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FOREWORD

The Diocesan Board of Finance (the Board) seeks to serve the following bodies:

- the parishes of the diocese together with the constituent clergy and people;
- the committees of the diocese;
- the diocesan and deanery synods,
- the Board of Education
- the trading arms of the Diocese

To achieve this we have to deal with a wide range of people and companies, private, commercial and professional, who in turn look to Diocesan Staff as representatives of 'the Church'.

For the most part this Employee Handbook deals with the relationship between you and the Board and with the relationship between you and your colleagues.

The day-to-day workings of the Diocese are in the hands of all of us and it is our conduct and attitude that will maintain the good name of the Diocese of Lichfield. It is therefore my hope that our work will be marked by integrity, efficiency and courtesy. In turn, I trust we will all find our time with the Diocese fulfilling.

This Employee Handbook contains entirely non-contractual rules, policies and procedures applicable to your employment. The Board may from time to time amend or withdraw any part of it at its absolute discretion.

John Naylor
Chairman
The Lichfield Diocesan Board of Finance Limited
THE DIOCESE OF LICHFIELD

The Lichfield Diocese is the Church of England in the north West Midlands. It traces its roots back to AD 656 when the Diocese of Mercia was formed. In AD 664, Saint Chad moved the seat of the diocese to Lichfield from Repton. The city’s name means "Field of the Dead" and is believed to stem from the slaughter of 1,000 Christians in the city at the hands of the Roman emperor Diocletian.

Lichfield has had a troubled past having been ravaged by the Vikings and laid siege to during the English Civil War. Over time the seat of the diocese was transferred to Chester, Coventry and then back to Lichfield in order to provide protection.

In Chad’s time the diocese stretched from the Welsh border to the North Sea; and from Northumberland to the Thames. And, despite having shrunk somewhat over the years as bits and pieces were chopped off to form neighbouring dioceses, Lichfield remains one of the largest in the Church of England, serving a population of just under two-million people in 1,744 square miles. The Diocese has 583 churches and 427 parishes in Staffordshire, the northern half of Shropshire, Wolverhampton, Walsall, half of Sandwell and even three parishes which straddle the Welsh border.

The diocese is headed up by the 98th Bishop of Lichfield, the Rt Revd Jonathan Gledhill, and is served by in excess of full time stipendiary (paid) clergy and an even larger number of non-stipendiary (volunteer) clergy and lay ministers.

Today, it enjoys missionary partnerships with the Dioceses of Kuching, West Malaysia and Singapore in South East Asia; the Diocese of Qu’Appelle in Saskatchewan, Canada; the Diocese of Matlosane in South Africa; and the Evangelical Lutheran Church of Mecklenburg in north-east Germany.
**KEY PEOPLE**

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<td>Diocesan Bishop</td>
<td>Vacant</td>
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<tr>
<td>Area Bishop of Shrewsbury</td>
<td>The Right Reverend Mark Rylands</td>
</tr>
<tr>
<td>Area Bishop of Stafford</td>
<td>The Right Reverend Geoff Annas</td>
</tr>
<tr>
<td>Area Bishop of Wolverhampton</td>
<td>The Right Reverend Clive Gregory</td>
</tr>
<tr>
<td>Archdeacon of Lichfield</td>
<td>The Venerable Simon Baker</td>
</tr>
<tr>
<td>Archdeacon of Salop</td>
<td>The Venerable Paul Thomas</td>
</tr>
<tr>
<td>Archdeacon of Stoke-upon-Trent</td>
<td>The Venerable Matthew Parker</td>
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<tr>
<td>Archdeacon of Walsall</td>
<td>The Venerable Susan Weller</td>
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<tr>
<td>Chancellor of the Diocese</td>
<td>Mr Stephen Eyre</td>
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<td>Registrar and Bishop’s Legal Secretary</td>
<td>Mr Niall Blackie</td>
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<tr>
<td>CEO and Chief Executive</td>
<td>Mrs Julie Jones</td>
</tr>
<tr>
<td>Director of Administration and Diocesan Pastoral Officer</td>
<td>Mrs Mithra Tonking</td>
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<tr>
<td>Director of Finance</td>
<td>Mr Jonathan Hill</td>
</tr>
<tr>
<td>Director of Property</td>
<td>Mr Andrew Mason</td>
</tr>
<tr>
<td>Director Of Communications</td>
<td>Mr Neill Harvey-Smith</td>
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<tr>
<td>DAC Secretary</td>
<td>Mrs Kristina Williamson</td>
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<tr>
<td>Diocesan Advisors for Safeguarding</td>
<td>Rev Susan Boyce</td>
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<tr>
<td></td>
<td>Mrs Kim Hodgkins</td>
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<td>Rev Sally Smith</td>
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<td>Bishop’s Chaplain</td>
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<td>Bishop’s Advisor for Pastoral Care and Well-being</td>
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<td>and Diocesan Advisor for Women in Ministry</td>
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<td>Director for Governance and HR</td>
<td>Mrs Jo Durber</td>
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<td>Director of Education</td>
<td>Mr Colin Hopkins</td>
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<td>Director of Lay Development</td>
<td>Dr Lindsey Hall</td>
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<tr>
<td>Director of Ministry</td>
<td>The Revd Lesley Bentley</td>
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<td>The Revd George Fisher</td>
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<td>Director of Ordinands</td>
<td>Vacant</td>
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<tr>
<td>Director of Transforming Communities</td>
<td>The Revd David Primrose</td>
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<td>Director of World Mission</td>
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DIOCESAN PURPOSE, AIMS & STRATEGY

In line with the Archbishop of Canterbury’s vision we will aim to:

- take forward the spiritual and numerical growth of the Church of England – including the growth of its capacity to serve the whole community of this country
- re-shape or reimagine the Church’s ministry for the century coming, so as to make sure that there is a growing and sustainable Christian witness in every local community;
- focus our resources where there is both greatest need and greatest opportunity.

Since 2003 Lichfield Diocese has had as its strap line – “Going for Growth”. In the current climate the voices of the critics of the Church of England grow louder and more strident, the press believe we are tearing ourselves apart on single issues, numbers of clergy will be much decreased by 2020 and parishes are finding it more and more difficult to pay their parish share.

Is it therefore realistic to maintain this strap line and more importantly if we do retain it do we all really believe we can continue to confidently grow the Kingdom?

The Bishop’s senior staff team believe strongly that we do need to re-assert our desire to go for Growth under five main headlines.

- **Discovering the Heart of God**
  Growth in the church comes as a consequence of focussing on God’s Kingdom priorities. The growth of the Church is not an end in itself. It is God’s initiative and achieved by his Spirit. Individuals need to know that sustaining their individual spiritual lives is the key to everything else. Churches need to focus on God and enable individual flourishing by identifying spiritual resources that can meet individuals where they are at. None of us can be complacent about our relationships, not least our relationship with God the Father. Our churches need to challenge and nurture us in this way.

- **Growing Disciples**
  As the first Disciples found out, remaining static in our response to God and his Kingdom is not in God’s plan! Discipleship is the outworking of our faith in our life. The challenge of discipleship is that it should be a tangible thing and affect all those we come into contact with. The challenge for the local church is that we find a way to enable that to happen as creatively as possible within the context of the local situation.

- **Reaching new Generations**
  Perhaps our greatest challenge is acknowledging and then acting on our need to reach the next generation for Christ. The age profile of the Church of England in general is high. We appear to lose our youth and not necessarily see them return again. Despite real efforts by many churches to engage with this issue we still need to do more as a Diocese to engage with youth culture
and provide an environment where a vibrant faith can grow. This might mean painful changes to the way we have always done things. It may mean we need to offer a varied diet of liturgy that is not always Eucharistic.

- **Transforming Communities**
  In this Diocese we are committed to the whole of our local community, focusing our resources where there is both greatest need and greatest opportunity. The church, as a founding member of civil society needs to practise generosity as we place our networks, buildings and other assets as the disposal of collaborative ventures for the benefit of the most vulnerable at home and abroad. We campaign for climate justice, support projects tackling debt and worklessness, and visit isolated elderly neighbours. We commit to respond to human need by loving service; and to seek to transform unjust structures of society; and to strive to safeguard the integrity of creation and sustain and renew the life of the earth. Christ’s saving work brings about our personal transformation; through the presence of the Spirit, communities of church and grace become transformative; and in obedience to the Sovereign Will of the Father, we pray for the ultimate transformation of God’s world.

- **Practising Generosity**
  It is important that our churches live out the grace of God. Practising generosity is not just about giving our money and time sacrificially but also ensuring the warmest of welcomes when our church receives a visitor. A spirit of openness, acceptance and hospitality should permeate everything we do.

In November 2014 the Bishop’s Council approved a new Diocesan Mission Action Plan to bring greater focus and clarity.

The Mission Action Plan sets priority pathways for work over the next two years. It is not a comprehensive account of all we do, but:
• it gives our activities a clear and intentional strategic focus.
• it sets out areas of change that we hope, by God’s grace, will lead to renewal and transformation in the Diocese.
• it links those activities clearly and explicitly to our Mission:
  Schools
  Young Adults
  Frontline Disciples
  Wellbeing
  Community Change
  Growing Leaders
  New Patterns & Partnerships
  Abundance
Section 1: Starting employment

1.1 CONTRACT OF EMPLOYMENT
In accordance with current employment legislation, a written contract of employment is issued to every employee. This is provided as soon as possible after acceptance of the offer of appointment, and in any event within two months of starting work.

The contents of this Employee Handbook are all entirely non-contractual.

Posts are classified as full-time or part-time. Some appointments may be for a fixed term as prescribed in the contract.

All appointments are subject to the receipt of satisfactory references and completion of a probationary period unless specifically waived in the contract.

1.2 PROBATION PERIOD
A probationary procedure applies to an employee who is taking up their first employment with the Board, whether it is a temporary or permanent contract.

The probationary period is a minimum of 3 months.

1.3 INDUCTION
The Board provides an Induction Programme for new employees.
Section 2: Day-to-Day Arrangements

2.1 SIGNING IN.
Employees and visitors at St Mary’s House must sign in and out to facilitate fire procedures.

2.2 CHANGES IN PERSONAL CIRCUMSTANCES
Any changes in name, address, contact numbers, emergency contacts, bank details etc should be advised to the HR Officer in order for records to be updated and current.

2.3 NO-SMOKING POLICY
Smoking is not permitted anywhere in any Diocesan Office.

2.4 SALARIES AND PAYMENT
Salaries are paid on or before the 25th of each month. All salaries are expressed as annual figures and divided into twelve equal parts. Salary advice slips are issued monthly specifying the gross and net amount of the salary as well as statutory and other sundry deductions. Payment is made direct to a bank account.

Remuneration for part-time employees is calculated on a pro-rata basis based on a working week of 35 hours.

2.5 HOURS OF WORK
Normal office hours are Monday to Friday, 9.00 a.m. to 5.00 p.m. Full time employees are expected to take one hour for lunch. The nature of the organisation precludes a full flexi-time arrangement but some adjustment to start and finish times may be made by mutual agreement between the employee and their Line Manager.

Hours of work may vary according to location and job. The hours of work applicable to individual staff are clearly stated in the contract of appointment.

2.6 PARKING (ST MARY’S HOUSE)
St Mary’s House staff will be allocated a parking space to be used on a daily basis. There are a small number of visitors’ spaces available however staff are asked to check availability of these with the Reception and Office Services Manager.

2.7 POST/MAIL (ST MARY’S HOUSE)
Incoming mail is collected each day and distributed to the respective departments.

Outgoing mail is should be placed in the relevant tray in the General Office by 3.30 pm each day.

Internal mail should be placed in the relevant tray in the General Office.

