



THE CHURCH  
OF ENGLAND

DIOCESE OF  
WORCESTER

# Worcester Diocesan Board of Finance

## EMPLOYEE HANDBOOK

# Worcester Diocesan Board of Finance – Employee Handbook

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## Introduction

This employee handbook has been prepared for those who have a contract of employment with the Worcester Diocesan Board of Finance Ltd. In it we set out our policies concerning our staff and this document contains important information relating to your rights and duties at work. If you are an office holder or volunteer who manages DBF employees, you are also required to observe the procedures set out in this handbook with regard to your line management responsibilities.

Unless specifically indicated, the handbook does not confer any contractual right and therefore we reserve the right to revise, rescind or supplement the contents of the handbook as necessary from time to time.

Any amendments will be notified to you in writing one month before such changes are to take effect unless the changes come into effect earlier for statutory reasons.

Where the words “Board”, “DBF”, “We” or “Our” are used, this relates to the Worcester Diocesan Board of Finance Ltd (The Board) as your employer.

## The Contract of Employment – Explanation

### Contracts

The arrangements outlined in this handbook apply to most employees engaged by the Board. However, if your working pattern is not full-time, or you are on a non-standard contract, please refer to your individual Statement of Terms and Conditions of Employment (Contract of Employment) which outlines your specific principal terms and conditions. If there is any discrepancy between your written statement and this handbook, those in your written statement will prevail.

### Line Manager

You will have a line manager who will be your first point of contact for all general and day-to-day queries about your working arrangements and performance issues. He or she may refer your queries upwards to a member of the Senior Management Team (Diocesan Secretary, Director of Education, Director of Ministry and Discipleship and, for employees of Bishop's staff, the Bishop of Worcester) and if necessary directly to the Diocesan Secretary if the matter needs a higher level of approval – particularly if it requires a decision regarding approval of exceptional circumstances.

However, if the matter is about your contract of employment or about general HR issues, please in the first instance contact a member of the HR team for advice.

### Probationary periods

All new employees are subject to a six-month probationary period (unless otherwise indicated in your individual contract) during which your performance is carefully monitored. Your employment will be confirmed on successful completion of the probationary period. We reserve the right to extend the probationary period if necessary.

### Notice periods

If you wish to resign, you must put this in writing and unless stated to the contrary in your individual contract, the notice period you must give to us is one week during your probationary period and thereafter detailed within your contract of employment.

We reserve the right to make payment in lieu of notice except in cases of gross misconduct where no notice or pay in lieu will be given. Details of what might constitute matters that will normally be considered gross misconduct by us are given in the Disciplinary Section of this Handbook.

We may require employees to take any outstanding leave during the notice period, irrespective of who terminates the contract.

### Conditions of service, including hours

Your normal working hours will be set out in your individual written statement of terms (Contract of Employment.) Full-time employees normally work 35 hours per week. Our Core Hours policy requires you to be at work between 9:30am and 4pm. We reserve the right to vary the hours of work should changes take place in our operation and will give you as much notice as possible should this arise.

You will need to take appropriate breaks, and manage your own working week to ensure that you complete the required number of working hours – the office will normally be open between 8am

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and 5pm. Because of the nature of some roles, it isn't possible to offer this flexibility in every case. Please discuss with your line manager whether you're able to take advantage of this flexibility. Part time employees will need to discuss how core hours apply to them.

Time off in lieu (TOIL), approved in advance by your line manager, should be taken as soon as possible, and within 2 months of the end of the month in which it is accrued unless otherwise agreed. Taking periods of TOIL of half a day or greater must be approved by your line manager. TOIL hours may be taken during the notice period at the end of your employment at the discretion of the Diocesan Secretary and any outstanding TOIL at the end of such a period of notice would be remunerated. All TOIL is earned at hours only – not time and a half or double time.

### **Breaks**

You should ensure you take adequate time for rest. This requires at least a 20 minute break if you will work longer than six hours which we would normally expect you to take lunch between 12 noon and 2pm.

Should you work part-time, your individual times of attendance and break allowances will be specified in your Statement of Terms and Conditions of Employment.

### **Working Time Regulations**

You shall not be made to work in excess of a 48 hour week (averaged over 17 weeks), unless you have agreed in advance to do so.

If you are likely to exceed this weekly amount on a regular basis and wish to do so, you should discuss the matter with your line manager and you may be asked to sign an 'Opt Out' Agreement.

If you wish to withdraw your agreement to an existing 'Opt-Out', you may do so after giving 12 weeks' written notice to us.

## **Induction**

All new starters will be given an induction to their work to help them settle in and trained to become effective as quickly as possible. The initial basic introduction normally starts in the first week and is supervised by your line manager.

## **Ethics and regulation**

You are expected to conduct yourself in an ethical manner in all dealings on our behalf. You are expected to be honest, fair and courteous both in dealing with your colleagues and with our external contacts, as well as encouraging the contribution from others and respecting different viewpoints.

## **Whistle-Blowing Policy**

We are committed to conducting our business with honesty and integrity and we expect all working with us to maintain high standards. Any suspected wrongdoing, including “covering up”, should be reported as soon as possible.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers appointed by the Worcester Diocesan Board of Finance Ltd.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **What is whistleblowing?**

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes, but is not limited to, bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

We hope that in many cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact the Diocesan Secretary or if you consider that would be inappropriate, the Diocesan Registrar. Contact details are at the end of this policy.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

### **Confidentiality**

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

### **External disclosures**

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

### **Protection and support for whistle-blowers**

We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

There is a confidential diocesan counselling service available to DBF employees who may self-refer as set out on the diocesan website. The DBF may on request be able to arrange access to this service for the DBF's volunteers.

Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Diocesan Secretary immediately. If you are an employee and the matter is not remedied you should raise it formally using our Grievance Procedure.

You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases, the whistle-blower could have a right to sue you personally for compensation in an employment tribunal.

However, if we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action.

## Contacts

<b>Diocesan Secretary</b>	John Preston 01905 732829 <a href="mailto:Jpreston@cofe-worcester.org.uk">Jpreston@cofe-worcester.org.uk</a>
<b>Diocesan Safeguarding Adviser</b>	Hilary Higton 07495 060869 <a href="mailto:HHigton@cofe-worcester.org.uk">HHigton@cofe-worcester.org.uk</a>
<b>Diocesan Registrar</b>	Stuart Ness 01905 727211 <a href="mailto:Stuart.Ness@smesolicitors.co.uk">Stuart.Ness@smesolicitors.co.uk</a>
<b>Public Concern at Work</b> (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: <a href="mailto:whistle@pcaw.co.uk">whistle@pcaw.co.uk</a> Website: <a href="http://www.pcaw.co.uk">www.pcaw.co.uk</a>

## Safeguarding

The DBF reviews and updates its Safeguarding Policy annually which is displayed on the Diocesan Office noticeboard and can be found in the employee handbook section of the Worcester Diocese website.

## How to raise a concern

If a child or vulnerable adult is at immediate risk you should contact the Diocesan Safeguarding Adviser on 07495 060869 or the Police on 999 in accordance with the DBF's Safeguarding Policy. In an emergency, call emergency services on 999 and then the Diocesan Safeguarding Adviser as soon as practicable. If you have received a direct allegation of abuse, but the child/adult is not in immediate danger you should contact the Diocesan Safeguarding Adviser (DSA) 07495 060869 without delay, and in all circumstances within 24 hours.

## Staff Purchases/ Gifts

In accordance with the Bribery Act, it is the DBF's policy to:

- Not to give, request or accept business gifts, other than items of low value, e.g. in the region of £10;
- Not to give, request or accept hospitality which might be deemed by others to have influenced a purchasing decision;
- Record and report any gifts received or offers of hospitality made.

As a guideline in judging whether a gift is 'appropriate' or not, you should consider who is giving it (is it someone who could benefit from decisions made by the recipient?) and the timing of the gift (e.g. at the point of tendering, or as a "thank you" at the end of a piece of work). In case of doubt, employees should consult their line manager. Note that when dealing with overseas companies the giving and receiving of such gifts and payments may appear to be "normal" business practice. However, under the Bribery Act it is illegal for UK companies and their employees and/ or agents to undertake such practices in the UK or elsewhere.

### **Security**

You have a duty of care to safeguard our property, equipment and data and therefore you are expected to follow any security regulations and arrangements that we introduce.

As part of its general security procedures, the Board reserves the right to carry out searches of your workplace at any time with due cause. It also reserves the right to search you and your personal belongings, including the contents of desks, bags and briefcases. In such instances, wherever practicable, you will be accompanied by a third party who is on the premises at the time a search is taking place, or at the time that any further questioning takes place. Any such search will be conducted with proper regard to gender or any other relevant sensibilities.

