made to you will include any entitlement which you may have to receive SSP from the College. College sick pay will be reduced by the amount of any Social Security benefits recoverable by you (whether or not recovered) in respect of your illness or injury. Your qualifying days for SSP purposes are stated in your Contract of Employment.

If you are absent from work due to an accident which occurred or a condition which was sustained either on or off duty any sick pay paid to you by the College in respect of the said absence will be paid as a loan which you must repay to the College if you recover damages in respect of your injury, condition or absence from work.

If you have any questions regarding sick pay please ask the HR Manager.

8. WHAT IF I HAVE CONTINUED HIGH ABSENCE?

Each time you return to work you will have an attendance review, which may lead to further investigation and action in line with our disciplinary procedures.

If you are ill for more than four weeks, we may use a Return to Work programme to help you come back to work. If there is no foreseeable date for your return to work we will continue talking to you about any support and the best way forward.

In certain circumstances, if your high absence doesn't improve, it could result in your dismissal.

If we need medical advice on your fitness for work, we may ask your doctor for a medical report. If we do, we will send you written details of the Access to Medical Reports Act 1988 and guidance on your rights.

We may ask you to have a medical examination by a doctor appointed by the College and at our expense, at any time, (whether or not you are absent by reason of sickness or injury), and you agree that the doctor carrying out the examination may disclose to and discuss with the College the results of the examination.

9. RETURNING TO WORK

After a long period of absence you may be asked to provide a letter from your doctor confirming that you are fit and able to return to work.

4:4 TRAINING AND DEVELOPMENT POLICY

1. PURPOSE

The College regards investment in employees as fundamental and as such aims to support the learning, growth and development of individuals. Where possible the College will provide support, advice, training and development opportunities to employees to encourage the maximum utilisation of their potential towards the achievement of College objectives.

The College recognises that training is a life-long process, and that it may be necessary to:

- Update existing skills;
- Replace redundant skills;
- Train for new skills; or
- Extend the skills base of individuals to encourage flexibility and adaptability of working.

The College encourages its employees to commit to continuous improvement and development not only as it strives for continuing improvement in the running of the College, but also in order to increase personal skills, confidence, performance and motivation.

2. POLICY STATEMENT

It is the policy of the College to ensure that all employees (in accordance with the provisions of the Equal Opportunities Policy) are trained and developed in order to satisfy statutory requirements, Health and Safety standards, College standards and, wherever possible, personal aspirations. As such it is a requirement that staff attend all relevant training and development sessions as identified by their Manager.

Staff training and development needs will be identified against both the core aims of the College and the operational objectives of departments, teams and individuals.

Training and Development programmes will be determined by:

- **Departmental Training Programmes**
These programmes will be established by each department and will identify the minimum core training and individual skills training required for each position within the department, together with other recommended training. This document will determine the overall training programme to be followed by all employees.
- **Appraisal Interviews**
Discussion between individuals and their Managers and through their annual performance appraisal reviews.

It is the responsibility of both the individual and their Manager to ensure that they have the appropriate training and development plans and that these are followed in order to increase their contribution to the College and to enhance their skills and knowledge.

3. TRAINING PLANS

3.1 New Employees

For every new employee there is an immediate need to carry out training in order to ensure that they can quickly become efficient in their role, work safely and achieve job satisfaction. On their first day all new employees will receive a College Induction and a Health and Safety Induction. These will be supported by check-lists and will include certain legal requirements, information regarding the College and terms and conditions. All departments are required to carry out a documented departmental induction and it is the responsibility of the HoD and/or Recruiting Manager to ensure that this takes place. Details can be found in the College's Induction Policy and Procedure

All new employees will be designated a “Work Mentor/Buddy”. The employee’s mentor is responsible for providing support, advice and guidance to the individual during his/her first 6 months of employment (or longer if necessary). The employee’s mentor should take care of the employee’s work and social needs. This will include getting to know the other staff and becoming familiar with the layout of the organisation, where facilities are located and routine during rest breaks etc as outlined in the College’s Induction Policy & Procedure. In addition the employee’s Manager must identify and plan any other necessary training requirements which need to be completed before the date of the next Staff Appraisal.

3.2 Existing Employees

Training and development will be discussed at every staff appraisal interview. During this time staff are encouraged to raise any training and development needs that they believe would be beneficial. Managers in turn will review performance to date and possible career progression. At the end of the interview process both parties will agree on any further training and development needs. This agreement will form the basis for the employee’s annual training plan, and will be incorporated into the departmental training plan.

3.3 Changes to Plan

Any changes to the agreed plan must be agreed in writing by the departmental Manager concerned.

3.4 Budgets

Before the start of each financial year the Bursar will agree the annual training plan for each department and the costs will be allocated as part of the normal budgeting process. The costs of all core training will be borne by the Bursary budget.

4. TRAINING METHODS

4.1 Occupational Training

It is recognised that the majority of training occurs within the normal working environment - where staff receive operational training, coaching, detailed procedural guidance and day to day advice. All team leaders, Supervisors and Managers must be prepared to give such training and if necessary the provision of ‘Train the Trainer Training’ will be considered.

4.2 Internal/External Training

Following the compilation of identified training needs resulting from the annual performance review process, the HR Manager will develop a programme of training which addresses these needs. The details of any training organised will be circulated to Managers which may also include training connected to management initiatives or legislative requirements.

Managers are responsible for arranging employees’ attendance on the courses and communicating the benefits of it to them. Written confirmation of bookings and pre-course material will be provided by the HR Manager at least one week before the course begins.

All employees who attend training courses will be asked to complete a course evaluation, and to meet with their Manager to discuss how the training will be transferred into the workplace.

4.3 External Training Courses, Conferences, Workshops and Seminars

Advice on external courses, their availability, appropriateness and comparative cost is available from the HR Manager. The cost of all such training and associated costs is the responsibility of the nominee's department. Authorisation must be given by the Bursar or Second Bursar prior to booking any courses where a cost is involved. A Training Course Authorisation form is available on the intranet or from HR. Employees attending external training events will be required to provide feedback on the course to their Line Manager on return to work.

4.4 Development Opportunities within Existing Roles

Where possible, development opportunities will be made available where staff are actively encouraged to develop their job roles, by taking on projects, new responsibilities or by deputising for their Managers as a method of developing skills in a structured manner where objectives are set and learning is evaluated. Where there is need, Job Shadowing may be used to provide opportunities for staff to spend time working in other departments in order to gain a better knowledge of other roles within the College.

4.5 Professional Qualifications

Courses of study leading to recognised professional qualifications, including National Vocational Qualifications, will be considered where it can be established that this is of benefit both to the individual and the College. Further details may be obtained from the HR Manager.

5. TRAINING RECORDS

Individual training records will be maintained by each department for their own personnel. The records will include the training plan for the current year, internal training completed and external courses attended. The HR Manager must also be updated regularly to ensure that the personnel records are amended accordingly.

When employees leave the College's employment they may request a copy of their training record from the HR Manager.

6. RESPONSIBILITIES

The ultimate responsibility for development lies within a partnership created between the individual and his/her immediate Manager. The role of the HR Manager is to support this responsibility through the provision of training services and specialist advice. Individual Managers are responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with the HR Manager prior to any action being taken. The HR Manager has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions, amendments or alterations to the policy can only be implemented following consideration and approval by the Bursar.