2.8 E-MAIL AND INTERNET USE
Whilst access from diocesan computer terminals to the Internet (World Wide Web) is normally unrestricted, employees are expected to use the system responsibly for the purposes of their work.

The Diocesan e-mail and internet policy can be found in section 8.

2.9 OTHER EMPLOYMENT
Employees should not undertake any other commercial or professional activity on their own account or for another employer without obtained prior permission. Requests should be made to the CEO. Such requests will not be unreasonably withheld provided there is no conflict of interest and not likely to interfere with the performance of a post.

2.10 CONFIDENTIALITY
The Board expects high standards of discretion and confidentiality of all employees at all times. Failure to comply with these expectations will result in disciplinary action being taken.

2.11 ACCEPTING GIFTS
Unless of small intrinsic value (such as office diaries), employees may not accept business-related gifts unless authorised by the Chief Executive Officer. The Bribery Act 2011 makes it a criminal offence for any British person or UK resident to bribe public officials and business people.

2.12 DRESS CODE
Normal dress code is smart or smart casual unless the nature of your work on a particular day requires otherwise.

2.13 HEALTH & SAFETY
The Board accepts its moral duty (which is also a legal requirement under the Health and Safety at Work Act 1974 (and its subsequent revisions and addenda) to ensure the health, safety and welfare at work of all its employees as well as its duty to persons other than employees (e.g. visitors)
The Diocesan health and safety policy can be found in section 9.

2.14 SECURITY
The Board's premises are covered by insurance for public liability, employer’s liability, and theft of or damage to contents that are in the Board’s ownership. (UK only) Employees are responsible for the safe keeping of their belongings and should not leave cash and other valuable items in unattended rooms.

2.15 STAFF FACILITIES
St Mary’s House kitchen
The kitchen facilities in St Mary’s House are freely available for all employees to use. You should help keep the room clean and tidy by ensuring all surfaces are kept clean at all times, and used crockery washed and wiped thoroughly before allowing it to be used again. Beverages are provided free of charge to all employees whilst working on Diocesan property.

2.16 PRAYERS
As part of the Church of England, the Board recognises that the spiritual dimension of the work undertaken by its employees is of importance. A prayer group meets weekly in the Meeting Room at St Mary’s House, and staff are regularly invited to a Eucharist in the Cathedral and with the Archdeacon at their regular meeting in St Mary’s House. Attendance is entirely optional and no pressure whatsoever is put upon employees to take part.

2.17 ACCESS TO HR PERSONAL FILE
The Board supports the principle of openness in its relationship with employees and subject to certain safeguards which it believes to be necessary, will allow employees access to their personal files.

The objective of this is to enable employees to have access to their personal files in order to verify factual information held and where necessary, to correct information which is factually incorrect.

An employee will have to put a request in writing to the HR Officer in order to access their file.
Section 3: Work Home Balance

3.1 MATERNITY POLICY

POLICY

The following document sets out the Board's policy on maternity leave, maternity pay and other issues relating to pregnancy and maternity and gives details of the procedure that should be followed by employees, Line Managers and HR during your pregnancy and following the birth of your child.

This represents the law at the date of this policy and may have to be amended in the light of future changes to the law.

The policy is designed to be as comprehensive as possible. However, if you have any questions about the policy, please contact the HR Officer.

PROCEDURE

It is the responsibility of all DBF employees and line managers to follow the procedural guidelines.

It is the responsibility of line managers to –
- facilitate time off in accordance with this procedure
- discuss and agree level of contact/any keep in touch days prior to maternity leave commencing
- maintain agreed contact with employees on maternity leave
- Ensure that HR officer is kept up-to-date with any developments

It is the responsibility of the HR officer to -
- provide advice and guidance on this policy and procedure

(1) Time off for antenatal care
If you are pregnant, you are entitled to take paid time off during your normal working hours to receive antenatal care. This should be at times agreed with your supervisor or line manager and preferably at the start or end of your working day. Antenatal care includes appointments with your GP, hospital clinics, relaxation classes and parentcraft classes.

Procedure for notifying absence for antenatal care
You should advise your line manager that you will be absent as far in advance of your appointment as possible; you may be asked to produce your appointment card.

(2) Maternity leave
All pregnant employees are entitled to 26 weeks’ Ordinary Maternity Leave (OML) and an additional further 26 weeks’ Additional Maternity Leave (AML), regardless of length of service or hours worked, provided they comply with the notification requirements.

You are entitled to benefit from all your contractual terms and conditions – except for wages or salary – throughout the entire maternity leave period, ie during both OML and AML.
(3) **When does your maternity leave start?**

You can choose to start your maternity leave at any time after the start of the 11th week before the week in which your child is due except in the following cases:

(a) If you are absent because of an illness related to your pregnancy at any time after the start of the 4th week before your child is due. You are required to start your maternity leave on the first day of that absence;

(b) If your child is born earlier than your planned date of starting maternity leave, then the maternity leave starts on the day the child is born. You should write as soon as possible to notify the Board, enclosing form MAT B1, unless you have already submitted this.

**Note** that if your child is stillborn after the 24th week of pregnancy, you retain your maternity leave rights (and your right to statutory maternity pay (SMP), subject to the SMP rules stated below).

You **must** take at least two weeks' leave at the time of the birth (this is Compulsory Maternity Leave).

(4) **Notification requirements**

At least 28 days before you start your maternity leave, you must give notice in writing, by completion of the “Application Form for Maternity Leave”. That notice must state:

(a) that you are pregnant;
(b) the expected week of confinement (**note** that, for these purposes, a week begins on a Sunday);
(c) whether you intend to take ordinary maternity leave (OML) only or additional maternity leave (AML)
(d) the date your maternity leave will begin

You should enclose a form MAT B1 signed by your GP or midwife with your Application Form, unless this has been given to the Board earlier. The MAT B1 maternity certificate is available from your Doctor of Midwife after the 20th week of pregnancy.

You should forward your completed application form to the HR Officer. Following receipt of your application form for maternity leave, you will receive confirmation of the length of maternity leave you are entitled to and expected date of return to work.

If you are unable to give 28 days' notice because you have to start your maternity leave sooner than you anticipated, provided that you give notice as soon as you can, you will not lose your right to take maternity leave.

(5) **Returning from maternity leave**

(a) If you return to work at the end of your 26-week OML period, you need not formally notify the Board in advance of your return and you will return to work in the same job and terms and conditions that you left before you started your maternity leave. If, for health and safety reasons, you were doing a different job from your usual one while you were pregnant, you may be required to return to that different job for a short time if you are still at risk when you return to work.
(b) If you are returning from Additional Maternity Leave, you also have the right to return to the same job, unless this is not reasonable practicable. Should this be the case you will be offered a similar job on terms and conditions, which are no less favourable than you would have been entitled to had you not been absent. If you wish to return to work before the end of your additional maternity leave period, you must give 8 weeks advance written notice specifying the date of your return.

(c) If you cannot return to work because you are ill, you should notify the HR Officer, who will advise you how much, if any, sick leave you are entitled to. Please note that, in some circumstances, if you cannot return to work at the appointed time, you could lose your right to return to work altogether.

(d) If you decide not to return to work at the end of your MLP, you must notify the HR Officer at once in writing of your decision.

(6) Maternity pay (SMP)

To qualify for SMP, you have to be pregnant (or have given birth) at the start of the 11th week before the baby is due. If you have at last 26 weeks’ service by the end of the 15th week before the EWC, you will be entitled to receive SMP whether or not you intend to return to work. (Note that if your normal weekly earnings are less than the lower earnings limit for National Insurance contributions for the previous eight weeks, then you will not qualify for SMP.) If you do not qualify for SMP, you may be entitled to claim maternity allowance. Your local Benefits Agency office will be able to advise you how to claim this.

SMP is currently payable for a maximum of 39 weeks, for the first six weeks at 90% of your weekly earnings, followed by 33 weeks at either the statutory rate or at 90% of your weekly earnings, whichever is the lower. You will be given a statement of your exact entitlement when you start your maternity leave.

To claim SMP, you must give 28 days’ notice in writing of your absence on maternity grounds and you must give the original MAT B1 form, not a photocopy, to the HR Officer. You can only receive SMP once you have stopped work.

Once you start your maternity leave, your maternity pay will be paid into your bank account on the same day that you would have received your salary, and will be subject to deductions for income tax and National Insurance.

If you do not qualify for SMP, we will give you form SMP1 detailing the reasons why. You should take this to your local Jobcentre Plus Office as you may be entitled to receive Maternity Allowance.

(7) Continuous Service

Both OML and AML count towards your period of continuous employment.

(8) Holidays

You will continue to accrue holiday entitlement during both OML and AML. Annual leave must be taken in the year which it is accrued and cannot usually be carried over to the next holiday year. Prior to commencement on maternity leave, you must take at least the proportion of annual leave to which you are entitled up until the commencement of your maternity leave.
If you return to work on reduced hours, any annual leave entitlement whether or not carried over leave, is taken pro-rata on the basis of the hours being worked when the leave is actually taken.

(9) Bank Holidays
Employees have no automatic right to take Bank Holidays that fall during maternity leave. Employees are entitled to take and be paid for any bank holidays which fall before or after the maternity leave period (pro-rata for part-timers).

(10) Pension Contributions
Your Maternity Leave Period will be treated as pensionable service and the Board will therefore continue to make contributions on your behalf into the pension scheme based on your usual salary.

(11) Health and Safety
If you are employed in a job that has been identified as posing a risk to your health or that of your unborn child, you will be notified immediately and arrangements will be made to eliminate that risk.

For this reason, you are required to notify your line manager as soon as you are aware that you may be pregnant. Arrangements will then be made to alter your working conditions or, if this is not possible, you will be offered a suitable alternative job for the duration of your pregnancy.

If there is no alternative work, the Board reserves the right to suspend you on full pay until you are no longer at risk.

These alternative arrangements may continue after the birth of your child if you are still considered to be at risk.

If you have any concerns about your own health and safety at any time, you should let your line manager know immediately.

(12) ‘Keeping in touch’ days
Any employee on maternity leave (either OML or AML) can, with the agreement of the Board, attend work, training or any other work-related activity for up to 10 days during the maternity leave (this is not permitted in the period of Compulsory Maternity Leave). The employee will not lose any entitlement to SMP on the condition that the number of days does not exceed 10. The Board is not required to offer work and the employee is not obliged to accept work. The use of the 10 keeping in touch days does not extend the period of maternity leave.

The Board will pay the employee her normal rate of pay when attending work on these days.

The Board is entitled to maintain reasonable contact with its employees on maternity leave. Examples of such contact will include (but is not limited to) discussions of issues such as return to work, to keep you informed of developments in the workplace and of relevant vacancies / job opportunities.

3.2 ADOPTION LEAVE

Eligibility
To qualify for adoption leave you must:
- Have been continuously employed for at least 26 weeks.
- You must satisfy the Board that you are the child's adopter by producing a Matching Certificate from the adoption agency and have agreed the date of adoption with the agency. Leave will be allowed for any new placement of children up to the age of 18 and will apply to individuals, married and unmarried couples, including same sex couples.

**Duration of adoption leave**

Eligible staff will be entitled to 26 weeks’ paid ordinary adoption leave and up to 26 weeks’ unpaid additional leave. The earliest date on which adoption leave can begin is 14 days before the expected date of placement. The latest date on which leave can begin is the date on which the child is placed.

**Notification of adoption leave**

You must notify the Board no more than 7 days after the date on which you are notified of having been matched with the child for the purposes of adoption, or as soon as reasonably practicable after that date, of the date on which the child is expected to be placed with you.

**Returning to work**

You must give notice of the date the ordinary adoption leave period is to start. You are not required to give the Board notice of your intention to return at the end of the ordinary or additional adoption leave.

However the Board would contact you 21 days before the end of your ordinary adoption leave seeking confirmation of the date of adoption and whether it is your intention to return at the end of your ordinary adoption leave.