Refusal to co-operate with the DBF's reasonable request to search in the furtherance of general security will be a serious disciplinary offence which could lead to summary dismissal.

In the event of a loss of DBF property or monetary loss, you may be required to participate in the Board's investigations and co-operate where necessary with auditors and other third parties at the direction of the Board.

### **Conflicts of interest**

You should not allow any of your private interests to conflict with, or appear to be in conflict with, our interests. If you are not sure whether something is likely to be seen as a conflict of interest, you should seek advice from your line manager. The Board has a policy on managing conflicts of interest which can be found in the employee handbook section of the Worcester Diocese website.

## **Authorities**

### **Financial**

No one without explicit authority to spend the Board's money should do so. Delegated authority levels are specified in the Finance Handbook. Even if you have the authority to purchase standard goods and services up to a specified value, you must seek approval when intending to spend Board money on anything novel or potentially contentious. If you have any queries about this, please speak to your line manager.

### **Speaking on behalf of the Board**

If representatives of the media contact you, please refer them to the Diocesan Director of Communications. Unless you have been given specific permission by them or your line manager, you are not authorised to speak on our behalf to the media.

## Leave

### Annual leave

Full-time employees will be entitled to receive 38 days' (7.6 weeks') paid holiday. This includes 13 fixed days comprising: the normal eight statutory/bank holidays (namely New Years' Day, Good Friday, Easter Monday, May Day, Whit Monday, end August, Christmas Day, Boxing Day); Easter Tuesday; and the period between Christmas Eve and New Year's Day (inclusive) during each full calendar year from 1st January through to 31st December. Part-time employees will receive a *pro rata* entitlement.

If your employment commences part of the way through the holiday year, your annual entitlement to holidays during that year will be assessed on a *pro rata* basis in relation to the amount of time worked in that year. Holiday commitments already made by new staff during the year where declared on commencement of employment will be honoured so far as it is possible.

If you wish to take more than two weeks' holiday at one time, please discuss this with your line manager. It is helpful to give as much notice of holiday leave requests as possible, and for requests for leave longer than a week you are expected to give at least one month's notice. In exceptional cases the Board may grant a period of unpaid leave so that staff can extend their normal holiday entitlement if they have special reasons, for example an extended visit to family abroad. Please discuss such requests with your line manager who will arrange for the matter to be considered by the Diocesan Secretary before you make any final arrangements.

All holidays must be taken at times convenient to the DBF. Holiday arrangements should not be booked and confirmed until your request dates have been authorised.

### Diocesan Office closure

The Office is closed on Statutory Bank Holidays, on Easter Tuesday and between Christmas Eve and New Year's Day (inclusive).

### Taking all your leave entitlement

You are expected to take all your annual leave entitlement. However, a maximum of 5 days' holiday entitlement (pro-rata for part time staff) may be carried forward to the following year, but if it is not taken before 30th April, it will be lost. You will not be allowed to carry forward any additional untaken leave unless there are exceptional circumstances allowable under the Working Time Regulations – e.g. you were unwell and therefore unable to take planned leave. Any exceptions will be agreed via your line manager by the Diocesan Secretary. You will not be entitled to payment in lieu of any such unused holiday other than on the termination of your employment.

On termination of your employment you shall be entitled to be paid in lieu of accrued but untaken holiday. The amount of the payment in lieu shall be calculated on a pro rata basis.

If you have taken more holiday than your accrued entitlement at the date of termination of your employment, the Board shall be entitled to deduct the appropriate amount from any payments due to you (which will be calculated on a *pro rata* basis) and you expressly agree to such deductions being made.

The Board may require you to take any outstanding holiday entitlement during your notice period.

Your total leave allowance is comprised of annual leave plus fixed and flexible bank holidays. Part time workers will be entitled to paid holiday on a *pro rata* basis. If more of the fixed and flexible bank holidays fall on your normal working days than you are entitled to they will be subtracted from your total leave entitlement. If fewer bank holidays coincide with your normal working days than you are entitled to you will receive additional holiday entitlement in lieu to be taken at another time convenient to us.

### **Sick leave**

You must notify your line manager or the HR team as soon as possible on the day in question and by 11.00 am at the latest, if you are unable through illness or injury to attend work. The individual you notify will agree with you how frequent subsequent contact should be with you during your period of absence. You will be required to hold a “Return to Work” conversation with your line manager on your first day back.

On return you must complete a self-certification form for all absences and send it to HR. On the eighth continuous day of absence you must also provide us with a medical certificate from a registered medical practitioner stating the reason for your absence and how long you should stay away. Continued absence must similarly be covered by medical certificates from your doctor.

If you comply with the above requirements you will be paid in accordance with your entitlement to statutory sick pay (SSP.) Your SSP qualifying days are your normal working days or those you were scheduled to work.

However, once you have successfully completed your probation period the DBF enhances your sick pay such that your salary will be paid during your absence on the following basis (which would include any Statutory Sick Pay (SSP) entitlement during the first 28 weeks of absence):

- In full during the first 28 weeks of absence.
- At half rate during the next 24 weeks of absence.

This is subject to these benefits being the maximum payable during any rolling 12 months’ period starting with the first day of sickness absence.

If your absence is due to an accident involving a third party and you make a claim against the third party, any DBF sick pay you receive should be refunded once your claim for damages is settled.

If you are sick whilst away on annual leave to the extent that you would not be well enough to work, you can request that this period be treated under the sickness absence rules (and be paid as sick pay). All such periods of sickness must be covered by a medical certificate from a registered medical practitioner. A self-certification form will not be sufficient in such circumstances.

Any work, including that for therapeutic reasons, should only be undertaken during a period of illness when your medical practitioner has given written recommendation / certification.

If you are away on sick leave for the whole of a leave year such that you are unable to take any annual leave, you are only entitled to carry forward the UK statutory entitlement to leave in those circumstances (4 weeks including bank holidays) into the following leave year.

If you need to make a medical appointment, you are requested to try to arrange a time which will minimise the inconvenience to us. Payment for time off to attend medical appointments is at the discretion of the Board.

We reserve the right to require you to submit to a medical examination by a Doctor appointed by us or an independent medical adviser. A copy of the report of such a medical examination may be sent to your own doctor if you wish, in addition to being supplied to the DBF. A copy of our Occupational Health policy is available on request.

## **Special leave**

Special leave, with or without pay, will be subject to the approval of the Diocesan Secretary. If you are carrying out public duties you will have a statutory right to reasonable time off in order to fulfil these duties, but will need to get an agreement from the Diocesan Secretary regarding how much time would be considered reasonable in each case.

You must first notify your line manager who will then arrange for the Diocesan Secretary to consider whether you are entitled to time off for such duties and whether your time off should be paid or unpaid. You should apply for Special Leave in advance where possible, but approval may be given retrospectively in urgent cases when you must make the request as soon as possible.

You may be granted special leave if, for example:

- You need urgent compassionate leave e.g. to arrange or attend the funeral of an immediate relative. We are sensitive to the loss of immediate family members;
- You carry out voluntary public service work, e.g. school governor;
- You undertake reserve forces training;
- You are called for jury service. Your pay will be reduced by the amount you can claim from the Courts Service for loss of earning. You are responsible for having the certificates for loss of earning form provided to you by the Court completed and signed by the Diocesan Secretary and submitting that form to the Court. You must show us the Summons to confirm that you have been called for jury service. Jury service will not count against any other leave entitlement.

Leave with pay for compassionate reasons will normally not exceed three days in any one year. Depending on individual circumstances an extension to a maximum of six working days may be granted in cases of special hardship. If leave of more than six days is required, this will be without pay or you may choose to use some of your remaining annual leave entitlement.

## **Emergency Time off for Dependants**

We have a policy to allow you to take reasonable time off work to deal with an emergency situation concerning a dependant in the following circumstances:

- To help when a dependant gives birth, is ill, injured or assaulted;
- To make arrangements for the care of a sick or injured dependant;
- To deal with the death of a dependant;
- To cope when care arrangements for a dependant are unexpectedly disrupted;
- To deal with an unexpected incident involving a dependent child at school.

A dependant can be any of the following:

- Your spouse, child or parent
- Someone who lives with you (but who is not your employee, lodger or boarder)
- Any person who relies on you, when he or she is ill or injured, either to assist them or to make arrangements for their care.

You may take a reasonable amount of time off work. What is 'reasonable' will depend on the circumstances of each incident. You should, as far as possible, agree with your line manager how long you will be away from work.