4:5 PERFORMANCE APPRAISALS

1. POLICY/PURPOSE

The College's policy is that each member of staff will be appraised on an annual basis, and that an exchange of views will take place between employees and their immediate Manager/Supervisor. The summary of this meeting will be recorded on the Performance Appraisal Record Form and this is intended to be a fair representation of the dialogue, and is to be referred to as a working document throughout the forthcoming year. Managers will be issued with and complete the Performance Appraisal Record Form and the employee will be asked to sign the document when it is finalised.

Regular performance reviewing is a way of ensuring that Managers and employees meet at regular intervals to discuss individual job responsibilities and progress against agreed standards and objectives. Appraisals should be meaningful and positive.

The Manager should view the appraisal as an opportunity to focus on areas where they consider that the employee is doing particularly well in addition to areas for improvement. Together, the Manager and employee should agree ongoing objectives, training and development needs.

2. BENEFITS OF APPRAISAL

The benefits of the appraisal in terms of improved communication and enhanced performance both for the individual and for the College will only be achieved by the continuous commitment of all those involved in the scheme. All Managers, Heads of Department and College Officers/Fellows with responsibility for staff are seen as critical in ensuring that the Appraisal System is carried out for ALL employees.

The College's appraisal scheme has been designed to meet the following specific objectives:

- To assist employees in performing their job to the best of their ability and to raise standards of performance and efficiency.
- To be used as the formal mechanism for action planning and objective setting.
- To maximise employee job satisfaction and naturally, their contribution to the department's and College's objectives.
- To strengthen employee/management relationships.
- To improve communication and motivation.
- To assess training and development needs.
- To highlight the potential that each individual has to develop within his or her current position or into another, and to assist with succession planning.

3. PROCESS/PROCEDURE

3.1. Process/Timing

- Appraisal meetings will take place on an annual basis and should be completed by the end of May each year.
- Appraisal meetings should be carried out by the employee's immediate Supervisor/Manager on a one-to-one basis.
- The appraisal meetings should start from senior management level downwards in order that communication of College/Departmental objectives can be made more effectively.
- New employees will be appraised as outlined in the College Induction Procedure, and formally in their sixth month of employment, and thereafter on an annual basis which coincides with the College scheme.

- The HR Manager will send out individually addressed appraisal packs to Appraisers. (For employees with less than six months' employment, the appraisal forms will be retained until the end of their probationary period.) The pack for each individual will contain:
 - Performance Appraisal Guidelines (for Appraisers)
 - Performance Appraisal Guidelines (for Appraisees)
 - Appraisal Preparation Form – Performance Factors (for the employee to complete prior to the meeting)
 - Performance Appraisal Record Form (for the Appraiser to complete)
 - Departmental Development/Training Plan for the Head of Department to complete for their department
 - Employee Absence Calendar

Managers/Supervisors should already have copies of the employee's previous appraisal and job description. If you require additional copies please contact the HR Manager

3.2. Preparation

- Prior to the appraisal meeting, Managers should inform their employees informally that appraisals are due.
- On receipt of the appraisal forms from the HR Manager, the Appraisers should distribute a copy of the Performance Appraisal Guidelines (for Appraisees) as well as the Appraisal Preparation Form (Performance Factors) to employees for completion in advance of their meeting.
- All appraisal meetings should take place in private and should have no interruptions. Appraisals should be treated as confidential by both the Appraiser and Appraisee.
- Appraisers should be well prepared and they should review the following documentation before the meeting:
 - Personnel File
 - Job Description
 - Previous Appraisal Record
 - Previous Objectives
 - Training Record
 - Sickness Record
- Appraisers should also assess the employee against the Performance Factors directly on to the Performance Appraisal Record Form prior to the meeting and this should be used as a basis for the discussion.
- Further guidelines regarding conducting appraisals can be found in the document "Performance Appraisal Guidelines for Appraisers".

3.3. Post Appraisal Action

- Performance Appraisal Record Forms will be completed by the Appraiser during or shortly after the meeting. A short follow-up meeting may need to be arranged in order for both parties to review and sign the form.
- The Manager should then arrange for the Reviewing Manager to view the forms and to comment as appropriate. The Reviewing Manager is the next senior Manager within the College.
- Copies of the fully completed forms (with Reviewing Manager's comments) should then be given back to the Appraiser for distribution to:
 - The Appraisee
 - The HR Manager

- The Appraiser should also retain one copy of the completed Performance Appraisal Record Form, and Departmental Development/Training Plan as they must be viewed as working documents and as such be continually referred to and reviewed throughout the year. The Reviewing Manager does not need to retain a copy of the appraisals.

3.4. Managers and Supervisors

- Managers will be assessed against additional performance factors which the College feels is important for Managers/Supervisors to be effective.

4. EVALUATION

The Bursar will review all appraisals in order to:

- ensure that all appraisals are carried out
- ensure that the process is fair and consistent throughout the College
- review the process and ensure that actions are carried out

4:6 RECEIVING GIFTS AND GRATUITIES

Please be aware that employees should declare and register any gifts, including gratuities or hospitality they receive from external vendors/suppliers, whether personal or corporate, during the course of their employment. Any such gifts must be declared and written in the register of gifts that is held and maintained in the Bursary. It is important to ensure that any gifts are not misconstrued as an attempt to influence College and business decisions, such as the placing/acceptance of orders, favourable supplier treatment, etc. All employees are generally discouraged from accepting gifts from external vendors.

If a gift is received the following policy applies.

All gifts must be declared:-

- 1) Any gift valued at less than £20 must be declared, but once this declaration has been made the member of staff may keep the gift. If the employee is uncertain about the value, the Bursar or Treasurer should be consulted as to whether or not it may be kept.
- 2) Any gift valued at greater than £20 should not be kept by the employee and should be donated to the Social Committee. The Social Committee will at its discretion put the gift into either the Staff Christmas raffle or a Charity raffle that it may promote during the year.

Please make sure that these policies are adhered to by all employees. It is very important that we adopt the very highest possible standards in the College and a clear policy on gifts and gratuities will help us to do so.

4:7 DISCIPLINARY AND DISMISSAL PROCEDURES

This disciplinary policy does not form part of the contractual terms and conditions of employment of any employee who is employed by the College. The full disciplinary procedure will not apply to staff with less than two years' service.

1. PURPOSE & SCOPE

This procedure applies to all employees of Corpus Christi College who have completed two years' service. It is designed to help and encourage employees to achieve and maintain standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all employees.

It provides for action to be taken for failure to meet the College's standards of job performance, attendance and conduct (whether during working hours or not), including breaches of any of the terms and conditions of employment or failure to abide by any of our policies, procedures or rules.

The College expects that any minor problems will be dealt with informally by the Supervisor/Manager or Head of Department. Where the matter is or becomes more serious, the following procedure will be followed.

It is intended to deal with potential disciplinary cases at an early stage with a view to resolving problems as quickly and fairly as possible.

Where it is necessary to take disciplinary action against an employee, account will be taken of their previous record and any circumstances which may be relevant. Recurrent breaches of the disciplinary rules will lead to progressively more severe action being taken.

The outcome of any disciplinary proceedings will be confirmed to the employee in writing and a record of the disciplinary proceedings and decision will be placed on their personnel file. A copy of the notes from the disciplinary proceedings will be supplied to the employee if requested.

All parties involved must ensure that the details of any disciplinary proceedings are kept strictly private and confidential.