If you wish to return early you must give the employer 28 days’ notice.

Where you are returning from adoption leave as an isolated period, or where the adoption leave was the last of two or more consecutive periods of leave (that do not include, paternal leave of more than 4 weeks or additional adoption leave), you should be allowed to return to the job in which you were employed before your absence.

If you are returning from another period of leave, including additional adoption leave, you have the right to return to the job you had immediately before the first period of absence unless that is not reasonably practical. If it is not reasonably practical to return to the same job, you would be offered a suitable and appropriate job on no less favourable terms and with the same seniority, salary and pension rights etc.

**Statutory adoption pay**

If you are eligible, Statutory Adoption Pay (SAP) is payable for a maximum of 26 weeks during the ordinary adoption leave period. This will be paid at the rate of SAP or 90% of your average weekly earnings, which ever is the lower.

You must also earn on average for the 8 weeks period prior to this not less than the lower limit for the payment of National Insurance contributions.

### 3.3 PARENTAL LEAVE

All parents (biological or adoptive) will have a right to parental leave subject to the following conditions.

**Conditions of Parental Leave**
• All parents with children under 5 years old will be entitled to 13 weeks’ unpaid parental leave, taken in blocks of one week. This leave may not exceed a total of 4 weeks in any one year and may be taken at any time up to the child’s fifth birthday. (This also applies to employees who have formal responsibility for a child e.g.: guardians);
• You will be entitled to 18 weeks parental leave should your child be disabled. This may not exceed 4 weeks in any one year and may be taken at any time up to the child’s 18th birthday.
• To be eligible for all parental leave you must have at least one year’s service with a previous employer from 15 December 1998 or if not, you must have at least one years’ service with the Board;
• If you work part-time, the parental leave would be on a pro-rata basis;
• Application for parental leave must be made in writing to the Personnel Officer;
• You must give at least 4 weeks’ notice of your intention to take parental leave, however, if you wish to take more than 2 weeks’ parental leave at a given time, you must give double the amount of notice e.g. 8 weeks’ notice to take 4 weeks’ leave;
• You will not receive any payment for any parental leave taken;
• Any part weeks taken count as whole weeks leave;
• If any employee is returning from a parental leave break of 4 weeks or less than he/she is entitled to return to the job which he/she left before his/her absence. If, however, the leave period is 4 weeks or above, then he/she would return to his/her previous position, unless it is not reasonably practical. In which case he/she will undertake a position which is suitable and appropriate;
• The Board has a right to postpone the leave where the operation of the Board’s functions is unduly disrupted and employees can then take an alternative period in the next 6 months.

3.4 PATERNITY LEAVE
A father may be granted up to 2 weeks’ paternity leave which must be arranged via your immediate Manager subject to the following guidelines.

Eligibility
To quality for paternity leave, you must:
• Have responsibility for the child’s up bringing, be the biological father of the child or the mother’s husband or partner;
• Have worked continuously for the Board for at least 26 weeks into the 15th week before the expected week of the child’s birth.

The Board reserves the right to ask you to provide a self-certification as evidence that you meet the requirements.

Duration of paternity leave
Eligible staff can either take 1 or 2 weeks consecutive weeks’ paternity leave, but not odd days. One period of leave only is allowed irrespective of whether it is a multiple birth. You can start your leave from the date of the baby’s birth or from another date that you give notice of, as long as that date is after the birth.

The leave can start on any day of the week but must be completed within 8 weeks of the actual birth (or if the baby is born early, between the actual date of birth and up to 8 weeks after the expected week of the birth).
Notification of paternity leave
You must inform the Personnel Officer in writing of your intention to take leave in or before the 15th week before the expected week of childbirth. You must include in your letter:

- The week the baby is due;
- Whether you want to take 1 or 2 weeks leave;
- When you want your leave to start.

Providing you give the Board at least 28 days notice in writing, you can change your mind about the start date for leave.

Returning to Work
Where you are returning from paternity leave as an isolated period, or where the paternity leave was the last of two or more consecutive periods of leave (that do not include, parental leave of more than 4 weeks or additional adoption leave), you should be allowed to return to the job in which you were employed before your absence.

Where you are returning from other periods of leave, you have the right to return to a job that is suitable and appropriate.

Statutory paternity pay
If you are eligible, Statutory Paternity Pay (SPP) will be paid at the rate of SPP or 90% of your average weekly earnings, which ever is the lower.

You must also earn on average for the 8 weeks period prior to this not less than the lower limit for the payment of National Insurance contributions.

Additional Paternity Leave (APL)
With effect from the 3 April 2011 fathers can take up to 26 weeks additional paternity leave as long as they have been employed for at least 26 weeks by the end of the 15th week before the expected week of childbirth.

APL can be taken by Fathers whilst their baby is at least 20 weeks but not more than 1 year old.

The Father can choose to take from two to 26 weeks APL to stay at home and care for the baby. This is on top of his right to two weeks ordinary paternity leave at or around the birth.

3.5 DEPENDANTS CARE LEAVE
The Employment Relations Act 1999 (ERelA) introduced a statutory right to unpaid dependants’ leave. The Act defines a ‘dependant’ and the ‘unexpected or sudden problems’ for which leave would be granted and these are detailed below.

You will be entitled to unpaid leave to deal with family emergencies (up to a maximum of 3 days).
Entitlements will be per employee’s leave year and pro rata for part-timers.

Employees using this provision must telephone their supervisor before 9.30 am or as soon as is reasonably practicable on the day. You must seek authority from your immediate line manager in such instances.

Employees are expected to use annual leave or TOIL (if available) in other situations, or at the discretion of the CEO, special /compassionate leave may be granted.
The **definition of a ‘dependant’** emphasises the people employees are close to rather than a particular blood relationship i.e.:-

- Spouse/Partner.
- Child (including adopted or foster child).
- Someone who lives with the employee (excluding lodgers, friends, flatmates etc).
- Someone who reasonably relies on the employee for assistance.

**Dependants Care Leave is for unforeseen matters**, not where the employee knows in advance that they are going to require time off. The situations covered by Dependants Care Leave are:-

- Caring for a dependant who is ill, injured or assaulted. (Dependants Care Leave only applies where the employee accompanies dependants to doctor or hospital appointments for emergency visits and not to planned, routine visits).
- Making arrangements for care of a dependant who is taken ill or injured.
- Making new arrangements when there is an unexpected disruption or termination of care arrangements for the dependant. This would include the employee looking after their children when the normal childcare arrangements are disrupted.

### 3.6 FOSTER CARE LEAVE

Employees who are foster carers are eligible to receive up to a maximum of 5 days leave per annum (pro-rata for part timers) for the purposes of training courses, statutory review, education and other meetings related to their foster care responsibilities. Leave must be authorised by their Line Manager. Dependants Care Leave will apply to Foster Carers.

### 3.7 WORKING FROM HOME

It is recognised that there may be times where employees work at home, for example, to work on specific projects, draft reports etc, The Board may agree to working from home subject to the following guidelines –

- It is for the purpose of carrying out specific tasks
- The employee is contactable at home
- The employee’s working at home will not create additional workloads for others or affect operational effectiveness
- The employee must seek prior agreement from their manager
- A health & safety assessment of the home may be undertaken
- Managers maintain records of the hours and dates of employees working at home

### 3.8 CHILDCARE VOUCHERS

The Board is registered with Edenred and operates a Childcare Voucher Scheme. This Scheme allows you to purchase Electronic Vouchers via Salary Sacrifice. What this means is that you purchase the Vouchers from your Gross pay. The benefit of doing this is that the deduction is exempt from Tax and National Insurance.
For any member of staff on the Basic Tax Rate, you can purchase up to £243 per month, which can provide a saving on Tax and NI of up to £900 per annum.

For any member of staff on the Higher Tax Rate, you can purchase up to £124 per month, which provides a saving of around £620 per annum.

Child Care Vouchers can be used to pay for all types of registered childcare across the UK including childminders, holiday schemes, nannies, au pairs, nurseries, after school clubs, playgroups and crèches.

The Scheme covers all children up to the age of 15, and can be used by both parents, so if your spouse is already in a similar scheme, you can still register.

If you want to know more about this Scheme please contact the Finance Director.

3.9 FLEXIBLE WORKING
The Board has a legal duty to consider applications for flexible working from employees.

You must:
• have been employed by the Board for 26 weeks or more at the date the application is made;

How to apply for flexible working
You must make an application in writing to the HR Officer clearly stating:
• The working arrangement you wish to have considered;
• Whether you have made any previous application to the Board and if so, when;
• The date of which you would like the change to become effective;
• The effect that you think making the change would have on the Board and how you think such an effect might be dealt with.

Unless expressly agreed to be a temporary change, an accepted application will mean a permanent change to your terms and conditions of employment and therefore you should give careful consideration to:
• Which working pattern will help you best
• Any financial implications it might have on you in cases where the chosen working pattern will involve a drop in salary;
• Any effects it will have on the Board and how these will be accommodated.

A meeting will be arranged within 28 days of receiving the request and the HR Officer and Line Manager will meet with you to:
• Explore the desired work pattern in depth and discuss how it might best be accommodated whilst considering the needs of the Board;
• Consider other alternative working patterns should there be problems in accommodating the desired work pattern outlined in the application.
You would have the right to be accompanied at this meeting with another employee of the Board.

Within 14 days after the date of the meeting the HR Officer will write to you to either:

- Agree a new working pattern and start date or
- Provide clear grounds why the application cannot be accepted and the reasons why the grounds apply to the circumstances.

**Appeal**

Should you wish to appeal against the decision made then you should appeal in writing to the CEO. The appeal should be made clearly stating the grounds of the appeal within 14 days of the date on which the Board rejected the application.

Within 14 days of receiving the appeal, the CEO will arrange a meeting, hear your appeal and a decision will be confirmed to you in writing within 14 days of the appeal being heard.

If you are unhappy with the decision, you do have the right to further appeal against the decision to the Chairman of the Board within 14 days of receiving written confirmation of our decision. Your letter must clearly state the grounds of your appeal. The Chairman will then interview you, hear your appeal and a decision will be confirmed to you in writing within 14 days of the appeal being heard.

The Chairman’s decision is final and binding on both you and the Board.
Section 4: Working Time

4.1 WORKING TIME REGULATIONS
Working Arrangements will comply with relevant Health & Safety legislation, including European Working Time Directive and its associated legislation.

The principal provisions of the UK version of the European Working Time Regulations 1998, effective from the 1 October 1998 –

- A limit on average weekly working time to 48 hours (although individuals can choose to work longer).
- Minimum daily and weekly rest periods
  - Adult workers are entitled to a rest period of not less than 11 consecutive hours in each 24 period and young workers (15-17 years) are entitled to 12 hours consecutive rest in each 24 period.
  - Adult workers are entitled to receive a 24 hours rest period each week.
- Rest Breaks during the working day
  - Adult workers will normally be entitled to a minimum of 20 minute break if their working day is longer than 6 hours.
- Paid annual leave.

4.2 NORMAL OFFICE HOURS
Normal office opening hours are Monday–Friday 9.00am – 5.00pm.

4.3 FULL-TIME WORKING
The full-time working week is 35 hours for employees.

4.4 PART-TIME WORKING
Part-time employees will have pro-rata the same pay and conditions of service as comparable to full-time employees, except for –

- Training and development – where part-time employees should have access equal to that of full-time employees and when on training courses outside their contracted daily hours shall be paid on the same basis as full-time employees.