In exceptional circumstances, you can request an additional period of unpaid leave.

Given the nature of the type of emergencies covered by this policy, it may be difficult to apply for Emergency Time Off in advance. Therefore, approval may be given retrospectively depending on the urgency of the situation. However, you must notify the HR team as soon as possible and keep us informed of the likely date of your return.

Any absences for domestic reasons such as house moving, deliveries of furniture or such similar reason must be taken as part of your holiday entitlement.

## Adverse Weather Policy

### General principles

While we are committed to protecting the health and safety of all our employees, we must ensure that disruption caused to our business remains minimal. All employees are expected to use every reasonable effort to report for work at their normal workplace at their recognised start time. However, it is not the Board's intention that employees put themselves at risk when trying to attend work.

### Procedure if you are unable to reach your normal place of work

If you expect to be late or cannot safely reach work due to adverse weather or experience related problems on public transport, you must telephone the Office switchboard as soon as possible. Unless you are told otherwise, you should telephone to notify the Board on each and every day that you are unable to get to work. Failure to notify that you are unable to attend work without a reasonable explanation will count as unauthorised absence.

### Deterioration of weather whilst at work

You must ensure you get approval before you leave for home early in adverse weather.

### School/nursery/day-care centre closure impacting on your ability to work

If your child's school or nursery has closed due to bad weather and this closure impacts on your ability to come to work, please refer to our Policy for Emergency Time off for Dependants. This right

to emergency domestic leave also applies where caring arrangements for other dependants (e.g. elderly or disabled relatives) are disrupted.

## Maternity, Paternity, Adoption and Parental Leave Policy

We will at all times comply with the legislation that is in force. We value the families of our employees and will make such arrangements as we can to ensure that employees are able to combine their family commitments whilst working for us.

More detailed information on Maternity, Paternity, Adoption and Parental Leave is available on request.

We are required to follow the relevant legislation and we are also aware that a stable workforce is one of our assets. We therefore have the following procedures to help employees who are proposing to take maternity or paternity leave.

As soon as possible after you have notified your intention to take maternity/paternity leave your line manager and the HR team will meet with you informally to discuss:

- your right to maternity and paternity leave including the notice requirements as are applicable;
- your right to return to work – in appropriate cases there may be discussion as to whether you wish to return to work on a different basis (i.e., part time or flexible working) and whether we can so accommodate you;
- any entitlements to payment will be clarified.

Where it is necessary to cover your work then prior to commencement of maternity or paternity leave you will be informed of the arrangements for covering your work and you will be involved as far as possible in relation to the provision of a replacement.

Where you wish to return to work after maternity leave on a different basis than your original job the following may be considered:

- opportunities for flexible or part-time working which we will make every effort to accommodate;
- the possibility of job sharing which will involve appropriate adjusted terms and conditions of employment;
- where no such alternatives are available at the time of return to work you will be encouraged to work on a full-time basis and we will continue to review the position to seek to accommodate your wishes.

## **Maternity Leave**

We will ensure that, as far as possible, you can combine your family and career responsibilities. We value all employees' contributions and encourage women to return to work after maternity leave.

If any female employee becomes pregnant, we will offer maternity benefits in accordance with the law at that time. Any changes in the law will be notified to those employees affected as appropriate.

Once your pregnancy is confirmed, please inform the HR team, who will make arrangements to advise you of the current maternity leave and payment arrangements. The DBF currently offers enhanced Maternity Pay.

## **Paternity Leave**

We understand that parents want to be able to spend time with their new-born child/ children.

To help employees we encourage our qualifying employees to take advantage of the availability of paternity leave.

Our Paternity Leave is in line with the statutory entitlement set out in the relevant legislation.

Employees should notify the HR team of their intention to take paternity leave. This should be done wherever possible by the 15<sup>th</sup> week before the baby is expected. Arrangements will then be made to advise you of the current Paternity leave and payment arrangements. The DBF currently offers enhanced Paternity Pay.

## **Shared Parental Leave**

If a mother wishes to curtail her maternity leave or an adopter wishes to curtail his/ her adoption leave, it may be possible for the other parent to share any remaining untaken leave and pay. Our Shared Parental Leave procedures are in line with the statutory entitlements. They are however, quite complex and further details are available on request. The DBF currently offers enhanced Shared Parental Pay.

## **Parental Leave - Unpaid**

We recognise your right to Parental Leave, providing you meet the criteria set out in the current legislation. If you are unsure as to whether you meet the criteria required, you should speak to the HR team.

You are entitled to a total of 18 weeks' unpaid parental leave for each child who is under the age of 18. Please note that despite having a similar name, this unpaid leave is not the same as, and should not be confused with, Shared Parental Leave.

We allow parental leave to be taken in blocks of one week, up to a maximum of four weeks in any one given year. For this purpose, a year is defined as a period of 12 months, starting on the date you are first eligible to take parental leave.

Should you require parental leave, you should inform the HR team in writing giving 21 days' notice, along with the start and end dates of the leave.

We will endeavour to grant all requests for parental leave. However, if we feel that there may be a disruption by you taking leave during the proposed period, we may choose to postpone your leave. If that happens, we will confirm the decision in writing within seven days and confirm dates on which you may take leave.

In most cases parents will have parental responsibility for a child, but in some instances legal guardians may also have this responsibility. If you are unsure of whether you meet these requirements, you should speak to the HR team. Further information is available on request.

## **Parental Bereavement Leave**

From April 2020, statutory parental bereavement leave will be available to all employees who are "bereaved parents" where they were the primary carers for a deceased child under the age of 18. This also covers parents who suffer a stillbirth 24 weeks or more into pregnancy.

Parental Bereavement leave can be taken in blocks of one week, with up to two weeks in total and can be taken within 56 weeks of the death of the child.

You will be able to take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times (for example the first week immediately after the child's death and the second week at the time of the funeral).

Depending on your length of service, you may also be eligible to receive statutory parental bereavement pay. For more information on the rate of pay and arrangements please ask your line manager.

## **Adoption Leave**

If you wish to undertake the adoption of a child, please contact the HR team as soon as you are notified of the adoption date. Arrangements will then be made to advise you of your rights to adoption leave, the requirements to give appropriate notice and the entitlements to payment during adoption leave etc. The DBF currently offers enhanced Adoption Pay.

## **Flexible working**

We will consider requests for flexible working under the statutory arrangements for all employees with at least 26 weeks of continuous service. For further information on the right to request flexible working and the DBF policy ask the HR team.

## **Employment outside the Board**

During the course of your employment by us, you are expected to apply yourself diligently and in good faith to our work, and not undertake employment or voluntary activities that create a conflict with our work. Subject to specific clauses in your contract, you will not undertake work for another employer, without our consent in writing, such consent not to be unreasonably withheld.

If there is any doubt, it would be advisable for staff to seek prior permission before accepting an appointment or agreeing to work for an outside body.

## Home working

Some of our employees work from home from time to time. It is recognised that working in this manner can be beneficial for both employee and the Board. If you have been given permission to work from home, you must inform your manager of your work schedules so that we are aware when work is being undertaken at home.

The following should be noted:

- You must be contactable during the period of core hours whilst home working. These are to be agreed with your line manager;
- Home working is not a substitute for suitable care arrangements. Dependants need to be looked after by someone other than the employee when they are working and that, if necessary, care arrangements should be in place to cover the time when the employee is working;
- Any DBF property taken home, remains our property;
- In most circumstances we would not expect to incur any additional costs as a result of you undertaking home working over and above those agreed with your manager; and
- Your line manager or other appropriate company representative has a right to expect to be able to visit you at home during working hours if necessary.

Where appropriate some equipment may have to be signed for to comply with other departmental procedures, e.g. the use of computer equipment. Please refer to your manager for information on how to access the Board's IT systems remotely and what equipment you will need.

As an Employer, we have a responsibility to ensure your health, safety and welfare whilst at work. This legal duty also extends to work activities undertaken at home.

As the control that can be exercised over a member of staff working from home is limited, the main responsibility will be with the home-worker. This places obligations on home-workers themselves to ensure that they and other persons, who may be affected, including other members of the household as well as the public, are not endangered by work activities undertaken at their home using company equipment.

If you work from home, you must follow any safety instructions issued by us and bring any concerns about hazards to the attention of your line manager to ensure that risks are minimised. Any company electrical equipment being used by you whilst at home is to be PAT tested every two years or as arranged by the Board.