2. PRINCIPLES

- 2.1** The maintenance of reasonable and acceptable standards of discipline within the College is the responsibility of all employees. However, when indiscipline occurs, out of respect for those maintaining reasonable and acceptable standards, management will instigate corrective action.
- 2.2** Counselling will be offered where appropriate, to resolve problems.
- 2.3** A disciplinary meeting will not take place or disciplinary action taken against an employee until the case has been investigated.
- 2.4** At all stages of the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- 2.5** At all stages of the procedure the employee will have the right to be accompanied by a companion who may be a fellow employee or a trade union representative. It is important to ensure that companions do not have a conflict of interest. Further advice and guidance on this matter can be obtained from the HR Manager.
- 2.6** Although each step in the disciplinary procedure will normally be used in sequence the College reserves the right to use any step in the procedure if in the view of the College the disciplinary action warrants this.
- 2.7** An employee will have the right of appeal against any discipline imposed.

3.THE PROCEDURE

Disciplinary action taken against employees for matters concerning poor performance, behaviour or absence, etc. will normally follow the procedure detailed below:

3.1.First Written Warning

The employee will be interviewed by their immediate Manager and given an opportunity to explain their case. If a disciplinary warning is deemed to be necessary a first written warning will be given and a copy of this will be kept on the individual's personal file. The warning will remain on file but will be disregarded for disciplinary purposes after such time has elapsed for it to be no longer relevant provided the employee's performance and/or conduct has reached a satisfactory level. Normally this will be six months.

The warning will detail the reason, the expected improvement, the time scale within which the improvement should occur, the names of the persons present during the meeting, and the consequences of not meeting the standards required.

3.2.Second Written Warning

Where further action is deemed to be necessary the Manager concerned will issue a second written warning. This second written warning will be issued in the same way as for the first warning detailed above. A second written warning will remain on file but will be disregarded for disciplinary purposes after such time has elapsed for it to be no longer relevant provided the employee's performance and/or conduct has reached a satisfactory level. Normally this will be six months.

3.3.Final Warning

If further action is deemed necessary a final written warning will be issued by a Senior Manager in the same way as detailed above but will state that further disciplinary action will result in dismissal. A final written warning will remain on file but will be disregarded for disciplinary purposes after such time has elapsed for it to be no longer relevant provided the Employee's performance and/or conduct has reached a satisfactory level. Normally this will be twelve months.

3.4.Dismissal

If further action is deemed necessary the employee will be given an opportunity to explain their case to a Senior Manager who will then decide if dismissal is appropriate.

3.5.Summary Dismissal/Gross Misconduct

In the case of gross misconduct a Senior Manager will summarily dismiss the employee without notice and without issuing warnings as detailed above. Such action will not take place until the employee has been given an opportunity to explain their actions at a disciplinary hearing. Gross misconduct includes fraud, theft, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, fighting, improper personal behaviour, malicious damage to property, bullying, gross insubordination or other similar offence. This list is not exhaustive and other serious offences or serious operational incompetence may constitute gross misconduct.

3.6. Demotion and Suspension

The College reserves the right to use demotion as a disciplinary sanction or as an alternative to dismissal at any stage during the disciplinary procedure. Refusal to accept demotion at any stage in the procedure may result in dismissal. The College also reserves the right to suspend an employee pending investigations into serious allegations of misconduct. The College further reserves the right to suspend any employee without pay as a disciplinary measure at any stage in the procedure and such suspension would be for a maximum of five days.

3.7. Appeals

All employees have the right to appeal against any disciplinary or dismissal decision made by the College. Any appeal should be put in writing, stating the reason for the appeal, and submitted to the appropriate Senior Manager within seven days of receipt of the warning or notice of termination.

At every stage of the disciplinary process the following procedure **MUST** be followed.

<i>Step 1 – Statement of grounds for action and invitation to meeting</i>
<ul style="list-style-type: none">• The employer must set out in writing the employee’s alleged conduct or characteristics, or other circumstances, which lead to the contemplation of disciplinary action or dismissal.• The employer must send the statement, or a copy of it, to the employee and invite the employee to attend a meeting to discuss the matter.• The statement must include the right to be accompanied.
<i>Step 2 – Meeting</i>
<ul style="list-style-type: none">• The meeting must take place before action is taken.• The meeting must not take place unless:<ul style="list-style-type: none">a) the employer has informed the employee what the ground or grounds are; andb) the employee has had a reasonable opportunity to consider his or her response to that information.• The employee must take all reasonable steps to attend the meeting.• After the meeting, the employer must inform the employee of the decision, confirm the decision in writing and notify the employee of the right of appeal.
<i>Step 3 - Appeal</i>
<ul style="list-style-type: none">• If the employee informs the employer of his or her wish to appeal, the employer must invite the employee to attend a further meeting.• The employee must take all reasonable steps to attend the meeting.• The appeal meeting need not take place before the dismissal or disciplinary action takes effect.• After the appeal meeting the employer must inform the employee in writing of the final decision.

Exit Interviews

When an individual is leaving the College, either by their own volition or through a non-disciplinary dismissal manner, the Manager should ensure that an Exit Interview is carried out.

4:8 HARASSMENT AND BULLYING (DIGNITY AT WORK) POLICY

POLICY STATEMENT

Corpus Christi College is a community dedicated to working within an atmosphere of tolerance, providing a supportive and open environment where all employees are encouraged to use their talents fully.

It is our policy to maintain a non-discriminatory working environment that is free from harassment or bullying. In this policy we refer to the “anti-harassment protected characteristics” which are age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or religious or philosophical belief, sex or sexual orientation.

Employees must not harass, bully or intimidate other employees for any reasons where harassment or bullying relates to an anti-harassment protected characteristic; this not only contravenes the College’s policy but it may also constitute unlawful discrimination. Any harassment or bullying will be treated as potential gross misconduct under the College’s disciplinary procedure and could render the employee liable to summary dismissal. Employees should bear in mind that they can be held personally liable for any act of unlawful harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

If any employee is found guilty of harassing another, disciplinary action will be taken, which could lead to dismissal. In cases of serious harassment, criminal action may be taken against the perpetrator. It is the duty of all Managers to uphold this policy and to report any known actions of harassment to a Senior Manager immediately. All employees are responsible for their own behaviour under the policy and to discourage any form of harassment.

All employees are responsible for conducting themselves in accordance with this policy and the College will not condone or tolerate any form of harassment, bullying or intimidation, whether engaged in by employees or by outside third parties who do business with the College, such as clients, customers, contractors and suppliers.

It is the responsibility of all employees to eliminate any harassment, bullying or intimidation of which they are aware by informing their Manager of suspected cases of harassment, bullying or intimidation.

All allegations of harassment or bullying will be thoroughly and promptly investigated. Where allegations are substantiated, appropriate disciplinary action up to and including dismissal will be taken against any person responsible. We will also take appropriate action against any third parties who are found to have committed an act of harassment against our employees.

This policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace, for example, business trips and work-related social events.

This policy will be communicated to all employees so that everyone is aware of their responsibilities and the College will monitor all incidents and will review the effectiveness of this policy.

EQUALITY AND DIVERSITY

The College undertakes not to discriminate, or condone discrimination, against any person on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or religious or philosophical belief, sex or sexual orientation,

The College will endeavour to ensure that there will be equality of opportunity in recruitment, training, development and promotion throughout. All such judgements will be made solely on the grounds of merit.

Where a person has a disability, the College will consider reasonable adjustments that can be made to enable that person to be engaged, or continue to carry out a job for which they would otherwise be capable.