4.5 TIME OFF IN LIEU (TOIL)
Employees may occasionally be required to work outside their normal hours, for example in the evenings or weekends. Extra payments will not normally be paid for additional hours worked but reasonable compensatory time off in lieu for hours worked in excess of 35 hours per week will be permitted, in consultation in advance with your Line Manager.
5.1 ANNUAL LEAVE
Your annual leave entitlement is notified to you in your contract of employment. The leave year runs from 1st January. The requirement for any balance of leave not taken before 31st December (up to a maximum of 5 days) is that it shall normally be taken before 31st March. Any exception requires the prior approval of the CEO.

Under the diocesan conditions of service, part-time staff are entitled to pro-rata entitlement, based on the number of hours they work per week. The most effective way to ensure the correct entitlement is to express leave (annual and public holidays) as hours and the following:

\[
\text{Full leave entitlement} \times \frac{\text{standard f/t hours} \times \text{contracted hours}}{5} \text{ standard f/t hours}
\]

Full time entitlement = annual leave (25 days) plus 8 public days (33) plus up to 5 additional discretionary days.

Employees appointed or leaving during the calendar year qualify for a proportionate amount of leave according to each completed month worked.

The diocesan offices are closed for statutory bank holidays and between Christmas and New Year.

5.2 STATUTORY LEAVE
All full time employees get a paid holiday on each of the 8 statutory and public holidays as they occur. Part time employees will only be paid if the Bank Holiday falls on one of their normal working days.

5.3 COMPASSIONATE LEAVE
In special circumstances, unpaid leave of absence is subject to the approval of the CEO. Employees should discuss requirements with their Line Manager and HR Officer in the first instance.

5.4 BEREAVEMENT LEAVE
Employees will be granted up to 4 days discretionary bereavement leave after consultation with their Line Manager.

5.5 FUNERAL LEAVE
One day’s paid leave to be given to attend the funeral of a dependant or close relative.

5.6 GARDEN/SPECIAL LEAVE
Additional leave with or without pay may be granted in special circumstances at the discretion of the Chief Executive.

5.7 PUBLIC DUTIES
If you are called for jury service you must inform your Line Manager and the HR Officer as soon as possible so that, if necessary, arrangements can be made for temporary cover. Any monies paid directly by the Court must be declared and will be deducted.
Consideration will be given to absences by employees undertaking civic and/or community commitments such as magistrate, Justice of the Peace, and School Governor. Please refer to the CEO before undertaking such commitments.

5.8 MEDICAL APPOINTMENTS
Where possible, employees are asked to make appointments with doctors, dentists, opticians, and other medical practitioners outside normal office hours. If this is not possible, the appointment should be arranged so that it causes minimal disruption to the working day.

5.9 ADVERSE WEATHER CONDITIONS
Unless there are wholly exceptional circumstances, employees will be expected to report for work, unless on pre-arranged leave.

Managers should recognise any problems experienced by employees in travelling to and from work and the effect on their starting and finishing times.

In the case of severe weather, please refer to the home page of the Diocesan website before leaving home. If the severe weather is prolonged, there may be circumstances where employees can work from home after agreement with your Line Manager.

5.10 STUDY LEAVE
Paid leave will be given to employees in order to sit approved examinations applicable to the work of the Board. This can be up to 5 days additional to exam days.
6.1 **SALARY SCALES**
Salary scales are set by the Diocesan Board of Finance and are annually ratified by the Pay and Conditions Committee.

6.2 **PENSION SCHEME**

The Diocese complies with national legislation on auto enrolment. Full details are available from the Finance Department.
Section 7: Employee Consultation

7.1 TRADE UNION MEMBERSHIP AND DUTIES
Employees have the right to be, a member of a professional Association or Trade Union. The provisions for time off work to undertake Trade Union duties are controlled by national legislation.

7.2 COLLECTIVE AGREEMENTS
There are no collective agreements in force relating to employees of the Board.
Section 8: Conduct and Performance

8.1 CODE OF CONDUCT
The reputation of the Board is dependent to a certain extent on the high standards of work, conduct and appearance of the staff. Your job puts you in a position of trust and responsibility. You must ensure that your conduct does not limit your effectiveness or damage the reputation of the Diocese.

8.2 E-MAIL POLICY
The purpose of this policy is to ensure that the Board's e-mail system can operate efficiently and without the Board being exposed to any potential liability. Therefore, any breach of this policy, depending on its seriousness, may be matter for disciplinary action.

Whilst the Board does accept that on the odd occasion there will be a need for personal use, please note all e-mail messages are records of the Board and the Board reserves the right to do with them as it sees fit.

You should be careful regarding the content of e-mails, which may be forwarded on both outside and inside Diocesan offices. You should be aware that all the Board's policies apply to e-mail messages, and the Board may find itself vicariously liable for defamatory information for which you are responsible.

Do not create e-mail congestion by sending trivial messages or unnecessarily copying/forwarding of e-mails e.g. humorous stories etc. Any chain mail letter received must be deleted immediately and not sent on to any person either within Diocesan offices or outside.

If you are going to be away for half a day or more, you should use the e-mail facility which alerts people to the fact that you will be absent for a period of time. Using that facility, you should provide contact details for a person or persons who are competent to deal with matters in your absence.

Messages should be addressed only to those people who need to receive that information. Do not use e-mail as an easy way to flood people with unnecessary information. The 'to' distribution button must only be used for people directly affected by the contents of the e-mail. Use 'cc' for people who simply need to be informed about what is going on.

When sending email to a large group of recipients, please use the “bcc field” for addresses. This prevents the addresses of the whole group being circulated to all recipients.

8.3 INFORMATION TECHNOLOGY (COMPUTER SOFTWARE) POLICY

Whilst access from diocesan computer terminals to the Internet (World Wide Web) is normally unrestricted, employees are expected to use the system responsibly for the purposes of their work. The Board needs to ensure as far as possible that the system remains operational and secure. In pursuance of this the Board will provide relevant software on the network to minimize the risk of infections from computer viruses and other unwanted intrusion. Employees should be vigilant when using the diocesan
network, particularly when accessing e-mail and the Internet, helping prevent attacks on the integrity of the system by:

- Not opening e-mails from people and addresses with whom they are unfamiliar;
- Not opening e-mail attachments unless they are known to have come from a recognized bona fide source;
- Not downloading and/or opening files from Internet sites unless they are known, 'trusted' sites (i.e. other diocesan sites or Government agencies etc.);
- Not downloading and/or opening files onto the network for general use without express and prior permission of the Director of Administration.
- Not accessing or downloading inappropriate data (e.g. racial or pornographic material) that could give serious offence to others and render the employee to disciplinary or legal action. Bear in mind that sites accessed are retained on the system and can be seen by others, in connection with which the Board reserves the right to read the contents of any file on any network/system, hard drive or other computer media owned by the Board;
- Not downloading onto the network/system unauthorised data files, programmes from floppy discs, CD-ROMs or other magnetic media without the express and prior consent of the Director of Administration;
- Not trying to disinfect a suspected virus or prevent an authorized intrusion but reporting the occurrence immediately to the Line Manager and Director of Administration.

Software Policy

Current software legislation requires the board not only to ensure that every program loaded its computers is licensed but also to be able to prove that is it licensed. In order to comply with this, the Board must hold a valid licence for every software program being used on machines it owns, whether permanently networked or portable. Adherence to the following policy will ensure compliance with software legislation:

1. Only authorised software is to be loaded on any diocesan computer, whether it is one permanently networked within St Mary's House or any portable machine at home or on site owned by the Board.
2. The loading of software whether from magnetic media or the Internet must be carried out only by the IT Consultant;

8.4 E-MAIL SIGNATURE GUIDANCE

From 1st March 2014, employees of the Lichfield Diocese Board of Finance (LBDF) are required to use a standard email signature for all email, both external and internal. This Guidance represents both an important risk management measure, and also a positive opportunity for improving our capacity as a Diocese to communicate who we are, our mission, and our unity.

Do email signatures matter?

Yes. We are subject to a legal requirement to use one. The failure to include mandatory information alone can lead to a fine. Email signatures also offer important protection against many types of legal risk.
What if I don't use one?
Failure to use a signature in accordance with these guidelines may expose the LBDF to legal risk. Therefore a failure to follow the Email Signature Guidance may be a disciplinary matter.

So how does a standard email signature look?
This is a template. It includes: Name, Job Title, Organisation, Address, Telephone, Website, Twitter, Logo + Five Theme Icons, Disclaimer and Corporate Identity. These elements are Required.

Can I customise my signature?
You may like to add Optional elements, such as a line of scripture, a link to a current campaign that you are seeking to publicise, or a direct link into your department's web pages. Optional elements should be inserted beneath the Required elements, at the bottom of the signature.

How do I create an email signature on my computer or laptop?
1. Get a Default Signature (as seen in the picture above) from neill.harveysmith@lichfield.anglican.org
2. Open Microsoft Outlook and click 'New Email', as if you were going to write an email.
3. Click ‘File’. Click ‘Options’. Click ‘Signatures’.
4. At the top left, under ‘Select signature to edit’, click ‘New’ and give your signature the name ‘2014’.
6. Click your cursor in the big empty box. Paste the Default Signature into the box.
7. Select the Default Signature, and under ‘Edit signature’, change the font [which is probably Calibri (Body)] to Segoe UI.
8. Change the details so that your name, numbers, address, email are correct.
9. Add any Optional elements you want as a link beneath the signature. For example, you might want a direct link to your web pages. If so, write in the box ‘For the [enter name] Department web pages please click here’. Highlight the word ‘here’ and click the Insert Hyperlink button [looks like a globe with a chain]. In the ‘Address’ bar write or paste the email address you want it to link to. Then press OK.

10. Click OK to complete the task.

**How do I create an email signature on my iPad?**

1. Get a Default Signature (as seen in the picture above) from neill.harveysmith@lichfield.anglican.org
2. Open Mail and open the message containing the Default Signature.
3. Copy it (hold your finger on the text, move the blue lines until they select it, then click Copy).
4. Go to your iPad main screen and click Settings.
5. On the left-hand menu select Mail, Contacts, Calendars.
6. On the right-hand menu select Signature.
7. Touch in the box, hold your finger until the menu pops up, then press Paste.
8. Delete the Five Theme Icons image, which is not supported on your iPad
9. Click the blue ‘<Mail, Contacts…’ heading above the box and you’re done.

**Can I get help?**

If you need help with your email signature, you can contact Neill Harvey-Smith, Diocesan Communications Officer, on neill.harveysmith@lichfield.anglican.org

**8.5 SOCIAL MEDIA POLICY**

**Who is covered by this policy?**

Employees of the Lichfield Diocese Board of Finance (LDBF), are subject to this Social Media Policy. The Social Media Policy is designed to ensure that we communicate within the law and in a way consistent with our Christian character.

**What is social media?**

Social Media, in this policy, refers to all online communication in a public space, from blogging to Twitter and Facebook. Engagement through a computer or smartphone screen should not change our understanding of confidentiality, responsibility, good manners and Christian witness.

1. **Public Domain**

   The law views anything shared online as being in the public domain. Sharing thoughts and reflections with friends using social media or email might feel personal and private; but if more than one person can access what we have written, it is highly likely that the law would class it as "published". It is subject to the law touching libel, copyright, freedom of information and data protection. If we wouldn’t say something in the local newspapers we shouldn’t say it online.
2. **Permanence**
   Anything said on the Web can be assumed to be permanent. Even if we delete a comment made on a website, it could still have already been seen by other people, re-published, or had a screenshot picture taken. It is easy to say something in the heat of the moment that we regret later, but it could remain permanently online for all to see.

3. **Security**
   It is absolutely not safe to assume anything electronic is secure. Privacy settings on social media tools might mean comments going only to accepted "friends" or "followers" but there is no guarantee that they will not pass (repost) them outside trusted circles.