If you work from home on a regular basis, you will need to seek advice from the relevant agencies with regard to the effect of home-working on your house and contents insurance; mortgage or tenancy agreement; and, council tax/business rates and confirm that there are no restrictions laid down by their local authority or within their mortgage/rental agreements.

Buildings and contents insurance: you are required to establish whether your buildings and contents insurance policies provide cover for home-working and that all company equipment is kept secure. If you are authorised to work from home, you must ensure that they have adequate insurance to cover your property where the work is being carried out.

Rental and mortgage agreements: Some mortgage and rental agreements do not allow for home premises to be used for work purposes of any type. In some circumstances, working from home can result in eviction. It is your responsibility to check your particular circumstances with your landlord or mortgage provider.

Business rates/council tax: Any homeworking would normally make part of the property used subject to a business rate, if the work materially detracts from the use of the dwelling (or part of the dwelling) for domestic purposes. You may therefore wish to check your individual circumstances with their local Council.

We will not accept any responsibility if you suffer any detriment, loss or legal action as a result of not obtaining the necessary permissions from your insurer, mortgage lender, landlord or local authority.

If you work from home, it is your responsibility to clarify your position with HMRC with regard to income tax relief that may or may not be applicable due to home working.

Any restricted information is to be secured as befits the nature of the data held and all home workers must adhere to the Data Protection Act (incorporating GDPR.)

During working hours whilst at home, all DBF Policy and Procedures are to be observed.

We will ensure that any employee authorised to work from home is covered by the Employer's Liability Insurance during working hours.

## Leaving the DBF

On leaving, for whatever reason, you must return all of our property in your possession (e.g. keys, security access card, mobile phones, documentation, tools, and computer equipment as appropriate) on your last day at work. Failure to do so may incur a deduction from any final payment due.

### Resignation

Calculations with regards to outstanding holiday entitlements are detailed in the section on Annual Leave above.

Where less than the full period of notice has been given or where you are dismissed for reasons of misconduct, your last day on pay will be your last working day.

## Retirement

There is no normal retirement age, but if you wish to discuss adjusting your working hours as part of a phased retirement plan, please talk to your line manager and the HR team and submit a flexible working request.

## Training Policy

We aim to ensure that all employees have the knowledge, skills and experience to meet the required standards of job performance satisfactorily. We will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics, in order to meet the needs of the DBF. Wherever possible, we will provide retraining opportunities for employees to adapt to technological change and development.

All staff will receive mandatory training applicable to their posts and duties which may include:

- Induction training
- Health & Safety
- Manual Handling
- Training as required by regulatory bodies.

It is a condition of employment that you undertake training or re-training, and attend lectures or courses as required by us and you may be required to undertake such training on site, or off site. You may also be asked as part of your normal job functions to be involved in the training or re-training of new or existing employees.

If external training is agreed, you will be expected to be at the college or other training location as appropriate, for the training days on the hours and days that are agreed with the training provider. Failure to do so without good reason will be addressed under our disciplinary procedures.

## Annual Review Policy

### Annual Review for Employees

All DBF members of staff will have an annual review with their line manager which is designed to help to support them and to enable them to flourish in their role. Further information is available on the employee section of the Worcester Diocese website.

## Disciplinary, capability and grievance procedures

### Disciplinary Procedure

Our aim is to encourage improvement in individual conduct or performance. This procedure sets out the action that will be taken when disciplinary rules are breached. Conduct outside working hours, which in our opinion affects the performance of your duties or may bring the Board into

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disrepute or adversely affect it, may also be considered as reasons for implementing the Disciplinary Procedure. It applies to all employees and the rights of appeal will apply as detailed below.

The following are examples of misconduct:

- minor breach of Board rules, policies and procedures;
- minor damage to Board property;
- unsatisfactory attendance and/or poor timekeeping;
- unauthorised absence; and
- failure to meet the appropriate and expected standards of work.

This list is intended as a guide and is not exhaustive. More serious cases of such behaviour may be considered to be Gross Misconduct and will be treated accordingly.

However, this procedure does not apply during probationary periods, nor does it apply to sickness absence which is dealt with in our Capability Procedure. The Capability procedure will also be followed if, after investigation, it is considered that any failure to meet appropriate and expected standards of work is down to an employee's inability, rather than unwillingness to perform the work to the required standard.

### Principles

At our discretion, we may choose to deal with minor instances of misconduct informally by way of counselling, guidance or instruction or informal cautioning. If a problem continues or we judge it to be sufficiently serious, the following procedure will apply.

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated. We will inform you whether any meeting you are asked to attend is investigatory or disciplinary. You will be advised in writing of the nature of the complaint against you and the arrangements for any hearing to be held.

All disciplinary meetings, including appeals, will be held at a reasonable time and place. If you are invited to attend a disciplinary meeting you must take all reasonable steps to attend. If, without good cause, you are persistently unable or unwilling to attend, we will hear the matter in your absence and make a decision based on the evidence available to us.

You will have the opportunity to state your case at a disciplinary hearing and be accompanied, if you wish, by an accredited trade union representative or a work colleague. Your companion may address the hearing to put your case, sum up your case or respond on your behalf to any view expressed at the hearing. He or she may confer with you during the hearing but does not have the right to answer questions on your behalf or address the hearing if you do not want him or her to do so, or prevent anyone, including you, from making his or her contribution to the hearing. If the date or time is unsuitable for your companion, you may suggest another date or time within five working days from the hearing date that has been proposed.

You may be entitled to call witnesses at such a meeting, but must first give us reasonable notice of the witnesses that you intend to call as it may be necessary to make arrangements to cover the duties of those witnesses employed by us.

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The procedure may be implemented at any stage if the employee's alleged misconduct/performance warrants such action. The next stage of procedure may be implemented even though an incident of poor performance or conduct may not be related to an earlier issue.

You have the right to appeal against any disciplinary penalty. An appeal meeting will be arranged as soon as possible and will be conducted where possible by someone more senior than the person who took the disciplinary action against you.

You may be suspended on full basic pay during any investigation into the alleged breach, which we will aim to complete as quickly as possible. The decision to suspend during an investigation will depend on the circumstances and nature of the allegations. During this time you must be available for return to work in accordance with your normal work schedules. Suspension on full pay does not amount to a disciplinary sanction. You may only be suspended by the decision of the Diocesan Secretary or someone authorised by the Diocesan Secretary.

### **Warnings and Dismissal**

At the conclusion of the disciplinary hearing, any of the following actions may be deemed to be appropriate:

#### **First written warning**

We may issue a first written warning if your conduct does not meet the Board's standards.

A first written warning will normally be issued by your immediate manager or a nominated deputy. Where, at the conclusion of the disciplinary hearing, we decide to issue such a warning, you will be informed of the following:

- the nature of the misconduct that has led to the warning
- the action or improvement (if any) which is required of you
- if appropriate, the timescale for taking any such action
- the consequences if you do not take the required action (if appropriate) or if there is further misconduct
- when the warning will cease to have effect, subject to satisfactory conduct. This will normally be after six months but a longer period may be stated in exceptional cases
- the right of appeal

All these matters will be confirmed to you in writing.

#### **Final written warning**

We may issue a final written warning if:

- the required improvement is not achieved within the timescale stated in the first written warning
- further misconduct occurs while a written warning is still in effect, whether or not involving a repetition of the conduct which was the subject of a previous warning
- the seriousness of the misconduct merits it, regardless of whether we have issued any previous warnings

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If we decide to issue a final written warning at the conclusion of the disciplinary meeting you will be informed of the following:

- the nature of the misconduct that has led to the final warning, including any prior warning(s) which have been taken into account
- the action or improvement (if any) which is required of you
- if appropriate, the timescale for implementing any such action
- the fact that this is a final warning and that the next stage of the procedure will be dismissal
- when the warning will cease to have effect, subject to satisfactory conduct. This will normally be after twelve months but a longer period may be stated in exceptional cases
- the right of appeal

All these matters will be confirmed to you in writing.

### **Dismissal**

We may dismiss you if:

- the required improvement is not achieved within the timescale stated in the final written warning
- further misconduct occurs while a final written warning is still in effect, whether or not involving a repetition of the conduct which was the subject of a previous warning
- it is reasonably believed that you have committed an act of gross misconduct

Unless dismissal is for gross misconduct, you will be dismissed with notice.