Every individual has their own strengths and weaknesses which make them different from others. Understanding this is important and the differences should be valued and used to their full advantage. Using diversity is an important aspect of management.

WORKING IN A MULTI-CULTURAL ENVIRONMENT

One of the most rewarding aspects of working in a multi-cultural environment is that it provides an opportunity for interaction with people from many different countries and cultures. However this can lead to misunderstanding and simple gestures can be misinterpreted. For example, the acceptable distance between two people talking changes from country to country. Therefore if the person you are talking to steps back, possibly you are making them feel uncomfortable by standing too close. Simple gestures such as putting a hand on someone's shoulder or touching their hand or arm may be misinterpreted. It is therefore important to be sensitive to others' feelings and to avoid behaviours which may be questionable to them. If there is an occasion when you are offended by someone's behaviour, talk to them about it as they may be unaware of the impact of the actions. People can have different tolerance levels and treating everyone with respect and dignity is everyone's responsibility.

HARASSMENT AND BULLYING

All staff should take the time to ensure they understand what types of behaviour are unacceptable under this policy. They must recognise that what is acceptable to one person may not be acceptable to another. There are many definitions of bullying and harassment.

Bullying

This is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

Harassment

This is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to the 'anti-harassment protected characteristics'. Harassment is unacceptable even if it does not fall within any of these categories.

The kind of language and behaviour that is acceptable in today's world is in some cases very different to that of the past and employees must be mindful of the words they use in their everyday contact with others. There may be phrases or comments in use that would have been viewed as "harmless" banter or a light hearted joke but might well be viewed now in a different light.

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment, but it is sometimes the 'grey' areas that cause most problems. The College considers the following unacceptable behaviour:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing, grabbing, brushing past someone, invading their personal space, and more serious forms of physical or sexual assault;
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless), and suggestions that sexual favours may further a career or that a refusal may hinder it;
- continued suggestions for social activity after it has been made clear that such suggestions are unwelcome;
- sending or displaying material that is pornographic or that some people may find offensive (including e-mails, text messages, video clips and images sent by mobile phone or posted on the internet);
- offensive or intimidating comments or gestures, or insensitive jokes or pranks;
- mocking, mimicking or belittling a person's disability;
- racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender;
- outing or threatening to out someone as gay or lesbian; or
- ignoring or shunning someone, for example, by deliberately excluding them from a conversation or a workplace social activity.
- shouting at, being sarcastic towards, ridiculing or demeaning others;
- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate and/or derogatory remarks about someone's performance;
- abuse of authority or power by those in positions of seniority; or
- deliberately excluding someone from meetings or communications without good reason.

This list is not exhaustive.

MAKING COMPLAINTS OF HARASSMENT OR BULLYING

If you believe you have been subjected to harassment or bullying (whether by a fellow employee or third party), you should invoke the Grievance Procedure as set out in this Handbook.

Any employee who feels that they are the subject of bullying or harassment should, in the first instance, keep a record of instances where they feel they are being bullied or harassed. This should also include the name of the alleged harasser, the nature of the alleged harassment, dates and times when the alleged harassment(s) occurred, name(s) of any witnesses and any action already taken by you to stop the alleged harassment.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis (ideally with a witness if possible) that their behaviour is unwelcome and considered by the recipient to be bullying or harassment and ask the harasser to stop. If you feel unable to do this verbally, then you should hand a written request to the harasser and if necessary seek assistance with this through your Manager or a senior Manager of your choice.

If the harassment does not cease, or the person feels unable to speak unsupported to the individual concerned, they should lodge a grievance, and report the matter to a senior Manager who will seek to resolve the problem. Confidentiality will be maintained where possible at all times, however your identity and nature of the allegations must be revealed to the alleged harasser so that he or she is able to fairly respond to the allegations.

The person dealing with the complaint will carry out a thorough investigation in accordance with the College's Grievance Procedure. Where necessary and/or appropriate, other staff may be required to give evidence. Such witnesses will be afforded appropriate protection in accordance with this policy. The rights of the alleged perpetrator as well as those of the complainant also will be protected.

Such investigations may result in disciplinary action being taken in accordance with the Disciplinary Procedure. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter. If you bring a complaint of harassment, you will not be victimised for having brought the complaint, however if the report concludes that the complaint is both untrue and has been brought with malicious intent the disciplinary action will be taken against you.

Anyone found to have retaliated against or victimised someone for making a complaint or assisting in good faith with an investigation under this procedure will be subject to disciplinary action under our Disciplinary Procedure.

In the event of the complaint being made against a third party, management will conduct a full investigation into the complaint and the employee will be advised of the outcome. If appropriate, the third party's employer will be contacted and advised of the matter.

ADVICE AND COUNSELLING

If recommended and agreed by the parties involved, following the outcome of the investigation and grievance procedure the College undertakes to provide:

- External counselling and support
- Training for staff and managers as required (Dignity at Work Training is compulsory for all staff)
- Protection from victimisation

4:9 SMOKE FREE POLICY

The College recognises that smoking in the workplace is a fire risk, may contravene health & safety regulations and is a health hazard to its members, staff, contractors and visitors as a result of passive smoking. Passive smoking (breathing in other people's tobacco smoke) has been shown to cause cancers, and heart and respiratory disease. Therefore, and in line with recent legislation, the College has adopted a smoke-free policy.

Under the Health Act 2006, smoke-free regulations for England come into effect at 6am on Sunday 1st July 2007. From this date smoking will no longer be permitted in any enclosed or substantially enclosed premises or spaces that are open to the public including pubs, restaurants, offices and other work areas, and vehicles.

Should these regulations be contravened, individuals can face on-the-spot fines from £50 to £1000. Employers/managers of the premises can also face fines ranging from £200 to as much as £2500. Further details on the Health Act 2006 are available on www.smokefreeengland.co.uk.

College policy

Aim:

This policy is designed to ensure that the College meets its responsibilities under the Health Act 2006. By implementing the policy, the College hopes to secure a healthy working environment and help protect the current and future health of all members of the College, its staff, contractors and visitors.

1. Smoking Restrictions

Smoking is not permitted in any part of the College's premises, entrances or courtyards by any person. "Premises" is defined as any building, including Leckhampton, or substantially enclosed area occupied by one or more members of the general public or a space used by one or more members of staff, students or Fellows. Examples include offices, the Porters' Lodge, College Bar, JCR, Post Room, Bachelors' Parlour, OCR, NCR, Dining Hall, Parker Room, Marlowe Room, Bacon & Gillingham Rooms, I4, gyp rooms, computer room, lifts, corridors, stairways, lavatories, bath/shower rooms, changing rooms, rest rooms.

2. Exceptions to the smoke free policy are listed below:

Smoking will be permitted in the gardens and grounds of Leckhampton but not on the Leckhampton House patio or the immediate area surrounding the sports pavilion. A designated smoking area has been identified for users of the bar and conference guests – this will be the area immediately outside the New Dining room.

It has not been possible to identify a suitable designated smoking area within the main College premises, however, staff are able to use Free School Lane. Most staff have direct access via the main door in the Bursar's Garden, which can be used on week days between the hours of 8.30am and 5.30pm, or via the kitchens. Any staff member who does not have the ability to access Free School Lane is to see the Head Porter about arranging access.

3. Visitors

All visitors, contractors, members of the public and delivery men and women must comply with the smoke free policy. All members of the College are expected to inform visitors, contractors etc. of the smoke free policy.