4. **Gossip**
   Social media can pose a risk to confidentiality and be intrusive. Social media does not change our fundamental understanding about confidentiality in the life of the Church. When telling a story about a situation which involves someone else, it is always useful to pose the question "Is this MY story to tell?"
   Furthermore, we should ask if the story is likely to cause distress, inconvenience, upset or embarrassment to others if they discovered it had been shared in this way.
   If in any doubt at all, it should not be shared online.

5. **Representatives**
   If we are church employees, anything we do or say in the public domain will be interpreted by the public as representative of attitudes and behaviour in the Church. Controversial, hasty or insensitive comments can quickly attract the attention of the media. In the web environment, the person pressing the keys is ultimately responsible for their own online activities, but they can tar a lot of others with their own brush in the eyes of the media. News providers are always on the watch for gritty church-related stories via social media.

6. **Separation**
   Keep a clear separation between personal and corporate accounts. If you tweet as yourself, mark the account clearly as “my own views” so there is no suggestion your opinions represent a wider church or organisation. If you tweet from an account representing a church or organisation, then make sure you avoid expressing personal opinions. Any account which carries the logo, address or website of a church or organisation should be seen as a corporate account and only speak for that organisation.

7. **Real-Time relationships**
   Interactions in the virtual world need to be transparent. Healthy boundaries and practices must be adhered to just as they should be in the physical world. In the virtual world, “friend” or “follower” can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality and expectations for relationship.
8. **Safeguarding**

*Laws regarding mandated reporting of suspected abuse/neglect/exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.*

Very clear boundaries must be maintained when communicating with children and young people. The law and diocesan policies on Safeguarding apply in communications with children and young people by whatever means, and Safeguarding guidelines apply fully online. Communications should be public and in the view of whole groups, not individuals. Private messages should not be exchanged with young people via social media.

8.6 **BULLYING POLICY**

The aim of this procedure is to protect Board employees from bullying and to enable them, if necessary, to make a complaint or assist in an investigation without fear of reprisal. Implementation of this policy is the duty of all staff and all staff are expected to comply.

The Board defines ‘bullying’ as follows; ‘the persistent, demeaning and downgrading of employees through words and actions that gradually erode self-confidence and undermine self-esteem.’ No form of bullying will be condoned at any diocesan office.

**Examples of bullying**

You may not always realise that your behaviour constitutes bullying, but you must recognise what is acceptable to one person may not be acceptable to another. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying. Therefore, we have listed for you some examples of bullying, although the list is not exhaustive.

- Derogatory remarks;
- Insensitive jokes or pranks;
- Insulting or aggressive behaviour;
- Ignoring or excluding an individual;
- Public criticism;
- Substituting responsible tasks with menial or trivial ones;
- Constantly undervaluing effort.

All bullying complaints brought to the Board's attention will be treated with confidentiality and impartiality. All legitimate allegations will be taken seriously and fully investigated and any person found bullying would be subject to the Board's disciplinary procedure.

**Complaint**

You should report the complaint to your immediate line manager. The complaint can be formal or informal. You should choose the preferred option to resolve the problem in the first instance.

You should, however, where possible make a written record of:
• Any incidents of bullying;
• Name of the individual who is bullying;
• The nature of the bullying;
• Dates and times when the bullying occurred;
• Names of any witnesses to any incidents of bullying.

Once this complaint has been received, a full investigation will be carried out. Care will be taken during an investigation to treat all employees involved with consideration.

The CEO will consider whether it is appropriate to attempt to resolve the issue informally. If so a meeting will be arranged at which the person who is bullying will be told by either the individual who is being bullied or the CEO that the behaviour is offensive and unwanted and must stop.

A note of the meeting and the alleged bully’s response will be placed on the alleged bully’s personnel file, but will not be referred to again unless the alleged bully is involved in a further allegation of bullying, whether or not the same victim.

Where informal methods fail, or if the CEO considers the problem is sufficiently grave, the issue will be addressed in a formal disciplinary hearing under the Board’s Disciplinary Procedure.

**Procedure**

• If you are unsure of how to deal with the situation, please speak to the HR Officer, which would be in strict confidence;
• You have the right to be accompanied by a colleague or trade union representative at all stages of this procedure if required;
• If you bring a complaint you will not suffer victimisation for having brought the complaint;
• If you were unhappy about the way your complaint has been handled or you may wish for it to be reconsidered, you should make use of the grievance procedure;
• If in certain incidents the person who is alleged to be bullying is your immediate line manager, you would then report the complaint direct to the CEO;
• No person will suffer any adverse employment consequences as a result of reporting a breach of this policy, unless such a report shall be found to be either false and unfounded or false or vexatious.

**8.7 HARASSMENT POLICY**

The following procedure informs you of the type of behaviour the Board finds unacceptable and what to do if you find yourself in this situation. Implementation of this policy is the duty of all staff and all staff are expected to comply.

The Board defines ‘harassment’ as follows:

• improper, offensive and humiliating behaviour, practices or conduct which may threaten a persons’ job security or create an intimidating, unwelcoming and/or stressful work environment causing personal offence or injury.
Harassment is unwelcome, unreciprocated and offensive to the recipient. The determining factor is how it is received – not how it was intended by the person initiating the behaviour.

You may not always realise that certain behaviour constitutes harassment but you must recognise what is acceptable to one person, may not be acceptable to another, therefore the Board has listed for you some examples although the list is not exhaustive.

Examples of behaviour which could constitute sexual harassment include:

- Insensitive jokes and pranks;
- Comments about appearance;
- Unnecessary body contact;
- Offensive letters/memos/e-mails;
- Questions or inferences about a person’s private life and sexual activities;
- Lewd remarks, glances or staring;
- Unsolicited/unwanted gifts;

Examples of behaviour which could constitute racial harassment include:

- Racial comments/abuse;
- Racist jokes/ridicule on racial grounds;
- Pranks;
- Derogatory nicknames;
- Verbal threats or other threatening behaviour;
- Offensive letters/memos/e-mails;
- Offensive publications;
- Facial expression or offensive gestures;
- Deliberate exclusion from conversations;

All harassment grievances or complaints brought to the Board’s attention will be treated with confidentiality and impartiality. All legitimate allegations will be taken seriously and fully investigated and can be treated as a gross misconduct disciplinary offence which could lead to summary dismissal.

**Harassment complaint procedure**

If you the victim of minor harassment you should initially make it clear to the harasser that their behaviour is unacceptable/unwanted.

You should also keep a record of any incidents which occur, including dates, times and locations.

If the incident was witnessed, ask the witness to make a note of what they saw.

If the behaviour persists, report the issue to your line manager without delay.
However, if these steps have no effect, you should adopt the following procedure:

You should report the complaint to your immediate line manager (who in turn would report to the CEO). Where possible the written complaint should include:

- Name of the harasser;
- The nature of the harassment;
- Dates and times when the harassment occurred;
- Names of witnesses to any incidents of harassment;

Once this complaint has been received, a full investigation will be carried out which may include the temporary suspension of the alleged harasser.

Following a full investigation, any person causing personal harassment will be subject to the Board’s disciplinary procedure, which may lead to dismissal.

Please note
If you are unsure of how to deal with a situation, please speak to the HR Officer. All conversations will be carried out in strict confidence.

- An individual has a right to be accompanied by a colleague or trade union representative at all stages of this procedure if required;
- If you bring a complaint you will not suffer victimisation for having brought the complaint;
- If you are unhappy about the way your complaint has been handled or you may wish for it to be reconsidered, you should make use of the grievance procedure;
- Prevention is better than cure – if everyone knows what the expected behaviour standards are, there should not be the need to invoke formal disciplinary proceedings on most occasions;
- No person will suffer any adverse employment consequences as a result of reporting a breach of this policy, unless such a report shall be found to be either false and unfounded or false or vexatious.

8.8 WHISTLE-BLOWING POLICY
A Whistle-blowing Policy and the accompanying procedure is designed to enable members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations or unethical conduct. The policy also provides if necessary, for such concerns to be raised outside the organisation.

It is intended to demonstrate that the Board:

- Will not tolerate malpractice;
- Respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively;
- Will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate;
• Will invoke the Board’s disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations;
• Will provide a clear and simple procedure for raising concerns; which is accessible to all members of staff.

Procedure

This procedure is separate from the Board’s adopted procedures regarding grievances.

• Employees should not use this procedure to raise grievances about their personal employment situation;
• This procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within the Board;
• Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

Confidentiality

Employees who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity then the Police will in all cases be informed.

The Investigation

• A member of staff will be at liberty to express their concern to the CEO
• Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the allegation will be kept informed of progress and, whenever possible and subject to third party rights, will be informed of the Resolution;
• A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the Members of the Board.

External Procedures

Where all internal procedures have been exhausted, a member of staff shall have a right of access to Members of the Board.

It should be noted that under the Public Interest Disclosure Act 1998, there are circumstances where a member of staff may be entitled to raise a concern directly with an external body where the employee reasonably believes:

• That exceptionally serious circumstances justify it;
• That the Board would conceal or destroy the relevant evidence;
• Where they believe they would be victimised by the Board;
• Where the Secretary of State has ordered it.

Malicious Accusations
False, malicious, vexatious or frivolous accusations will be dealt with under the Board’s Disciplinary Procedure.

Protection from Reprisal or Victimisation
No member of the staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the Whistleblower procedures.

8.9 GRIEVANCE PROCEDURE
This procedure should be dealt with in accordance with the ACAS Code of Practice.

Policy
The Board recognises that from time to time, employees may wish to discuss grievances relating to their employment. We encourage communication between members of staff and their managers in order to provide a fair and open environment, and to ensure that questions and problems arising during the course of employment can be aired and where possible, resolved quickly and to the satisfaction of all concerned. The Board recommends that you use this procedure freely and you will not be subject to any detrimental treatment for exercising this right. Separate procedures apply for the Board’s Harassment and Whistleblowing Policies, details of which are set out elsewhere in this Handbook.

Procedure
If you have a grievance that does not relate to harassment or whistleblowing you should adopt the following procedure:

• Where you have a grievance arising from your employment you should initially raise this with your immediate manager through discussion, and then follow it up in writing. Your immediate manager will arrange a meeting with you, consider your grievance, and give you a decision within 5 working days;
• If your grievance is not resolved to your satisfaction, you should then speak to the CEO, again through discussion, which should be followed up in writing. The CEO will arrange a meeting with you, consider your grievance, and then give you a decision within 5 working days;
• If your grievance is still not resolved to your satisfaction, you should then refer the matter to the Chairman of the Board, and the Bishop of Lichfield. They will discuss your grievance with you, and thereafter make or take any decision as may be necessary;

• Any decision made by the Chairman and Bishop in respect of any grievance is final.
Please note: If you wish, you have the right to be accompanied by a colleague or trade union representative at any grievance meeting.

8.10 DISCIPLINARY PROCEDURE
This procedure should be dealt with in accordance with the ACAS Code of Practice.

(1) PURPOSE AND SCOPE
This procedure is designed to help and encourage all employees to achieve and maintain a satisfactory standard of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all.

(2) PRINCIPLES

(a) No disciplinary action will be taken against anyone until the case has been investigated properly.

(b) At every stage in 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.

(c) At all stages the employee will have the right to be accompanied by a trade union representative, employee representative or work colleague during any disciplinary interview.

(d) No employee will be dismissed for the first breach of discipline except in the case of gross misconduct when the penalty will be dismissal without notice or payment in lieu of notice.

(e) An employee will have the right to appeal against any disciplinary penalty imposed.

(f) The procedure may be implemented at any stage if the employee’s alleged misconduct warrants such action.

(g) Suspension with pay may occur during an investigation or where misconduct is alleged. The Board has complete discretion as to whether or not to suspend an employee. Suspension is a temporary measure and is not to be regarded as disciplinary action or penalty of any kind.