The decision to dismiss an employee must have the agreement of the Diocesan Secretary and a Director of the Worcester Diocesan Board of Finance Ltd, prior to implementation. The decision will be confirmed to the employee by the Diocesan Secretary in writing and this letter will:

- state the reason for your dismissal
- state, where applicable, the length of notice you are being given
- state the date on which your employment will terminate
- inform you of your right to appeal

### **Action Short of Dismissal**

If your conduct or performance has failed to improve, we may alternatively consider taking action short of dismissal. In such cases you may be suspended without pay and/or demoted or transferred elsewhere (if possible) as an alternative to dismissal. We may also give you a Final Written Warning or some other penalty proportionate to the offence, or dismissal.

### **Gross Misconduct**

The following are examples of behaviour which fall within the definition of 'gross misconduct':

- Theft or attempted theft of property, whether belonging to us or a third party, and whether real or intellectual;
- unauthorised entry to computer records or deliberate falsification of records, including abuse of any time recording system, mileage or commission records etc.

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- Providing false details (whether written or verbal) in support of job application or submitting false expense claims;
- fraud or bribery (giving and receiving);
- a serious breach of our rules on email and internet usage;
- excessive use of our business systems for personal use during working hours, for example spending time on the internet or writing and sending personal emails or correspondence;
- physical violence or threat of physical violence;
- deliberate or reckless damage to our property;
- an inability to perform job duties through being under the influence of alcohol or drugs or taking such substances on our premises;
- a serious breach of safety rules or a single error due to negligence which causes or could have caused significant loss, damage or injury to us, our employees or customers;
- conviction of a criminal offence that makes you unsuitable or unable to carry out your duties;
- a serious act of insubordination, such as deliberate refusal to carry out proper instructions;
- serious acts of bullying, harassment or discrimination;
- unauthorised disclosure of confidential information including any serious breach of our Data Protection Policy or failure to report a breach;
- the covert recording of meetings or other events;
- serious misuse of our property or name;
- a serious breach of trust or confidentiality (subject to the Public Interest Disclosure Act 1998) or action liable to bring the Board into serious disrepute.

The above list is not exhaustive. It illustrates the type of conduct that will normally merit dismissal for a first offence. Other types of offence may also be treated as gross misconduct, depending on the seriousness of the particular facts.

Following investigation and a disciplinary hearing, if we are satisfied that you have committed gross misconduct we will be entitled to dismiss you without notice or payment in lieu of notice.

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will only be taken by us after full investigation.

### **Appeals**

If you are dissatisfied with a disciplinary decision that has been taken about you, you can appeal against that decision to the Diocesan Secretary. Appeals should be in writing, setting out the reasons for the appeal, and should be delivered within five working days of the disciplinary decision.

The matter will then be referred to the Chair of the DBF (or another Director of the DBF nominated by the Chair), who will then invite the employee to attend a further meeting which will be before at least two other members of the Resources Executive Committee and the employee must make every effort to attend the meeting.

The appeal meeting may take place after the disciplinary decision has taken effect. If you are appealing against dismissal and your appeal is upheld, you will normally be treated as having continued in employment pending the hearing of the appeal and will be reinstated with back pay. However, if your appeal is not successful, the original date of your dismissal will stand.

You will have the same right to be accompanied by a fellow worker or accredited Trade Union Representative as before.

We will tell you promptly of the outcome of the appeal, wherever possible within five working days of the hearing unless further investigation is required, and confirm it in writing. The decision is final.

## Capability Procedure – Poor Performance or Sickness Absence

All employees are required to give satisfactory service to us as your employer. If your performance is unsatisfactory, whether as a result of unsatisfactory attendance (poor timekeeping or sickness absence), the lack of appropriate competences, or where there is concern about your performance but no obvious cause, a member of the Senior Management Team (Diocesan Secretary, Director of Education, Communications Director, Director of Finance, Director of Ministry and Discipleship and, for employees of Bishop's staff, the Bishop of Worcester) will investigate the circumstance fully in order to determine the most appropriate way forward.

Managers have a legitimate right to manage, set realistic performance targets, and/ or raise the issue of poor performance with team members. The management of the Capability Procedure may be different dependent on the circumstances. If poor performance is due to sickness or disability we will seek to make appropriate adjustments where possible.

Following an informal discussion about your performance you may initially be given an informal caution. If thereafter you do not make a sustained and significant improvement, you will be given a formal caution and required to undertake a trial period. If there is no acceptable improvement in your performance, you will be given a final caution that unless you improve, you will be dismissed. Where your performance is satisfactory during the trial period no further action will be taken.

The same principles relating to the right to be accompanied at the formal meetings and the right to appeal that apply to the Disciplinary Procedure also apply to the Capability procedure.

### Status of this policy

This Disciplinary and Capability Policies and Procedures do not give contractual rights to individual employees. The Board reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

## Grievance Procedure

We believe that the sooner any concerns or complaints are raised the better for everyone involved, to prevent the situation escalating. We encourage you to raise any concerns or grievances you have as quickly as possible by speaking to your line manager about it in an informal setting. However, if the matter concerns your line manager, you can raise it with his or her line manager who will try to help resolve the matter.

We recognise that it may not be possible or appropriate to resolve every concern informally. Where this is the case, you should use the formal grievance procedure set out below.

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If you have concerns about harassment or bullying, please first read the Diocesan Dignity at Work Policy (later in this handbook). If you believe you have been subject to the unacceptable behaviours described in the Policy, you may use our Grievance procedure to raise a complaint.

If you are concerned about possible malpractice in the organisation, you should draw this to our attention – see our Whistle-blowing policy for more details. If you also want us to deal with the matter as a grievance because it affects you personally, please let us know.

We will endeavour to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision and, where you are not satisfied with the outcome, you will have the right to pursue your grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly at all times before, during and after the conclusion of the grievance hearing(s).

### **Formal Grievance Procedure**

The purpose of the grievance procedure is to ensure that you have an opportunity to raise formally with management, any grievances relating to your job or complaints regarding the Board or any of its employees. Our aim is to ensure that your grievance or complaint is dealt with promptly and fairly by the appropriate level of management.

This procedure only applies whilst you are employed by the Board. If you leave our employment and then raise a grievance, we will consider your grievance but would not normally follow the full procedure.

It is essential to the proper working of this procedure that you continue to work normally whilst the procedure is being followed.

If your grievance relates to a disciplinary decision that has been taken against you, you should use the disciplinary appeals procedure instead.

If your complaint or grievance relates to your immediate manager, this procedure can be commenced by submitting the complaint to his/ her manager instead.

Each stage of this procedure will be carried out without unreasonable delay. We reserve the right to seek assistance from external facilitators at any stage in the grievance procedure, in the interest of seeking a satisfactory outcome for all concerned.

We keep records of any action taken under this grievance procedure. Wherever possible these will be treated as confidential.

### **Right to be accompanied**

In any formal meetings under the procedure you have a statutory right to make a reasonable request to be accompanied by a fellow worker or trade union official of your choice. If you wish, your companion may address the meeting to put your case, sum up your case or respond on your behalf to any view expressed at the meeting. He or she may confer with you during the meeting but does not have the right to answer questions on your behalf or prevent anyone, including you, from making their contribution to the meeting.

## **Investigations**

We are committed to ensuring that all grievances are fully investigated by a person independent of the case. This may entail carrying out interviews with the employee concerned and third parties such as witnesses and colleagues, as well as analysing written records and information. The investigation report will be made available to the parties concerned. Where necessary, the identity of witnesses will be kept confidential.

See the Public Interest Disclosure Act 1998 (known as the Whistle-blowers' Act) for details of the additional protection available for protected disclosures.

## **Raising a Formal Grievance**

If you wish to raise a formal grievance you should, in the first instance, raise it in writing with your immediate manager. Your letter should explain the nature of your grievance.

You will be invited to a meeting to consider the matter and to discuss any suggestions you have for how it may be resolved. The meeting will normally be held within five working days of the formal grievance being raised. The manager will then normally respond in writing to the grievance within five working days of the meeting.

In some circumstances we may need to investigate your complaint. If the investigation is likely to take longer than five days, we will confirm that to you.

The manager will inform you in writing of your right to raise an appeal if you are dissatisfied with the outcome.

## **Appeal**

If the matter is not resolved, you will be given details in the letter explaining the decision about your grievance which will indicate to whom you may refer the matter for appeal.

If you wish to appeal the decision, you must inform the Diocesan Secretary of this and the grounds of appeal in writing within five working days of the DBF sending you the formal decision. The matter will then be referred to the Chair of the DBF (or another Director of the DBF nominated by the Chair), who will then invite you to attend a further meeting which will be before at least two other members of the Resources Executive Committee, plus the Diocesan Secretary unless the Diocesan Secretary either has dealt with the matter at an earlier stage or is the subject of the grievance. You must make every effort to attend the meeting. You will be informed in writing of the decision of the Resources Executive Committee within five working days of the Resources Executive Committee hearing the grievance.