4. Conference and paying guests

A smoking area behind the Golden Gate in Stable Yard has been identified for those attending evening and weekend functions.

Note: A container will be sited on the wall inside the gateway for the disposal of cigarettes.

5. Vehicles

Smoking is not permitted in College vehicles or any vehicles being used on College business.

6. Support for smokers

Members of the College who smoke and request information about stopping smoking will be referred to the Head Porter and will be supplied with the information and contact details of CAMQUIT (www.camquit.nhs.uk) as listed below:

Cambridge City & South Cambridgeshire 01223 723022

East Cambridgeshire & Fenland 0800 018 4304

Huntingdonshire 01480 418693 or the National Don't Give Up Giving Up free-phone helpline 0800 169 0169.

7. Disciplinary Action

Members of the College found to be disregarding the smoke free policy may be subject to the College's usual disciplinary procedures.

8. Monitoring and reviewing

This policy will be reviewed within the next twelve months. Questions or comments relating to the policy should be directed to the Head Porter on 01223 (7)65642.

This policy was approved by the Executive Body on 11/06/2007

4:10 REST BREAK GUIDELINES

- The College is already fulfilling the requirements that all employees who work over 6 hours should have a break of 20 minutes. This is covered during employees' lunch breaks.
- We have a diverse workforce and therefore there are no set rules for full time office staff to have set breaks. Breaks will be permitted with the approval of the HoDs and will be dependant on work flows and operational requirements.
- However we recognise the need for staff carrying out heavy or manual type work to have a more structured rest break and therefore they may take two 15 minute breaks a day or one 30 minute break. Again this is not contractual.
- This time is not to be carried forward to the next day, taken at other times or mean that you can leave earlier in the day.
- Part-time staff will be subject to what is written in their individual contracts or by individual arrangement.

4:11 EMPLOYEE LUNCH PROVISION

The allowance for Employee free lunch provisions and University Card limits will be set as follows:-

- Most full-time Corpus employees have an entitlement to a free lunch during a normal working day.
- To claim their free lunch, employees will need to present their own valid University Card at the cafeteria or bar tills. The till system records stocks, item records, kitchen and associated departmental costs.
- Employees entitled to a free lunch should be aware that they are entitled to a lunch from either the College Cafeteria or the College Bar; the value of the lunch purchased cannot exceed £5 (Five Pounds) per day. Any amount above the £5 ceiling will need to be paid for personally by the employee in cash. Lunches are normally provided between noon and 1.30pm Monday to Friday.
- The lunch allocation considered acceptable is a combination from below up to the value of £5:-
 - Cafeteria - one starter and or one main course (hot/cold meal), one sweet or confectionary.
 - Bar – one sandwich/roll/panini/salad, one packet of snacks (crisps etc) or one sweet or confectionary.
 - Please note that there can be no trade-off e.g. taking £5 worth of drinks or crisps versus taking a meal or taking coffees/other drinks throughout the day rather than the lunch option.
 - Coffee and tea is provided in staff gyp rooms free of charge, whereas tea and coffee in the bar not taken as part of the lunch option will need to be paid for by employees in cash at the time of purchase.
 - Purchases in the bar and cafeteria outside of the lunch allocation (i.e. bar coffees, teas, snacks) must be paid for by employees in cash.
- If an employee is unable to present their valid University Card then, unfortunately, a free lunch may not be available. To charge lunches against another individuals University Card is not acceptable.

Should an employee be asked to take a College guest to lunch they will need to ensure they obtain from their Head of Department an appropriate Departmental charge card to record the guest's meal purchase. This card will need to be presented at the cafeteria or bar tills.

Employees should be aware that the provision of a free lunch is currently considered a tax free benefit provided by the College.

N.B. College Porters, some Catering Staff and those who work outside the normal working week of Monday to Friday may have rules that differ to those outlined above due to the nature of their shifts and work patterns they perform.

4:12 ANNUAL DISCRETIONARY BONUS

1. Bonus Scheme Status

This is a discretionary and non-contractual bonus scheme and is intended to recognise and reward the contribution and service of staff to the College.

The operation of the scheme, including all aspects of its design and calculations of any payments due under it, may be varied from time to time. The amount payable may vary annually. Staff will be informed as early as possible in the new financial year of the amount to be paid.

2. Scheme Year

The scheme will operate on an annual basis from 1 January to 31 December inclusive and any payment due will be paid directly into your bank account in the January payroll of the following year.

3. Participation

All directly employed permanent and fixed-term staff who are not Fellows of the College are eligible to participate, subject to being in employment on 31 December in the scheme year.

Staff joining the College after the start of the scheme year and who meet the other eligibility criteria, will participate on a pro rata basis, based on completed months of service.

Staff contracted to work part-time (normally less than 37.5 hours per week) will participate on a pro rata basis, based on weekly contractual hours over the bonus year, divided by 37.5.

4. Bonus Fund

The amount of bonus payable will be announced in the last quarter of the scheme year. This amount will be pro-rated for part-time staff, and for staff who have only been employed for part of the scheme year.

The bonus will be independent of the annual appraisal system. However, staff should be aware that the payment is discretionary and employees who have a live formal disciplinary warning on file at the time of the payment date will not receive a bonus payment.

The College will pay Employer National Insurance Contributions on any gross basic bonus payments. Employee National Insurance Contributions and Income Tax will be deducted, as required by the Inland Revenue, from any bonus payments.

Bonus payments do not count towards pensionable salary, and overtime will not count towards the calculation of bonus payments.

5. Review

The scheme will be reviewed from time to time. Adjustments may be made to reflect changing circumstances and payments made are entirely at the discretion of the College's management.

4:13 COMMUNICATION AND CONSULTATION

1. POLICY STATEMENT

The College acknowledges and accepts the need for effective communication and consultation practices within the workplace and recognises the potential benefits in job satisfaction, co-operation, performance and morale which can be achieved. The College is therefore committed to providing effective communication networks and consultation opportunities for all staff on matters relating to: -

- Financial, economic, legislative or any other matters affecting the College.
- Factors relating to daily work that may affect performance or well being.
- Factors relating to conditions of employment and welfare.

1.2 For communication and consultation to be effective it needs to take place in an atmosphere of openness honesty and trust, where staff are able to believe what they are hearing and have confidence that their views have been considered

1.3 Rumour mongering and false information are barriers to honest communication and will be actively discouraged. Those found to be involved will be reminded that their behaviour may be resulting in unnecessary stress to other employees and/or may be damaging to the College.

1.4 The success of this policy is considered to be an important priority and as such Managers are empowered to organise their workload so that communication and consultation is an integral part of their duties.

1.5 Managers and Supervisors are recognised as being key personnel in achieving the successful implementation of this Policy and communicating performance will be considered as a key objective at performance reviews.

1.6 In order to support and improve the consultation process, training will be encouraged with the aim of: -

- Improving communication skills for Managers and Supervisors.
- Improving the skills of any staff directly involved in the consultative procedures to enable them to carry out their duties more successfully.

1.7 The College recognises the need to maintain open and effective communications and will regularly review the effectiveness of the systems in place and make adjustments where necessary.

1.8 All staff are reminded about their obligations regarding confidentiality of information which is outlined in individual contracts of employment.

2. METHODS

The following means of communication will be used to ensure staff remain fully informed of any activities that may affect them.