(h) The Board will investigate any conduct matter and any other situation where appropriate. It will allow the Board to decide whether disciplinary action is required. An investigation will usually involve an investigatory interview with the employee concerned: this is not a disciplinary hearing and there is no right to be accompanied at it. Any failure to assist an investigation and be entirely open and honest during it will be treated very seriously and may be treated as misconduct or gross misconduct.

(3) THE PROCEDURE
Before any disciplinary action is imposed, you will be invited by letter to attend a disciplinary hearing. In this letter the nature of the disciplinary matter will be explained
in as much detail as possible and any relevant evidence which the hearing will consider will be enclosed with the letter (including copies of witness statements and any other relevant documents). The letter will set a time, date and location for the hearing which will be reasonable for all those attending.

(a) After a reasonable period following your receipt of the letter the disciplinary hearing will be held.

(b) If the matter is connected with capability then details of any shortfall in performance will be outlined in order that you may understand the exact nature of the complaint and be able to respond in an appropriate and relative manner.

(c) If this is a conduct matter, the details of the conduct and any allegations will be put to you in full, in order that you may comment and fully state your case.

(d) If the matter is connected with absence, timekeeping or some other factual matter of this kind, then the details of this will be produced in order that the matter concerned can be discussed fully.

(e) The manager holding the hearing may adjourn the hearing and undertake further investigations if required.

(f) The outcome of the disciplinary hearing may be stated to you at the end of the hearing or sent to you later in written form, but in any event it will always be set out to you in writing within a reasonable period following the hearing. This letter will remind you of your right to appeal, which is detailed below.

(g) The statutory minimum procedure will be followed in cases of dismissal or imposing some other disciplinary penalty that is not suspension on full pay or a warning (defined overleaf).

(4) DISCIPLINARY STAGES

Informal Action

Cases of minor misconduct or unsatisfactory performance are usually best dealt with informally. A quiet word is often all that is required to improve an employee’s conduct or performance.

If informal action does not bring about an improvement, or the misconduct or unsatisfactory performance is considered to be too serious to be classed as minor, the Board will provide employees with a clear signal of their dissatisfaction by taking formal action. A record of the improvement note will be kept for 6 months, but will then be considered spent - subject to achievement and sustainment of satisfactory performance.

Formal Action

Stage 1 - First warning: misconduct

If the conduct does not meet acceptable standards the employee will normally be given a written warning. This will set out the nature of the misconduct and the change in
behaviour required. The warning should also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning should be kept, but it should be disregarded for disciplinary purposes after a specified period (e.g., six months).

### Stage 2 - Final written warning

If the offence is sufficiently serious, or there is a failure to improve during the currency of a prior warning for the same type of offence, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to action under Stage 3 (dismissal or some other action short of dismissal), and will refer to the right of appeal. A copy of this written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after 12 months (in exceptional cases the period may be longer) subject to achievement and sustainment of satisfactory conduct or performance.

### Stage 3 - Dismissal

If conduct or performance is still unsatisfactory and the employee still fails to reach the prescribed standards within the life of a final written warning, the employee will normally be dismissed. Only an Officer of the Board can take the decision to dismiss. The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which employment will terminate and the right of appeal.

### Statutory discipline and dismissal procedure

If an employee faces dismissal - or certain action short of dismissal such as loss of pay or demotion - the minimum statutory procedure will be followed. This involves:

- **step one:** a written note to the employee setting out the allegation and the basis for it
- **step two:** a meeting to consider and discuss the allegation
- **step three:** a right of appeal including an appeal meeting.

The employee will be reminded of their right to be accompanied.

### (4) Gross Misconduct

Gross misconduct may include (but is not limited to) the following:

- A serious or wilful breach of the Board’s rules or of your terms and conditions of employment.

- Being absent from work without leave (including deliberately walking out of work without express permission).

- Grossly indecent/immoral behaviour.

- Attending work when drunk or under the influence of illegal drugs.

- Fighting, physical assault or the threat of physical assault.
• Deliberate falsification of any records, including time sheets, overtime sheets and absence/sickness records, in respect of yourself or any other employee.

• Undertaking private work on the premises (at any time) or doing anything other than authorised work for the company on company premises in working hours without express permission.

• Theft of money or property, whether belonging to the Board, another employee or a third party.

• Damage to the Board's property or other person’s any property on the Board’s premises.

• Serious negligence and/or conduct that breaches of the Health & Safety rules and/or anything else that might endanger the lives of, or be likely to cause harm, to employees or any other person (regardless of whether such harm is actually caused).

• Gross insubordination and/or refusal to carry out legitimate instructions given by a supervisor/manager.

This list is not exhaustive and is for illustration only.

If, on completion of an investigation and disciplinary hearing, the Officer of the Board is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice unless there are extraordinary mitigating circumstances present.

(5) APPEALS

An employee who wishes to appeal against a disciplinary decision should inform the CEO in writing within five working days. The Diocesan Bishop will hear all appeals and his decision is final. At the appeal any disciplinary penalty imposed will be reviewed but it cannot be increased.

(6) DEFINITIONS

For the purposes of this Procedure ‘Officer of the Board’ shall mean the Chairman or Vice-Chairman of the Board but not the Diocesan Bishop or Area Bishop.

8.11 CAPABILITY PROCEDURE

• If a manager considers an employee’s performance is unsatisfactory, the manager will arrange a meeting with the employee, giving appropriate notice. This meeting will cover the aspects of work that are unsatisfactory and need to be improved. The manager will ensure that the employee is clear about the required standard of work and any specific targets.

• An employee’s request to be accompanied will be accommodated, subject to it not unreasonably delaying the scheduling of this meeting. The person accompanying the employee would be able to address the meeting, make opening and closing
statements, ask questions and confer with the employee although they are not able to answer questions on behalf of the employee. The manager should discuss the reasons for the unsatisfactory performance and offer support, guidance, additional supervision, and/or training. (In some cases this may include jointly exploring opportunities for the employee to apply for and move to a different job within the organisation where there are major concerns about the employee's suitability for the current job).

- The support that is offered by the line manager during the meeting should be clearly stated, including details of by whom and by when it will be given. The manager will need to offer continuing support and encouragement.

- The matters discussed and the planned action should be confirmed in writing to the employee.

- The employee will be informed that their performance will be monitored over a reasonable and defined period, the length of which will depend on individual circumstances and the relevant factors, which may include the type and availability of training and the frequency of occurrence of the work causing concern.

**Monitoring Period**

- At the end of the monitoring period the manager will need to decide whether or not the employee's performance is satisfactory. If it is satisfactory, the manager will discuss this with the employee and they should be encouraged to maintain the improvement. The outcome of this discussion will be confirmed in writing.

- If there has been some, but insufficient, progress the manager should meet the employee and explain those areas that have improved and those that still require improvement. The monitoring period will be extended and all issues discussed will be confirmed in writing to the employee.

- If there has been no significant improvement (either at the end of the original or extended monitoring period), the employee will be required to attend a formal Capability Interview to further discuss the performance problems.

### 8.12 EQUAL OPPORTUNITIES POLICY

**Our commitment**
The Diocese is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against other stakeholders. This policy is intended to assist us to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

**The law**
It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics. Staff should not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

**Types of unlawful discrimination**

**Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

**Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

**Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person’s dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

**Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and (according to guidance from the Government and ACAS) pregnancy and maternity).

**Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

**Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if
he/she acted maliciously or made or supported an untrue complaint. There is no longer a need for a complainant to compare his/her treatment with someone who has not made or supported a complaint under the Equality Act 2010. For example, if a blind employee raises a grievance that the employer is not complying with its duty to make reasonable adjustments, and is then systematically excluded from all meetings, such behaviour could amount to victimisation.

**Failure to make reasonable adjustments** is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

**Equal opportunities in employment**
The Diocese will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

The Diocese will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the Diocese considers it has good reasons, unrelated to any protected characteristic, for doing so. The Diocese will comply with its obligations in relation to statutory requests for contract variations. The Diocese will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

The Diocese will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

**Customers, suppliers and other people not employed by the organisation**
The Diocese will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the organisation.

Employees should report any bullying or harassment by customers, suppliers, visitors or others to their manager who will take appropriate action.

**Training**
The Diocese will provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Diocese will provide training to all existing and new employees and others engaged to work at the organisation to help them understand their rights and
responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The organisation will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

**Your responsibilities**
Every employee is required to assist us to meet our commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under our disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

**Grievances**
If you consider that you may have been unlawfully discriminated against, you may use the Diocese's grievance procedure to make a complaint. We will take any complaint seriously and will seek to resolve any grievance that we uphold. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith. Use of the Diocese's grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

**Monitoring and review**
This policy will be monitored periodically by the Diocese to judge its effectiveness and will be updated in accordance with changes in the law. If changes are required, we will implement them. Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.
Section 9: Safeguards

9.1 SAFEGUARDING
The diocese has a legislative duty of care to protect children (under 18 years) in its care, to keep them safe and sound, whether it be on church premises, community facilities, residential centres or the homes of adult leaders and helpers. A Diocesan policy has been formulated from many sources, in particular The Children Act 1989; a Code of Practice issued by the Home Office entitles 'Safe from Harm'; the House of Bishops' Policy Statements on Child Abuse (July 1995) and 'Protecting all God's Children' [2004].

Diocesan people (paid or voluntary) who in the course of their activities are likely to have opportunities for contact with children/young people under eighteen years of age are required to have an enhanced disclosure check to be carried out by the Disclosure and Barring service (DBS) before commencing those activities. In short, the Church has to ensure there is adequate, secure supervision of and a safe environment for the young people in its care.

9.2 DATA PROTECTION

Lichfield Diocesan Board of Finance collects and uses information about people with whom it communicates. This personal information must be dealt with properly and securely however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.

Lichfield Diocesan Board of Finance regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions, and to maintain confidence between those with whom it deals.

To this end Lichfield Diocesan Board of Finance fully endorses and adheres to the Principles of Data Protection, as set out in the Data Protection Act 1998.

The purpose of this policy is to ensure that the staff, volunteers and trustees of Lichfield Diocesan Board of Finance are clear about the purpose and principles of Data Protection and to ensure that it has guidelines and procedures in place which are consistently followed.

Failure to adhere to the Data Protection Act 1998 is unlawful and could result in legal action being taken against Lichfield Diocesan Board of Finance or its staff, volunteers or trustees.

The Data Protection Act 1998 regulates the processing of information relating to living and identifiable individuals (data subjects). This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Data users must comply with the data protection principles of good practice which underpin the Act. To comply with the law, information must
be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this Lichfield Diocesan Board of Finance follows the eight Data Protection Principles outlined in the Data Protection Act 1998, which are listed below:

1. **Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless**
   
   (a) at least one of the conditions in Schedule 2* is met, and
   
   (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3* is also met.

2. **Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.**

3. **Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.**

4. **Personal data shall be accurate and, where necessary, kept up to date.**

5. **Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.**

6. **Personal data shall be processed in accordance with the rights of data subjects under this Act.**

7. **Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.**

8. **Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.**

The principles apply to “personal data” which is information held on computer or in manual filing systems from which they are identifiable. Lichfield Diocesan Board of Finance’s employees, volunteers and trustees who process or use any personal information in the course of their duties will ensure that these principles are followed at all times.

The following procedures have been developed in order to ensure that Lichfield Diocesan Board of Finance meets its responsibilities in terms of Data Protection. For the purposes of these procedures data collected, stored and used by Lichfield Diocesan Board of Finance falls into 2 broad categories:

1. Lichfield Diocesan Board of Finance’s internal data records;
   Staff, volunteers and trustees

2. Lichfield Diocesan Board of Finance’s external data records;
   Members, customers, clients.

Lichfield Diocesan Board of Finance as a body is a DATA CONTROLLER under the Act, and the Bishop’s Council is ultimately responsible for the policy’s implementation.