This decision is the final stage of the procedure.

## **Status of this policy**

This Grievance Policy and Procedure does not give contractual rights to individual employees. The Board reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

## Remuneration and Benefits

### Management of Pay Rates

The level of pay is determined in relation to the nature of the role being performed and the skills, competences and professional qualifications required.

### Rate reviews

Salaries will be amended from time to time. You will be notified of any such changes by the Diocesan Secretary. Salary Changes are approved by the Finance and Resources Committee.

Our policy regarding level of remuneration is that, with the exception of the “officer posts of incumbent status”, salaries are those appropriate to recruit and retain staff in the context of the job market. There are several posts paid above the rate for incumbent status related to jobs where particular qualifications or experience from the secular world are essential, or are related to the seniority of senior ecclesiastical posts, but nevertheless these will be set so as to involve an element of “sacrifice” compared to the secular market.

### Payment of Salary

Payment is normally paid on or about the 25th of the month and paid by bank transfer unless otherwise notified. Tax and National Insurance contributions and any other statutory attachments will be deducted at source.

If, at any time, you receive an overpayment in error, we will regard this as repayable immediately upon discovery of the error. We reserve the right to deduct any outstanding monies from wages owed. The methods and terms of repayment will be at our discretion. In the event of employment terminating the whole sum, or the balance outstanding, must be paid in full. If at any time you are requested to return to the Board property belonging to it and you fail to do so the Board shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Board.

### Pensions

You will be eligible for membership of the Pension Builder 2014 on commencement of employment. The scheme is non-contributory, so you do not have to contribute to the scheme, although you may be able to make Additional Voluntary Contributions. Further details are available on request from the HR Team or from the Pensions Board. If however on joining, you are already in the Clergy Church of England funded Pension scheme, you may choose to stay in that scheme if you prefer, contributing any difference in the amount. You should take independent financial advice on the best scheme for your personal circumstances.

### Short Time Working and Lay Off

From time to time it may be necessary to reduce normal contractual hours of work because of lack of work, lack of materials, or other causes such as adverse trading conditions; severe weather; fire and or flooding; unsafe working conditions; breakdown of equipment or power supply failures etc.

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Such action would usually be linked with temporary rather than permanent issues. In such cases we will endeavour to give as much advance warning as possible, and to keep the amount and duration of the short time working as low as possible.

In order to minimise the amount of short time working, you may be required to carry out alternative work not normally associated with your usual tasks. Alternatively you may be told to go home and asked to return instead to perform the work at another time when the conditions allow, or work from home if your duties would permit this. Alternatively employees may ask to take some of their remaining leave entitlement.

If a short-time working situation occurs, you will only be entitled to be paid for the earnings that you achieve on the days that they actually work, subject to any statutory Guaranteed Pay provisions. In such circumstances, normal wages may be paid at the discretion of the Diocesan Secretary.

### **Tax**

We do not accept any responsibility for the tax liability of individual members of staff. You are paid under the PAYE arrangements with the usual deductions made in respect of income tax, National Insurance and any other statutory deductions as applied. Any queries regarding personal tax coding should be directed to the appropriate HMRC office.

### **Expenses**

If you incur reasonable expenses during the normal course of Board business, then these expenses will be reimbursed by the Board on completion of an expense claim form and submission of appropriate VAT receipts. It is our intention to repay these expenses within 14 days of receipt of appropriate paperwork.

Reasonable expenses of official travel and subsistence will be repaid by the Board in accordance with the DBF on reimbursement of official expenses. Please see the Expenses Policy. The Board reserves the right to refuse reimbursement of any expenses, which it considers unjustified or excessive or for which no VAT receipt is supplied where one is issued.

## **Travelling on Business**

“Official Travel” means travel on duty, it does not include travel between home and office unless, exceptionally, your place of work has been defined as your home. As a matter of policy, journeys that can with reasonable convenience be made by public transport should be, particularly to destinations accessible by rail. Travelling expenses are reimbursed to individuals only when an additional cost is incurred.

### **Travelling by Train**

You are expected to travel in standard class for all rail journeys. You may only travel first class when it is demonstrably cheaper than the cheapest available standard class fare at the point of booking. You should provide evidence of this by a print out from the booking website.

## Travelling by Car

The rates for mileage claims when using your own vehicle follow recommendations of the Archbishops' Council, which take into account HMRC requirements. (The current "normal rate" is 45p per mile and the "public transport rate" is 30p per mile. Both rates are capped at a total of 10,000 miles per annum after which a rate of 25p per mile applies as otherwise a taxable benefit would arise). Car Sharing: An additional allowance of 5p per mile, per passenger, is also available when carrying fellow employees on the same business trip (This should be claimed on the top part of the DBF's expense form). Motorcycle journeys are at 24p per mile and (as a green encouragement endorsed by HMRC) pedal cycles at 20p per mile. The Diocesan Secretary is authorised to implement any changes in the future without further reference to the Committee of the Board.

The Normal Rate should apply to all journeys which do not exceed a total round trip of 75 miles. For round trip journeys that exceed 75 miles, the excess over 75 miles will be paid at the "Public Transport" mileage rate.

HMRC requirements are followed in *not* allowing claims for additional journeys between employees' places of residence and respective normal place of work. There are two caveats to this:

- Where such additional journeys are made (e.g. key holder call out, out-of-hours meetings) reimbursement is made for the journey but subject to it being treated as a taxable benefit.
- Where "triangular" journeys are made between home and work (and vice versa) via another location on diocesan business then the additional mileage incurred may be claimed.

## Vehicle Use - Personal

We are committed to safe, accident-free driving. If you drive a vehicle as part of your employment, you are responsible for its safe operation and condition; you are considered to be at work while driving your personal vehicle if you are carrying out a task authorised by us and recording your mileage/ approved expenses for reimbursement. You are expected to use defensive driving techniques and take every possible precaution to avoid accidents.

If you drive on business in your own personal vehicle, you are expected to produce your driving licence if requested by us. A failure to produce a licence on request, or compliance with the notification requirements will result in disciplinary action and potential suspension from driving on Board business until we are satisfied with the explanation for non-production. Loss of a driving licence may also result in disciplinary action which may, depending on the nature of your role, ultimately result in dismissal.

Private vehicles are not insured by us for business use. If you use your own vehicles for business journeys you must make sure that you have Business Use included in your insurance cover.

We will not accept any liability for claims by you arising out of any accident or injury sustained or caused as a result of driving your own vehicle on Board business where this procedure has not been followed.

## Driver Responsibility

Employees who drive on Board business are representing us and are personally responsible for driving in a safe and legal manner. You are expected to comply with all motoring regulations whilst

driving on our business and any penalty fines imposed will be the personal liability of the employee. This includes the law regarding the use of mobile phones whilst driving.

If you are convicted of a motoring offence while driving on official business, we may interpret this as misconduct and disciplinary action may be taken.

## Travelling by taxi

We will only reimburse fares if you have taken a taxi in the following circumstances:

- it is necessary for reasons of personal safety;
- you have to transport heavy luggage to or from a place of departure or arrival;
- there is no other suitable method of public transport; or
- travelling by taxi is necessary as part of an agreed reasonable adjustment for a disabled member of staff.

You must obtain a receipt for the fare and attach this to your claim as well as give one of the business justifications listed above.

## Subsistence

The Board will reimburse any actual additional costs you incur when you are on a business travel up to an agreed level. This is based on the duration of your trip and the number of meals you are expected to have whilst away from your permanent place of work. All claims for subsistence and records of expenditure must be accompanied with receipts to demonstrate the actual expenses you incur.

The table below sets out our subsistence levels.

Rate	Criteria	Indicative Maximum
A	Business away from your normal place of work / the Diocesan Office of more than 5 hours but less than 10 hours.	£6
B	Business away from your normal place of work / the Diocesan Office of more than 10 hours	£12
The following subsistence may also be available depending on when you are required to travel:		
	Breakfast can be claimed when a business journey, of any duration, starts before 6.00am.	£5
	Evening meal can be claimed when business away from the office/normal place of work requires an overnight stay.	£15

NOTE: The maximum amount of subsistence which can be claimed in a day without an overnight stay is £17, (or £27 if the evening meal rate is claimed)

Subsistence costs will only be reimbursed where the expense has occurred so the Board would not expect to reimburse you for meals that have been provided (B&B, Full / Half Board, working lunches etc); this also includes meals provided to you when travelling.