2.1 Written Methods

- College Committees - The Bursar will communicate matters of importance and interest to staff from College Committees as appropriate.
- Staff Handbook - All employees will be provided with the most recent copy of the Staff Handbook which will also be available to view on the College Intranet site.
- College Bulletins - College Bulletins will be issued as necessary to inform all staff of activities and general news that may be of interest.
- Notice boards - Notice boards will be provided and placed in appropriate positions in the College.
- Surveys - Surveys in the form of focus groups or questionnaires will be conducted every two years and will act as a review of the effectiveness of the communication process

2.2 Meetings

- Town Meetings - At least once per year the Bursar will host a meeting for all College staff and will update them on current activities and future plans.
- HoDs Meetings - Heads of Department will meet monthly to discuss forthcoming activities and to receive information on matters from the departments.
- Department Meetings - Heads of Department will meet at least quarterly with all of their staff, either together or by Section, in order to inform them of forthcoming activities and to receive information on matters from their departments.
- HSE Meetings - Health and Safety meetings will be held once per academic term. Minutes will be placed on notice boards and the Intranet site.
- Project Meetings - Meetings will be established as required to disseminate information on specific topics of special importance or complexity.

2.3 Electronic

- E-Mail - The e-mail system will be developed in order to extend coverage to all staff.
- Intranet - The College Intranet site will be developed and will be used to maximise communication to all employees. Access points will be provided for use by all staff.

2.4 Informal

- Events
- The College will encourage social events at which all staff may participate and which will provide opportunity for interaction and team building.
- Personal
- All Managers and Supervisors are required to operate an open door policy. They should make themselves visible to their staff and staff should be comfortable to approach them on any matter.

Staff Ombudsman

Annually the College appoints a Life Fellow or F class Fellow to serve in the post of Staff Ombudsman. The Staff Ombudsman can be consulted by any member of staff, if they have serious concerns around aspects of their employment and need impartial advice. A staff member must bear in mind that the Staff Ombudsman is the line of last resort. The standard protocol and method of resolving issues should be firstly with a Line Supervisor, then Manager and finally the Departmental Fellow. If following this route does not provide the member of staff with a suitable solution then the Staff Ombudsman may be consulted.

Any conversations/correspondence held with the Ombudsman will be treated as strictly confidential unless it is agreed by the staff member to disclose the information. Any action taken by the Staff Ombudsman will be taken in agreement with the staff member. The Staff Ombudsman is not a lawyer and will not provide legal advice; they can only act informally as an advisor especially if the matter concerns disciplinary, grievance or harassment issues. If requested they may agree to accompany an employee as their representative to employment proceedings.

The Staff Ombudsman can be contacted by email: ombudsman@corpus.cam.ac.uk

4:14 STAFF INTRODUCTION

1. PURPOSE

The purpose of the Staff Introduction Scheme is to reward current employees for assisting the College to recruit and maintain valuable staff.

2. SCOPE

All employees of the College are eligible to introduce a friend and benefit from this scheme providing that they meet the eligibility criteria outlined below. This scheme is discretionary and will only apply to introductions which result in the employment of a permanent or fixed-term member of staff.

All persons referred to within the scope of this scheme are required to adhere to its terms and conditions.

3. POLICY

A member of staff who introduces a friend to a permanent or fixed-term College vacancy, which he/she is then offered, will be rewarded with a payment of £150 when the new employee has completed six months' employment. A further payment of £150 will be made once the new employee has completed twelve months' service.

Details of staff vacancies can be found on the Intranet and directly from the HR Manager. Posters are also placed on the notice board in the ground floor gyp room on A and G staircases and in the Site Manager's office at Leckhampton.

4. PROCESS & PAYMENT

A member of staff who wishes to nominate a new employee for the purpose of this scheme must first complete the Staff Introduction Scheme Recommendation Form when the recommended candidate is introduced (it must be attached to the Application Form) and submitted before employment commences. This form is available from the HR Manager, and must be signed by the Head of Department and returned to the HR Manager for processing.

When the new employee has successfully completed 6 months' employment and their probationary period, the HR Manager will authorise the Finance Office to pay the initial £150 payment. When the new employee has completed 12 months' service the HR Manager will authorise the Finance Office to pay the remaining £150. All payments will be made through payroll and will be subject to the usual national insurance and tax deductions.

5. RESTRICTIONS

Employees will not be eligible to participate in this scheme if they have given notice, are serving their notice period or have a live disciplinary warning on file or if the employee who has been introduced has given notice, is serving their notice or has a live disciplinary warning on file. The College is under no obligation to appoint staff introductions.

STAFF INTRODUCTION POLICY
RECOMMENDATION FORM

Employee Details

Name of Employee		Date	
Position		Department	

Candidate Details

Candidate Name		Post Applied For	
----------------	--	------------------	--

Please state in what capacity you know the candidate and why you recommend them for the position stated above:

Employee Signature.....

Candidate Signature.....

For office use only:

Employee start date		6 month employment date	
12 month employment date		Eligibility checks completed	

4:15 FILMING AND PHOTOGRAPHY IN COLLEGE FOR COMMERCIAL PURPOSES

- All requests to film/photograph in College should be made in writing to the Bursar's Office
- Requests to film/photograph external areas of the College (eg Old or New court may be approved by the Bursar. Requests to film/photograph at Leckhampton may be approved by the Bursar and the Warden.
- Requests to use the College as a location for feature films must be approved by the Executive Body who may refer such requests to the Governing Body.
- Urgent requests to film/photograph inside College buildings, including Fellows' rooms, eg for time-sensitive news items, may be approved by the Master (consulting as necessary).
- A standard fee of £1,000 per half day will be levied to cover staff time and administration.
- Permission to film will not normally be granted during the full Easter Term.
- The phrase "With kind permission of the Master and Fellows of Corpus Christi College, Cambridge" should be accredited.

4:16 DEALING WITH THE PRESS AND MEDIA

- Any statements or comments to the media, including to reporters from newspapers, radio and television in relation to College may only be given with the approval of the Development Director who is the College's Communications Director.

4:17 CONTINUOUS EMPLOYMENT AWARD

- When a member of staff has completed the following years' continuous service they will receive a monetary award as show below and a bottle of Champagne if eligible. The monetary award will be paid via the payroll and will be awarded as a net amount (i.e. a gross amount of greater than the award will show on the payslip, there will be deductions for tax and national insurance but the net receipt will be the award amount).
- If the member of staff is working any notice at this anniversary date, they will not receive the award:

Years' Service	Award Amount	Other Gift
10	£100	
20	£250	A bottle of Champagne
30	£350	A bottle of Champagne
40	£450	A bottle of Champagne

- This policy is effective from 1 October 2014 and will be applied from that date. The scheme will be reviewed from time to time. Adjustments may be made to reflect changing circumstances and payments made are entirely at the discretion of the College's management.

4:18 SHARED PARENTAL LEAVE

Key to abbreviations and definitions:

EWC	Expected Week of Childbirth - the week, beginning on a Sunday, in which the baby is likely to be born.
Parent(s)	One of two people who will share the main responsibility for the child's upbringing (either the mother, father or mother's Partner).
Partner	Your spouse, civil partner or someone living with you in an enduring family relationship but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.
Qualifying Week	In relation to the birth of a child, this is the fifteenth week before the EWC. In relation to the adoption of a child, this is the week the adoption agency notifies you that you have been matched with a child for adoption.
SPL	Shared Parental Leave

Please note that references given below to a **'week'** are references to a seven-day period beginning with a **Sunday** (unless the context otherwise requires).