**INTERNAL DATA RECORDS**

**Purposes**
Lichfield Diocesan Board of Finance obtains personal data (names, addresses, phone numbers, email addresses), application forms, and references and in some cases other documents from staff, volunteers and trustees. This data is stored and processed for the following purposes:

- Managing the day to day running of the diocese and delivery of services
- Recruitment
- Equal Opportunities monitoring
- Volunteering opportunities
- To distribute relevant organisational material e.g. meeting papers
- Payroll

**Access**
The contact details of staff, volunteers and trustees will only be made available to other staff, volunteers and trustees. Any other information supplied on application will be kept in a secure filing cabinet and is not accessed during the day to day running of the organisation.

Contact details of staff, volunteers and trustees will not be passed on to anyone outside the organisation without their explicit consent.
Staff, volunteers and trustees will be supplied with a copy of their personal data held by the organisation if a request is made.

All confidential post must be opened by the addressee only.

**Accuracy**

Lichfield Diocesan Board of Finance will take reasonable steps to keep personal data up to date and accurate. Personal data will be stored for 6 years after an employee, volunteer or trustee has worked for the organisation and brief details may be retained for longer (see Appendix A) Unless the organisation is specifically asked by an individual to destroy their details it will normally keep them on file for future reference. The CEO has responsibility for destroying personnel files.

**Storage**

Personal data is kept in paper-based systems and on a password-protected computer system. Every effort is made to ensure that paper-based data are stored in organised and secure systems.

Lichfield Diocesan Board of Finance operates a clear desk policy at all times – this means that no personal data will be left on unattended desks.

**Use of Photographs**

Where practicable, Lichfield Diocesan Board of Finance will seek consent from individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), the organisation will remove any photograph if a complaint is received. This policy also applies to photographs published on the organisation’s website or in the Newsletter.

**EXTERNAL DATA RECORDS**

**Purposes**

Lichfield Diocesan Board of Finance obtains personal data (such as names, addresses, and phone numbers) from members/clients. This data is obtained, stored and processed solely to assist staff and volunteers in the efficient running of services. Personal details supplied are only used to send material that is potentially useful. Most of this information is stored on the organisation’s database known as myDiocese.

Lichfield Diocesan Board of Finance obtains personal data and information from clients and members in order to provide services. This data is stored and processed only for the purposes outlined in the agreement and service specification signed by the client/member.

**Consent**

Personal data is collected over the phone and using other methods such as email. During this initial contact, the data owner is given an explanation of how this information will be used. Written consent is not requested as it is
assumed that the consent has been granted when an individual freely gives their own details.

Personal data will not be passed on to anyone outside the organisation without explicit consent from the data owner unless there is a legal duty of disclosure under other legislation, in which case the Director will discuss and agree disclosure with the Chair/ Vice Chair. Contact details held on the organisation’s database may be made available to groups/ individuals outside of the organisation. Individuals are made aware of when their details are being collected for the database and their verbal or written consent is requested.

Access
Only the organisation’s staff, volunteers and trustees will normally have access to personal data. All staff, volunteers and trustees are made aware of the Data Protection Policy and their obligation not to disclose personal data to anyone who is not supposed to have it.

Information supplied is kept in a secure filing, paper and electronic system and is only accessed by those individuals involved in the delivery of the service.

Information will not be passed on to anyone outside the organisation without their explicit consent, excluding statutory bodies e.g. the Inland Revenue.

Individuals will be supplied with a copy of any of their personal data held by the organisation if a request is made.

All confidential post must be opened by the addressee only.

Accuracy
Lichfield Diocesan Board of Finance will take reasonable steps to keep personal data up to date and accurate. Personal data will be stored for as long as the data owner/ client/ member uses our services and normally longer. Where an individual ceases to use our services and it is not deemed appropriate to keep their records, their records will be destroyed or deleted according to the schedule in Appendix A. However, unless we are specifically asked by an individual to destroy their details, we may keep them on file for future reference.

If a request is received from an organisation/ individual to destroy their records, we will remove their details from the database and request that all staff holding paper or electronic details for the organisation destroy them. This work will be effected by the Information Officer.

This procedure applies if Lichfield Diocesan Board of Finance is informed that an organisation ceases to exist.
Storage
Personal data may be kept in paper-based systems and on a password-protected computer system. Paper-based data are stored in organised and secure systems.

Lichfield Diocesan Board of Finance operates a clear desk policy at all times – this means that no personal data will be left on unattended desks.

Use of Photographs
Where practicable, Lichfield Diocesan Board of Finance will seek consent of members/individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), the organisation will remove any photograph if a complaint is received. This policy also applies to photographs published on the organisation’s website or in the Newsletter.

Disclosure and Barring Service
Lichfield Diocesan Board of Finance will act in accordance with the DBS’s code of practice.

Copies of disclosures are kept for no longer than is required. In most cases this is no longer than 6 months in accordance with the DBS Code of Practice. There may be circumstance where it is deemed appropriate to exceed this limit e.g. in the case of disputes.

Responsibilities of staff, volunteers and trustees
During the course of their duties with Lichfield Diocesan Board of Finance, staff, volunteers and trustees will be dealing with information such as names/addresses/phone numbers/e-mail addresses of members/clients/volunteers. They may be told or overhear sensitive information while working for Lichfield Diocesan Board of Finance. The Data Protection Act (1988) gives specific guidance on how this information should be dealt with. In short to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Staff, paid or unpaid, must abide by this policy.

To help staff, volunteers, trustees meet the terms of the Data Protection Act, a Data Protection/Confidentiality Statement has been produced.

Compliance
Compliance with the Act is the responsibility of all staff, paid or unpaid. Lichfield Diocesan Board of Finance will regard any unlawful breach of any provision of the Act by any staff, paid or unpaid, as a serious matter which will result in disciplinary action. Any employee who breaches this policy statement will be dealt with under the disciplinary procedure which may result in dismissal for gross misconduct. Any such breach could also lead to criminal prosecution.

Any questions or concerns about the interpretation or operation of this policy statement should in the first instance be referred to the line manager.
Retention of Data

No documents will be stored for longer than is necessary. For guidelines on retention periods see the Data Retention Schedule (Appendix A).

All documents containing personal data will be disposed of securely in accordance with the Data Protection principles.

How this relates to your job

- Do not let unauthorised persons have access to personal data - or even a glimpse of your screen;
- Keep your password secure;
- Do not leave your computer without logging-off;
- Lock away any storage media, print-outs etc. when you leave your office unattended.
- Do not take home computer print-outs as 'scrap';
- If you receive a request for personal data to be provided under the Act you should clearly establish the identity of the person making the request, if necessary by asking for the caller's name, position, and telephone number, and by referring the matter to the Director of Administration in his/her capacity as Data Protection Officer before disclosing the information requested.
- All work should be saved on the appropriate servers and not on C or local drives.

9.3 RELATIONSHIP WITH THE MEDIA

The Diocese treats its relationship with the local and national media very seriously; to support this it has appointed a specialist Officer to be its primary spokesperson. People receiving requests for information or comment on Church issues from members of the media (newspapers, radio, television and the like) should in the first instance, therefore, direct all such requests to Director of Communications.

If queries arise from requests from the media due say to the lack of availability of the Communications Director, these should be directed to the CEO. Under no circumstances should employees make any comment to the media without express permission of either the Communications Director or CEO.
Section 10: Training & Development

10.1 PERFORMANCE REVIEW
Each year you will have a formal performance appraisal with your Line Manager. This has a number of important aims:

- To build closer working relationships and become more effective in the way we work together;
- To recognise job priorities and agree goals for the future;
- To review progress against objectives;
- To understand what we are doing well and what we could be doing even better;
- To improve our performance;
- To discuss potential development needs.

During the interview you can expect:

- An honest, open discussion on your own performance, and your manager’s role in supporting you;
- To be able to express your views on your work and progress;
- To gain recognition for work well done;
- Constructive feedback on where performance can be improved;
- Discussion on future personal development;
- To agree aims, objectives, and priorities for the future.

Performance review is not simply an annual event; it is a continuous process. Concerns or constructive comments you have about any aspect of your job, including your working relationships with other departments and staff, should be made known to your Line Manager immediately, not left until the formal review interview. The appraisal is also an opportunity for you to raise any other matters that you may have felt unable to broach in any other context.

10.2 PROFESSIONAL DEVELOPMENT
Every employee is responsible for their own professional training and development during the course of their employment with the Board.

10.3 ATTENDING TRAINING SESSIONS
Employees attending or undertaking approved training and/or development are entitled to payment of normal earnings, all prescribed fees and other relevant expenses arising for these activities as negotiated with their Line Manager.
Section 11: Managing change

11.1 GUIDANCE ON CHANGE AND REDUNDANCY

The need to review structure and/or re-organise within the Board will occur from time to time. The Board will seek to minimise the need for redundancies by responsible and careful planning.

The Board will make every effort to secure suitable alternative employment for any employees either at risk of, or under notice of redundancy.

If the selection of employees for redundancy becomes necessary, consultation will take place on the selection criteria to be used based on legislation, good practice and ACAS guidelines.

Consultation

Whenever the need for re-organisation occurs, managers will discuss processes and timelines with staff at the earliest opportunity and staff will have full employment rights to –

- Statutory processes for consultation/decision/appeal
- Be consulted about change, implications and impact
- Be accompanied at each stage of the process by a workplace colleague
- Appropriate notice periods
- Reasonable paid time off to prepare for/attend interviews
- Seeking suitable alternative employment

Redundancy Pay

The Board will pay statutory redundancy pay, calculated in accordance with the provisions of the relevant current legislation, to any employee made redundant.

Voluntary Redundancy/Early Retirement

Where an employee wishes to apply for voluntary redundancy/early retirement they should write formally to their line manager as soon as reasonably possible. Decisions will be at the discretion of the CEO.

11.2 RETIREMENT

With effect from the 1 October 2011 the DBF cannot compulsorily retire their employees, unless the retirement can be objectively justified in their particular circumstances.

In certain cases it might be possible for the Board to justify a retirement age but in order to do so would need to show that it was acting to further a legitimate aim of the organisation and that its actions to achieve that aim were appropriate and necessary.
Section 12: Expenses

12.1 TRAVEL EXPENSES
'Official travel' means travel on duty: it does not include travel between home and office. Employees may claim expenses incurred in the course of official travel in accordance with the terms and conditions laid down by the Board. Each journey must be clearly delineated.

12.2 MILEAGE RATES
Current HMRC rates apply. These are re-set annually by the Board.

12.3 CAR LOAN SCHEME
The Board has an approved car loan scheme whereby people on its payroll who can only carry out their duties with the use of a car may apply for a loan of up to £10,000 currently, towards the purchase of a new or second-hand car. Full details are available from the Director of Finance.

12.4 CAR INSURANCE
Employees who use their own vehicle, or a vehicle registered or insured in someone else's name, occasionally on official business must ensure that their insurance provides adequate cover for the car to be used by the policy holder in connection with his or her business. The cover must be sufficient to permit the employee to drive the vehicle for business purposes. Employees should contact their motor insurers for any advice.

The Board has a responsibility to ensure that suitable insurance is in place and as such can request to see relevant documentation.

12.5 CAR-SHARING
The Board encourages car-sharing.

12.6 CAR PARKING CHARGES
The Board will only reimburse car parking fees whilst out on work related business, and at times when car parking is not available (when it normally provided) at your place of work. Any parking fines will not be reimbursed.

12.7 TELEPHONES
Depending on the requirement to be available and accessible outside normal office hours, employees may be entitled to reimbursement of telephone calls.

12.8 POSTAGE
Employees who post personal mail via the Board postage system will be liable for the cost of this postage.

12.9 EYESIGHT TESTS
The Board will pay for the cost of regular eye tests for its people who use visual display units (VDU) as a significant part of their work.