## Hotel Accommodation

You should agree overnight trips with your line manager in advance of booking a hotel. Bookings should be made in advance, and you should seek to secure best possible value. The maximum accommodation allowance rates for overnight accommodation is £100 (or £130 for Greater London within the M25).

## Information and Communication Systems Policy

### Policy statement

Our IT and communication systems are intended to promote effective communication and working practices within our organisation. This policy outlines the standards you must observe when using these systems, the circumstances in which we will monitor their use, and the action we will take in respect of breaches of these standards.

In particular, remember that you are representatives of the Worcester Diocesan Board of Finance Limited (“the Board”) and all communication through our systems (whether by telephone, email or otherwise), must be conducted in an appropriate manner. You can find the policy in the employee handbook section of the Worcester Diocese website.

## Equal opportunities

The Board is committed to the principle of equal opportunities in employment and in equal pay for work of the same or similar nature or work of equal value. The Board declares its opposition to any form of less favourable treatment or financial reward, whether through direct or indirect discrimination, harassment, victimisation or segregation accorded to employees or job applicants, on the grounds of the Protected Characteristics as specified in the Equality Act 2010: age; disability; gender reassignment; marriage & civil partnership; pregnancy & maternity; race; religion or belief (save for where there is a genuine occupational requirement); sex; or sexual orientation.

The Board also recognises the Principle of Equal Pay enshrined in Article 119 of The Treaty of Rome and the spirit and intent of the Codes of Practice published by the Equality and Human Rights Commission.

### Employment practices

We state our wholehearted support for the principles and practices of equal opportunities and recognise that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining a racial harmony.

We will actively promote equal opportunities throughout the organisation through the application of employment policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills and abilities. All managers and supervisors will seek to ensure that all employees comply with these principles.

We will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination.

We recognise the problems that forms of harassment may cause at work and we are committed to ensure that such unacceptable behaviour does not take place. All forms of harassment are abhorrent and will not be tolerated by us. All cases of harassment will be dealt with under the disciplinary procedure.

## **Monitoring and Review Arrangements**

Should it appear that any employees/applicants have not been afforded equal opportunity, the circumstances shall be investigated to ascertain if there are any policies or criteria which are in force or have been applied which exclude or discourage employees and/or applicants, and if so, whether these policies and criteria are justifiable.

## **Grievance and disciplinary procedures**

We will ensure that any individual or group of employees who believe that they have experienced direct or indirect unfair discrimination are properly accompanied in any formal grievance proceedings. If you feel that you have been treated unfairly in connection with your employment you should raise your complaint through the Grievance Procedure when every effort will be made to secure a satisfactory resolution. In addition we will ensure that any employee making a complaint of unfair discrimination will be protected from any victimisation in any form.

We will treat unfair discriminatory conduct by any member of staff as a disciplinary offence.

## **Advertising**

When vacancies are advertised both internally and externally, the Board will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy. To this end, opportunities will be taken through language, images, or declarations, as appropriate, to show that the Board is an equal opportunities employer. In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or sexually or racially loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a relevant readership as possible has access to the vacancies.

A Policy on the Recruitment of Ex-offenders provided by the Disclosure & Barring Service (previously known as the Criminal Records Bureau) has been adopted.

## **Training**

The Board will train, develop and promote on the basis of merit and ability. The Board will also provide suitable and relevant equal opportunity training as necessary for all staff, either “in-house” or from outside where necessary skills are not available to enable employees to perform their work more effectively. Such training should make provision where necessary for individuals returning to employment following a break for domestic reasons and should not be unnecessarily restrictive to exclude certain groups of employees.

## **Disability**

The Equality Act 2010 protects those with disabilities, i.e. those with long-term adverse effects on their ability to carry out normal day to day activities. We will make every effort to make reasonable adjustments to the workplace and to working arrangements where the current conditions are disadvantageous to disabled people.

## Dignity at Work

### Statement of commitment

*"The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying - however rare - will not be tolerated in the Diocese. All allegations of abuse, harassment and bullying will be taken seriously and thoroughly investigated."*

*The Bishop of Worcester*

### Harassment

Harassment damages the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other staff, not themselves the object of unwanted behaviour, who are witness to it or who have knowledge of the behaviour. All employees are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment is a disciplinary offence and incidents will be dealt with under the disciplinary procedure.

Harassment is unwanted conduct (verbal or otherwise), related to a relevant protected characteristic (age; disability; gender reassignment; race; religion or belief; sex; or sexual orientation) which affects the dignity of people at work. A single incident can amount to harassment if sufficiently grave. Note that employees upset by such conduct do not necessarily have to possess the protected characteristic themselves and the harassment does not have to be directed at them for them to raise a complaint.

Examples of harassment or bullying would include sexual or racial banter, the display of material with sexual or racial overtones (even if not directed at the complainant); sarcastic personal remarks about colleagues, especially those reporting to you; over-demanding or unreasonable requirements.

If you believe that you have been harassed in respect of any of the relevant Protected Characteristics listed above by a third party (e.g. customer, supplier or other worker who is not a direct employee of the employer), you must bring this to our attention and we will take action to investigate and take proportionate steps to protect you and prevent it recurring.

### Sexual Harassment

Although harassment based on any of the Protected Characteristics listed above is unacceptable and will not be tolerated, we thought it would be helpful to set out exactly what would constitute sexual harassment so that it is clear to all, what we mean by unacceptable behaviour in this context. We have based this on the recommendations of the Equality and Human Rights Commission.

Sexual harassment is unwanted conduct of a sexual nature including behaviours, such as:

- sexual comments or jokes;

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- displaying sexually graphic pictures, posters or photos;
- suggestive looks, staring or leering;
- propositions and sexual advances;
- making promises in return for sexual favours;
- sexual gestures;
- intrusive questions about a person's private or sex life, and discussing your own sex life;
- sexual posts or contact on social media;
- spreading sexual rumours about a person;
- sending sexually explicit emails or text messages;
- unwelcome touching, hugging, massaging or kissing;
- criminal behaviour, including sexual assault, stalking, indecent exposure and offensive communications;

It is important to note that an individual can experience unwanted conduct from someone of the same or different sex and it is the recipient of the behaviour who decides whether or not it is unwanted.

Unwanted conduct can be one-off. It does not need to be repeated to constitute sexual harassment.

Similarly, unwanted conduct does not need to be directed at a person; it can be witnessed or overheard.

It does not matter whether the conduct is acceptable to others or is common in the person's work environment.

Sexual interaction that is invited, mutual or consensual is not sexual harassment because it is not unwanted. However, sexual conduct that has been welcomed in the past can become unwanted.

Here are some examples of behaviours that would constitute sexual harassment:

- A person imitates a sexual act at work that makes a colleague feel degraded.
- An employer asks one of his workers if the worker is having sex with his boyfriend, which intimidates and humiliates him.
- A hotel manager propositions one of his workers. She rejects his advances and he then refuses to give her a promotion.
- An employer displays a screensaver of a topless woman, which creates an offensive environment for other workers.
- A man overhears a female colleague being subjected to sexually abusive language, and this causes him offence.
- A manager puts his hand up his assistant's skirt during the office Christmas party.
- An employee has had a relationship with his boss. When the employee ends the relationship, his boss spreads rumours about his sexual preferences at work.
- A shop assistant is repeatedly subjected to comments about her appearance by a customer. The shop owner does not take any steps to prevent the situation from happening again.

As with other forms of bullying or harassment, any complaints will be dealt with sensitively through our grievance procedure and if you believe you have been harassed in any way you should raise the matter with your manager in confidence in accordance with our grievance procedure. If your line

manager is the individual whom you believe is the person harassing you, then please talk to his/her manager or another senior manager in whom you feel you can confide. We appreciate that matters of this nature can be distressing so we:

- aim to address any complaint in a fair and timely manner;
- intend to provide the opportunity for quick and informal resolution of less serious complaints;
- confirm that disciplinary action up to and including dismissal may be taken under our disciplinary procedure if a serious complaint of sexual harassment is upheld;
- may suspend the alleged perpetrator during the investigation as a precaution for the protection of the complainant or to prevent interference in the investigation. This will depend on the circumstances of the case;
- will ensure the confidentiality of employees as far as possible, subject to any requirement to involve external agencies;
- will respect the principles of procedural fairness;
- will offer formal support to the complainant, including counselling in serious cases;
- will give a guarantee that any complainant will not be disadvantaged by making a genuine complaint.

## **Criminal Behaviour**

There can be an overlap between behaviour that constitutes sexual harassment and criminal offences, including sexual assault, indecent exposure, stalking and offensive communications.