1.1 Introduction

This Section sets out our Shared Parental Leave Policy which will apply in respect of a child expected to be born or placed for adoption on or after 5 April 2015. This Policy replaces the provisions on Additional Paternity Leave and Pay for those children born or placed for adoption on or after 5 April 2015.

This Policy outlines the arrangements for SPL in relation to both the birth and adoption of a child. This Policy is intended to reflect the statutory SPL provisions and provides guidelines only. If there is any conflict between this Policy and the statutory provisions, the latter will prevail.

Current Government advice and guidance is available at:

<https://www.gov.uk/shared-parental-leave-and-pay/overview>

This Policy applies to employees, it does not apply to agency workers or self employed contractors.

1.2 Purpose of SPL

The purpose of SPL is to provide working Parents with greater flexibility in how to share the care of their child in the first year after birth or placement for adoption. Effectively, maternity or adoption leave is brought to an end and SPL can be used for the remainder of what would have been the maternity or adoption leave period. Assuming that both Parents are eligible, you will be able to choose how to split the available leave between you and can decide to be off work at the same time or at different times. You may also be able to take leave in more than one block of time.

Where only one Parent is eligible for SPL then they may still be able to take this where the other Parent is economically active (see below).

These notes are for guidance purposes only. They include a summary of complex law which may change from time to time. This note deals with issues which commonly affect employees but may not be applicable to all personal circumstances. Guidance notes are not a substitute for individual advice and we are available to assist with individual queries.

If you have any queries concerning your entitlement to SPL, please contact your Manager.

1.3 Entitlement to Shared Parental Leave

In relation to the birth of a child, you will be entitled to SPL if you are either: the mother, the father or the mother's Partner and you share the main responsibility for the care of the child. Either you or your Partner must qualify for statutory maternity leave, maternity pay or maternity allowance. If you are the mother of the child, you cannot start SPL until after the compulsory maternity leave period which lasts for two weeks after the birth [or four weeks for factory workers].

In relation to the adoption of a child, you will be entitled to SPL if an adoption agency has placed a child with you and/or your Partner and you intend to share the main responsibility for the care of the child. Either you or your Partner must qualify for statutory adoption leave and/or statutory adoption pay and must take at least two weeks of adoption leave and/or pay.

In relation to both the birth/adoption of a child, the following conditions must also be satisfied:

- (a) you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- (b) the other Parent must have worked in at least 26 of the 66 weeks before the EWC in relation to the birth of a child or the Qualifying Week in relation to an adoption and have had average weekly earnings of at least £30 during 13 of those weeks (**this is the requirement to be economically active**); and
- (c) you and the other Parent must give the necessary statutory notices and declarations as summarised below.

The total amount of SPL available is 52 weeks, less the weeks of maternity leave or adoption leave which either Parent has taken. However, any time spent on paternity leave is a separate entitlement and will not be deducted from the 52 weeks available.

All SPL must be taken in the first 12 months following birth or the first 12 months following placement for adoption.

1.4 Evidence of entitlement

You may be required to provide to us, on request, evidence of your entitlement to SPL. Examples of evidence which we may request are as follows:

- (a) a copy of the birth certificate or a signed declaration of the child's date and place of birth;
- (b) one or more of the documents from the adoption agency identifying the agency's name and address and the expected placement date;
- (c) the name and address of the other Parent's employer.

1.5 Taking SPL

There is no obligation to take SPL. If you wish to exercise your right to do so then you will need to comply with certain notification requirements. As an employee your obligations are to us as your employer, if the other Parent also intends to take SPL they will need to meet certain obligations to their own employer and they should seek further advice from them in respect of this.

1.6 Required notices

No less than **eight weeks** before the date you intend your SPL to start, you must provide us with certain written notices, as follows:

- Opt in notice
- Curtailment notice (unless your maternity/adoption leave has already come to an end or if you are the Partner of the person who took that leave)
- Period of leave notice

Guidance on which particular notices need to be provided are as follows:

Where you are the Parent taking maternity/adoption leave:

i) Opt in notice

This notice effectively sets out your entitlement to and intention to take SPL.

This notice must include:

- (a) your name and the name of the other Parent;
- (b) the start and end dates of the maternity/adoption leave or any period of statutory maternity pay (SMP) or maternity allowance (MA) or statutory adoption pay (SAP);
- (c) the total SPL available (i.e. 52 weeks minus the maternity leave/adoption leave, SMP or MA period already taken);
- (d) how many weeks of the available SPL will be allocated to you and how many will be allocated to the other Parent (please note that there is no requirement for you to take your full allocation);
- (e) if you are claiming statutory shared parental pay (ShPP), the total ShPP available (i.e. 39 weeks minus the SMP or MA or SAP already received);
- (f) how many weeks of ShPP will be allocated to you and how many will be allocated to the other Parent;
- (g) an indication of the pattern of leave which you are thinking of taking, including the estimated start and end dates of that leave;
- (h) declarations by you and the other Parent that you both meet the statutory conditions to enable you to take SPL and ShPP as follows:
 - a. The declaration from you (the employee) should confirm that:
 - i. you satisfy the conditions for taking SPL;
 - ii. the information contained in the notice is accurate;
 - iii. that the other party meets the requirements of being a Parent for the purposes of taking SPL;
 - iv. that you will immediately inform the employer if you or the other Parent ceases to: care for the child, or if the curtailment notice is revoked;
 - b. The declaration from the other Parent should confirm:
 - i. their name, address and national insurance number;
 - ii. that they meet the requirements of being economically active, that they are the other Parent (as defined), that they/the other parent is entitled to statutory maternity/adoption leave or pay or MA and that they have brought that leave to an end by returning to work or issuing a curtailment notice;
 - iii. that they consent to the amount of SPL which you intend to take;
 - iv. that they will immediately inform you if they revoke their curtailment notice (where they are the parent taking maternity/adoption leave);
 - v. that they consent to your employer processing the information in their declaration.

ii) Curtailment notice

At the same time as providing us with your opt in notice you must also provide us with a curtailment notice.

Prior to commencing SPL your maternity/adoption leave needs to be brought to an end. You must give us at least eight weeks' written notice to end your maternity/adoption leave (a curtailment notice). This notice must detail the date on which you intend your maternity/adoption leave to end.

If the other Parent is eligible for SPL from their employer, they will not be able to start this until you have given us your curtailment notice. At the time you provide your curtailment notice to us you must also provide us with a written declaration that your Partner has given their employer an opt in notice and that you have given the necessary declarations in that notice. However, it is not necessary for your maternity/adoption leave to have ended prior to the other Parent commencing SPL.

The curtailment notice is binding on you and cannot usually be revoked. There are however limited circumstances in which a curtailment notice can be revoked. If you have any queries in respect of this, please raise this with your Manager.

Where you are the other Parent and your Partner is taking maternity/adoption leave:

i) Opt in notice

You are required to provide us with an opt in notice, as above.

ii) Curtailment notice?

There is no obligation to provide a curtailment notice. However, you will only be able to take SPL once your Partner has either:

- (a) returned to work;
- (b) given their employer a curtailment notice to end their maternity/adoption leave;
- (c) given their employer a curtailment notice to end their SMP/SAP (if relevant); or
- (d) given the benefits office a curtailment notice to end her MA (if relevant).

The declaration that your Partner is required to provide for your opt in notice (see above) will include confirmation that they have complied with one of a)- d) above.

Where you are either Parent intending to take SPL

Also eight weeks prior to commencing SPL:

iii) Period of Leave Notice

This period of leave notice should set out in writing the start and end dates of your leave (period of leave notice). You must also identify in your period of leave notice the dates on which you intend to claim ShPP.