12.10 OVERNIGHT/MEALS EXPENSES
Employees will be entitled to reimbursement of expenses in situations where they are working or are on a conference/seminar/training course away from their normal base of work. All claims must be accompanied by original receipts.
Section 13: Employee Health

13.1 SICKNESS REPORTING AND PAY

Sickness Reporting
All employees who are unable to report for work because of illness are to inform their Line Manager or the HR Officer as early as possible (preferably before 9.30 a.m.) on the first day of absence, giving the date they first became ill, some indication of the illness and how long they expect to be away.

Employees should notify their Line Manager or the HR Officer, on the fourth day, of sickness absence, to update them on their condition.

Self Certificates/Doctor’s Certificates
In any event, a 'self certification form' will be required for up to seven working days’ absence, and thereafter a doctor’s or hospital certificate will be required.

Line Managers will provide employees with a self-certification form for completion upon return to work. This form will be counter-signed by the Line Manager, recorded on the system and the form sent to HR. HR will check the recording of this absence for monitoring purposes.

A Doctor’s Certificate for one week includes the day it is dated i.e. if the Certificate is for one week dated on a Friday, employees should return to work on the following Friday, not the Monday after that.

Sick Pay

For employees appointed prior to 1 December 2009 (Protected element)
During absence through sickness or injury, you will be entitled to receive your normal pay (inclusive of statutory sick pay, if any) for three working months in any twelve-month period.

For employees appointed after the 1 December 2009
First 12 months of employment 1 month full pay and 1 month half pay
Upon completion of 12 months 3 months full pay

After exhausting any entitlement to sick pay, you will enter a no-pay situation, however SSP will apply if you qualify.

Sickness and Annual Leave
Should employees become ill while on annual leave and wish to claim sick pay in lieu of holiday, they:

- Must telephone their relevant manager immediately.
- Must submit a Self Certificate to their relevant manager to cover first 7 seven days and thereafter a Doctor’s certificate, as necessary.
- Will be regarded as being on sick leave from the date of a Doctor’s Certificate.
**Monitoring**
Absence from work will be monitored and the Board reserves the right to require a medical certificate where self-certificated absence becomes excessive or a concern.

Any abuse of the Sickness Scheme will be dealt with accordingly and repeated abuse could lead to disciplinary action.

### 13.2 MANAGING ABSENCE POLICY AND PROCEDURE

Managers should take an active role in managing absences. In general short term absences may indicate little, however recurrent periods of absence and longer term absence may be an indication of something else. Staff should feel able to discuss concerns of absence in confidence with their Line Manager or seek advice from HR.

The Board is genuinely concerned for the well-being of its employees and seeks to protect the health and safety of the workforce. In return, the organisation expects its employees to respond in the following –

- To care for their health and seek help whenever appropriate and not to hinder or otherwise adversely affect one’s treatment, recovery or general.
- To attend for work whenever they are able to do so.

The sickness levels of employees will be monitored by their managers and how medical advice should be sought where problems arise.

### 13.3 COUNSELLING SERVICE

The Board operates the provision of a Counselling Service through the Bishop’s Advisor for Pastoral Care and well-being. Please contact the HR Officer for further information.
Section 14: Health & Safety

14.1 HEALTH AND SAFETY POLICY
The board accepts its moral duty (which is also a legal requirement under the Health and Safety at Work Act 1974 (its subsequent revisions and addenda) to ensure the health, safety and welfare at work of all its employees as well as its duty to persons other than employees (e.g. visitors). To meet its statutory responsibilities the Board will ensure safety and absence of risks to health in the following:
- systems of work;
- use, handling, storage and transport of articles and substances;
- place of work including the provision and maintenance of means of access and egress;
- working environment, including welfare facilities/arrangements.

The Act also lays duties upon all employees to take reasonable care for their own health and safety, and that of others, and to assist the Board in fulfilling its statutory duties. To that end all employees should:

a) be constantly on the lookout for safety hazards and alert to possible accident causes;

b) understand the importance of reporting immediately to the Line Manager the discovery any faults in furniture, equipment and machinery, including electric wiring or plugs;

c) report in writing to the Health and Safety Representative any matter of concern within the area of health and safety.

All Diocesan Offices have been designated 'No Smoking' areas.

EMPLOYEES ARE REQUESTED TO FAMILIARISE THEMSELVES WITH THE MATTERS SET OUT BELOW

1 GENERAL
The Board is concerned for the health, safety and welfare of its employees at work and will observe the terms of the Health and Safety at Work Act 1974 (the Act) and other allied legislation, the terms of any regulations made under it. The Board will keep under review any measures that may, from time to time, become necessary in order to ensure the health and safety of all employees and other persons using the Board's premises. The CEO will be responsible for the implementation of all general policy. (S)he will rely heavily on the co-operation of all employees to act responsibly and to do everything possible to prevent injury to themselves and to fellow employees.

2 HEALTH
The Board will, so far as it is reasonably practicable, provide suitable facilities and arrangements for the welfare of all staff and to provide and maintain the premises and systems of work which would not involve risks to health. Such information, instruction, training and supervision will be given as is reasonably practicable and necessary to safeguard the health of employees at work.

All offices, rooms and toilets of St Mary's House are designated no-smoking areas. Smoking is permitted in the garden.
3 SAFETY
It is the Board’s policy to ensure that all machinery and equipment in its buildings operate safely and that adequate information, instruction, training and supervision in its use has been provided, where necessary, for the safety of all employees.

Any defect in such machinery or equipment should be reported at once to your immediate Line manager.

4 PREMISES
It is the Board’s policy to see that offices are maintained in a safe condition, that they are without risk to health and that safe means of access and egress are provided for the use of all employees, visitors, and callers at the offices. For this purpose the office buildings are periodically inspected and maintenance work carried out.

Employees should maintain the premises in a state of tidiness in order to minimise the risk of accident or damage to the furniture, machinery or equipment. In particular, telephone or electrical wires must not run across open areas of floor.

Any signs of deterioration, internal or external, which could prove hazardous, should be brought to the immediate attention of the Reception and Office Services Manager.

5 DUTIES OF EMPLOYEES
The Act imposes obligations on employees as well as employers.

The following summaries of the provisions of Section 7 and 8 should be noted:

a) It is the duty of every employee whilst at work, to take reasonable care of him/herself and of the other persons who may be affected by his/her acts or commissions at work, and to co-operate with his/her employer or anyone else concerned to ensure that their obligations under the Act are performed or complied with.

b) With regard to any duty or requirement imposed on the Board or any other persons by or under the relevant statutory provisions, employees must co-operate with the Board so far as is necessary to enable the Board’s duties or requirements to be performed or complied with.

c) No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare pursuant to the terms of the Act or any subsequent regulation.

6 ORGANISATION

a) The Reception and Office Services Manager has been appointed by the CEO to monitor the implementation of the Policy. (S)he will bring any discrepancies to the CEO’s attention and arrange for them to be resolved in conjunction with the Property Director. The CEO and Reception and Office Services Manager will fully support any recommendations which need to be taken to the Board.

If any problems are noticed between inspections, the Reception and Office Services Manager should be notified immediately.
7 ARRANGEMENTS

a) Fire Instructions

In line with the provisions of The Fire Precautions (Workplace) Regulations 1997 and its subsequent revisions, fire fighting equipment, fire detectors, and alarms are installed in the offices on the advice and approval of the Fire Authority.

i) Your office is supplied with both water and carbon dioxide fire extinguishers in office areas and on stairwells; Emergency lighting is in place which would activate in the event of a power failure.

ii) At the close of business, all electrical equipment must be turned off, the plugs removed from the sockets and the power points disconnected except for those machines which are to remain operative.

iii) Loose paper must not be left on the surfaces of desks, but stored in drawers or filing cabinets where possible.

iv) Employees must ensure that all fire doors are closed at all times.

v) Emergency exits must be kept clear from obstruction and ready for use at all times.

vi) No paper or other flammable or combustible material is to be stored on landings.

vii) In the event of fire, operate the nearest fire alarm immediately.

DO NOT TAKE RISKS: ALWAYS PUT YOUR OWN SAFETY AND THAT OF OTHERS FIRST – DO NOT ATTEMPT TO FIGHT THE FIRE YOURSELF

On hearing the Fire Alarm, a continuous, high intensity, variable electronic sound, the following action must be taken

i) The person on duty in reception will call the Fire Brigade immediately and then leave the building taking the attendance name board and the visitors record book;

ii) Close all doors as you leave your area, and encourage others to leave promptly;

iii) Leave the building as quickly as possible but at a steady pace, taking particular care on the stairs. If you are in charge of visitors, accompany them to the nearest exit, ensuring they report their presence to the duty receptionist. Use the front door or Basement Fire Exit Door.

iv) Do not try to salvage documents or equipment (this reduces escape time)

v) Unless immediately to hand by your work place, do not attempt to collect handbags, briefcases or coats or other personal belongings.

vi) Remain at the assembly point on the car park until the Fire Officer in charge gives permission to re-enter the building.
b) FIRST AID

i) A first aid box is kept in Reception (Ground Floor) containing dressings etc for treating minor injuries.

ii) In the event of illness, injury or accident at work assistance should also be sought initially from the designated First Aid representatives who will make a decision about what other help is required. If the incident is obviously extremely urgent, however, an ambulance should be summoned immediately.

ii) The nearest hospital to St Mary's House with an accident and emergency department is:

Queen's Hospital
Belvedere Road
Burton-on-Trent
DE13 0RB
Tel: 01283 566333

There is also a Minor Injuries department at:

Samuel Johnson Community Hospital
Trent Valley Road
Lichfield
WS13 6EF
Tel: 01543 412900

iii) In accordance with the Health and Safety at Work (First Aid at Work) Regulation injuries or accidents, no matter how trivial they may seem, must be recorded in the Accident Book which is held in the Reception Office (Ground Floor).

c) TRAINING

Health and Safety training will be provided for all employees as and when necessary. There will be regular fire drills.

8 Health and safety and machinery and equipment

- Machinery and equipment must only be operated by trained people with all safety guards and safety devices in place and operational. Faulty or failed safety guards and devices should be notified immediately to your Line Manager, and the equipment made inoperative until the failure is resolved.
- Computer users should ensure that their work space is set up so as to avoid having to sit awkwardly or make unnecessary head movements; operators' chairs should be adjusted to the correct height so that the ideally the monitor screen is around eye-level. Try to change your eye focus by looking away from the monitor screen occasionally to relax the muscles of your eyes and recover from any fatigue; yawning and blinking helps to maintain moisture in the eyes.
- Work Station Risk Assessments will be carried out for all staff.
14.2 LONE WORKING
The Board has a Lone Working Policy obtainable from the Reception and Office Services Manager.

14.3 MOBILE PHONES AND DRIVING
The Board requires that no person should use a mobile phone when driving. Employees should stop in a safe place to receive and make a mobile call.

14.4 EMPLOYER'S LIABILITY INSURANCE
The Board holds Employer Liability Insurance and the certificate displayed in St Mary's House.
Section 15: Leaving Employment

15.1 NOTICE PERIODS
Employees are required to give notice in accordance to their Contract of Employment.

The minimum periods of notice to be given by the Board are governed by Employment legislation and depend upon length of service.

Unless otherwise specified the notice period is one month on either side, subject to any longer period of notice to which you may be entitled to under the Employment Protection Legislation.

15.2 ANNUAL LEAVE
Employees should take all annual leave owing to them upon leaving employment, and only in exceptional circumstances will this be paid. Any overtaken annual leave will be recovered in the employee’s final pay.

15.3 PAY IN LIEU OF NOTICE
In certain circumstances pay in lieu of notice will be granted.

15.4 RETURNING DIOCESAN PROPERTY
Employees are required to return all property belonging to the Board upon leaving employment.