The period of leave notice can be provided at the same time as the opt in notice, but there is no obligation to do so. You cannot submit a period of leave notice without having first submitted an opt in notice. The opt in notice informs us of your intention to take SPL and the period of leave notice lets us know when you will take this.

If your period of leave notice identifies dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.

If you wish to take separate blocks of SPL, with periods of work in between then you should specify this in your period of leave notice. However, as an employer, we are under no obligation to agree to you taking leave in a number of separate blocks in this way. We would encourage you to discuss this with your Manager prior to submitting your period of leave notice.

If we are unable to agree to your request set out in your period of leave notice straight away then there will be a two-week discussion period. At the end of this period we will contact you in writing to confirm any agreed arrangements. If we have been unable to reach an agreement, you will be entitled to take the full amount of requested SPL as one continuous block, commencing on the start date given in your period of leave notice. Alternatively, you may:

- (a) within five days of the end of the two-week discussion period, choose a new start date (which must be at least eight weeks after your original period of leave notice was given); or
- (b) within two days of the end of the two-week discussion period, withdraw your period of leave notice.

1.7 Changing or cancelling SPL

If you would like to cancel, change the start date or the length of a period of leave, you may do so by notifying us in writing at least eight weeks before the start date in the period of leave notice.

In order to change your SPL end date you should notify us in writing at least eight weeks before the original end date and the new end date.

A notice to change or cancel a period of leave will count as one of your **maximum of three period of leave notices**, unless:

- (a) the variation is as a result of your child being born or placed for adoption with you earlier or later than the EWC or expected placement date;
- (b) the variation is at our request; or
- (c) we agree otherwise.

You are able to submit up to three period of leave notices or variations.

You do not need to give confirmation of your intention to return to work at the end of your period of SPL. This will be assumed, unless you exercise your right to change this, as set out above.

1.8 Shared Parental Pay (ShPP)

You may be able to claim ShPP of up to 39 weeks (less any weeks of statutory maternity/adoption pay or maternity allowance) if you meet the eligibility requirements for this.

If you have been employed for at least 26 weeks by the end of the Qualifying Week and your average earnings exceed the lower earnings limit, you will be entitled to be paid ShPP at the current statutory rate, provided you comply with the requirements above for taking SPL.

ShPP is subject to Income Tax and National Insurance deductions in the same way as your normal pay. If your Partner is entitled to receive ShPP this will be paid by their own employer.

Further information on this can be found at the following link:

<https://www.gov.uk/shared-parental-leave-and-pay/what-youll-get>

If you require further clarification on this point, please contact your Manager.

1.9 Shared Parental Leave In Touch Days (SPLIT days)

We may make reasonable contact with you from time to time during your SPL. However, this will be kept to a minimum.

During your SPL, you may agree to work for the College for up to a maximum of twenty days without that work bringing your SPL to an end and without loss of a week's ShPP. These are known as 'Shared Parental Leave In Touch' or 'SPLIT' days. Any work that you agree to carry out on a keeping in touch day constitutes a day's work for these purposes.

We have no right to require you to carry out any work, and you have no right to undertake any work, during your SPL. Discussions in respect of agreeing SPLIT days should take place between yourself and your Manager. You will be paid your normal basic rate of pay for time spent working on a SPLIT day, which is inclusive of, rather than in addition to, the ShPP you will receive on any day worked.

4:19 CCTV POLICY

1. Introduction

Corpus Christi College uses closed circuit television (CCTV) images to provide a safe and secure environment for members of the College, its employees and visitors to the College's premises, such as clients, customers, contractors and suppliers, and to protect the College's property.

This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act 1998 and the Information Commissioner's Office CCTV Code of Practice.

Corpus Christi College's CCTV facility records images only. There is no audio recording and therefore conversations are not recorded on CCTV (but see the section on covert recording).

2. Purposes of CCTV

The purposes of the College installing and using CCTV systems include:

- To assist in the prevention or detection of crime or equivalent malpractice.
- To assist in the identification and prosecution of offenders.
- To monitor the security of the College's premises.
- To ensure that health and safety rules and College procedures are being complied with.
- To assist with the identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted against employees and to assist in providing relevant evidence.
- To promote productivity and efficiency.

3. Location of cameras

Cameras are located at strategic points throughout the College's premises, principally at entrance and exit points. The College has positioned the cameras so that they only cover communal or public areas on the College's premises and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets, shower facilities, changing rooms, staff kitchen areas, staff break rooms or private bedrooms or offices. All cameras (with the exception of any that may be temporarily set up for covert recording) are also clearly visible.

Appropriate signs are prominently and clearly displayed so that employees, clients, customers and other visitors are aware they are entering an area covered by CCTV.

4. Recording and retention of images

Images produced by the CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and producing high quality images.

Images may be recorded either in constant real-time (24 hours a day throughout the year), or only at certain times, as the needs of the College dictate.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than one month. Once a hard drive has reached the end of its use, it will be erased prior to disposal. Images that are stored on, or transferred onto, removable media such as CDs are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of one month. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

5. Access to and disclosure of images to third parties

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to those line managers who are authorised to view them in accordance with the purposes of the system. Viewing of recorded images will take place in a restricted area to which other employees will not have access when viewing is occurring. If media on which images are recorded are removed for viewing purposes, this will be documented.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- Prosecution agencies, such as the Crown Prosecution Service.
- Relevant legal representatives.
- Line managers involved with College disciplinary processes.
- Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).

The Bursar and the Senior Tutor are the only people who are permitted to authorise disclosure of information to external third parties such as law enforcement agencies.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

6. Individuals' access rights

Under the Data Protection Act 1998, individuals have the right on request to receive a copy of the personal data that the Company holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any CCTV images relating to you, you must make a written request to the Data Protection Officer for this and the College reserves the right to charge you a fee of £10.00 for the supply of the images requested. Your request must include the date and time when the images were recorded and the location of the particular CCTV camera, so that the images can be located and your identity can be established as the person in the images. The College will respond promptly and in any case within 40 calendar days of receiving the request. Note that the College will always check the identity of the employee making the request before processing it.

The Data Protection Officer will first determine whether disclosure of your images will reveal third party information as you have no right to access CCTV images relating to other people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If the College is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

7. Covert recording

The College will only undertake covert recording with the written authorisation of The Bursar or the Senior Tutor where there is good cause to suspect that criminal activity or equivalent malpractice is taking, or is about to take, place and informing the individuals concerned that the recording is taking place would seriously prejudice its prevention or detection. Covert monitoring may include both video and audio recording.

Covert monitoring will only take place for a limited and reasonable amount of time consistent with the objective of assisting in the prevention and detection of particular suspected criminal activity or equivalent malpractice. Once the specific investigation has been completed, covert monitoring will cease.

Information obtained through covert monitoring will only be used for the prevention or detection of criminal activity or equivalent malpractice. All other information collected in the course of covert monitoring will be deleted or destroyed unless it reveals information, which the College cannot reasonably be expected to ignore.

8. Staff training

The College will ensure that all employees handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the Data Protection Act 1998 with regard to that system.

9. Implementation

Mr G. E Pink, Head Porter is responsible for the implementation of and compliance with this policy and the operation of the CCTV system and will conduct an annual review of the College's use of CCTV. Any complaints or enquiries about the operation of the College's CCTV system should be addressed to him.