If we believe that a criminal offence may have been committed, we will advise the employee affected to report the matter to the police as soon as possible, and we will give that employee appropriate support. In cases where the police are involved, we will liaise with the police regarding the disciplinary process and take advice on how to conduct a fair process.

If we believe there is an ongoing risk of serious harm to an individual, as a duty of care, we will contact the police ourselves and inform the affected employee that we have done so.

## **Bullying**

Bullying is regarded as any behaviour, occasional or persistent, by anyone that intimidates or oppresses another person, possibly through misuse of authority or power. It invariably has a negative effect on the victim's self-confidence, self-esteem and general well-being. It can be subtle in nature and is intended to hurt. It can take place with your work colleagues in public or in private, at work or socially.

It is important to distinguish between bullying, and behaviour that is reasonable in a particular context. Managers have a right to manage - for example there may be occasions where shortcomings in performance are being addressed and more incisive behaviour is interpreted as bullying simply because the recipient is unused to being challenged or asked to account for their actions. Also it can be the case that when individuals are seeking to bring about change it may not always be welcomed by everyone. This may trigger difficult behaviour amongst some of those affected and managers have to recognise that some of that may be a part of managing change and is not automatically bullying or harassment but about managing people in difficult situations.

Examples of bullying may include:

- shouting or swearing at an individual;
- persistent, excessive, unfair or unjustified criticism;
- public humiliation and/or insults;
- persistent undervaluing of a person's effort;
- constant ignoring of opinions;
- withholding information without justification so as to cause difficulty or embarrassment to an individual;
- unjustified, excessive monitoring and/or supervision;
- setting someone up to fail - for example, setting a target/objective that cannot be achieved;
- constant changing of targets for no justifiable reason;
- unreasonably blocking requests for leave;
- aggressive communications;
- intimidating or threatening behaviour.

If you feel you have been the subject of bullying or harassment you should attempt to deal with the matter informally first. However, if this has not worked or you feel unable to tackle the matter in this way, you should raise the matter formally via the Grievance Procedure.

### **Actions you can take yourself**

If you wish to bring a complaint it is helpful if you can keep a factual log of all incidents of bullying - dates, times, nature of incident, details of accusations, criticisms, emails and other correspondence. This may be needed as evidence should harassment, victimisation or bullying continue or subsequently recur.

We hope you feel supported at work to report incidents of bullying or harassment immediately.

### **Informal resolution**

The DBF is committed to the encouragement and training of Harassment Advisers. Harassment Advisers are concerned members of the clergy and laity who have volunteered, and been accepted, to undertake these duties outlined in a specific job description. Appointed by the Bishop they will receive special training for this role. They are available to any member of the clergy or laity to offer, in confidence, advice and information as required and are also able to channel complaints.

Advisers will not make judgements and only very rarely will they make recommendations or reports; they will listen in an informal atmosphere and help discern the necessary action and support needed.

For a list of Diocesan Harassment Advisers please contact the HR team at the Diocesan Office.

Alternatively, the Bishop's Advisor for Pastoral Care & Counselling can be contacted directly (for contact details see the Diocesan Directory or ask the Diocesan Office). Professional counsellors, trades unions, and professional associations are other useful sources of support for individuals.

It is policy that these matters are to be treated with confidentiality and that no action would normally be taken without the willing consent of the person who feels he or she has been a target. However, if the matter is dealt with formally and leads to disciplinary action against the alleged perpetrator, please note that we cannot guarantee that we will be able to maintain that confidentiality.

## **Behaviour towards colleagues and the general public**

The reputation of the DBF or the Church of England is dependent, to a large extent, on the high standards of work, conduct, dress and appearance of the staff. Your job puts you in a position of trust and responsibility.

Therefore you should ensure that your conduct does not limit the effectiveness or damage the reputation of the Board or the Church of England. This is an inherent part of your employment. Any abuse of this trust and responsibility which the Board places in you will be treated seriously.

## **Personal property**

Employees are responsible for their own personal property and we do not accept any liability or responsibility for damage to or loss of your personal property.

### **Car Parking**

Your car is parked at our premises entirely at your own risk: we accept no liability whatsoever for any loss or damage however caused, which might occur to any such vehicles or their contents. Car parking is limited, and we ask employees to follow our Car Parking Policy which is available in the employee section of the Worcester Diocese website. This helps us all, by making maximum use of the spaces we have available.

## **Health and Safety at work**

Health and safety is the responsibility of everyone within the business and all employees are expected to comply with the Health and Safety at Work Act 1974 and all other relevant Health and Safety Legislation and our safety instructions. In addition all employees have a legal obligation to ensure that they do not endanger the health and safety of themselves, colleagues or visitors. Failure to comply with Health and Safety instructions will result in disciplinary action.

Please consult our separate Health and Safety Policy and Procedures for more detailed information regarding responsibilities and arrangements.

### **Safety**

If you become aware of any issues that may affect your personal safety, you should raise this with your line manager. This includes the need for any safety training, e.g. manual handling training or adjustments to your workstation (as applicable.) If in doubt, please ask. In particular, you must keep your place of work in a clean and tidy state.

You must always follow the safety instructions issued e.g. if you work on specialised equipment, you must ensure that you have been trained in its use. In particular you must not use equipment if you are not suitably qualified or experienced. Failure to adhere to such rules will lead to disciplinary action.

## **In the event of a fire or emergency**

In the event of a fire you are instructed to evacuate the building using the nearest emergency exit. Please ensure that you have read the Fire Safety Notices with regard to the need to raise the alarm and to evacuate customers and colleagues from the premises. Make sure that you are aware of the location of any fire extinguishers. However, you are instructed not to tackle the hazard if there is any danger to personal safety. Dial 999 or 112 to summon the emergency services.

## **Accidents and first-aid treatment**

By law, accidents, injuries and 'dangerous occurrences' at work must be officially recorded. In the event of an accident, you must ensure that an entry is made in the Accident Book. If you have any queries about completion of the Accident Book or need a First Aider please ask at Reception. Any incidents should be reported in accordance with the procedures outlined in the Health and Safety Manual. Please also report accidents that happen "off-site".

## **Wellbeing policy**

### **Overview**

We are committed to maintaining a workplace in which the health, safety and welfare of those working for us is safeguarded.

This policy sets out our approach to identifying wellbeing issues, mitigating their effects, and supporting our people through difficult times, whether because of issues at home or at work.

This policy applies to employees, workers (including casual workers and agency workers), consultant and trainees.

This policy does not form part of any employment or other contract. It may be updated from time to time. It should be read alongside our policies on Absence Management, Health and Safety, Equal Opportunities, Dignity at Work, Performance Improvement, Whistleblowing, and Recruitment.

### **Meaning of 'wellbeing'**

Wellbeing is defined in the dictionary as 'the state of feeling healthy and happy'. It encompasses physical wellbeing and mental wellbeing.

### **Our responsibilities**

We comply with our statutory duties to protect those who work for us. We will, for example, take all reasonable steps (sometimes with the benefit of risk assessments) to make sure that you:

- have a safe place and safe system of work;
- can take appropriate breaks;
- are not put under excessive working pressures;
- are not subjected to discrimination or harassment at work.

We aim to identify, minimise the effects of, and wherever possible remove hazards that could harm your wellbeing.

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We also take our wider responsibilities towards our workforce seriously and do everything we can to ensure that you feel engaged, respected, and supported at work.

We promote an organisation-wide understanding of the importance of individual wellbeing, and of ways that each of us can take care of ourselves, as well as others.

We will provide training in the management of mental health and other wellbeing issues to those responsible for applying this policy. Such training helps:

- understand the common types of mental ill health;
- spot the signs and symptoms of poor mental health;
- engage sensitively and supportively with team members;
- understand the support that can be offered and any physical and work management adjustments that could be made;
- recognise when an employee may need external support, and where that support could come from.

The Board has overall responsibility for our Wellbeing Policy and for its implementation.

We aim to have a clear route to wellbeing support for everyone in our organisation.

We treat everyone who works for us fairly and we do not discriminate against people because they might have mental health conditions. We aim to offer an environment in which stigma has no place and in which you can thrive.

### **Stress**

Any working environment creates pressures. In most situations that pressure is not harmful; in fact some people find it helps them do their job well. However, where pressure is excessive or is applied in particular ways it can lead to stress.

Stress is negative. Its effects include anxiety and depression, as well as physical health problems.

Symptoms of stress may include absenteeism, uncharacteristic errors, temper outbursts and lack of motivation.

Stress can be brought about not just by the pressure of having too much work, or work that is overly challenging. It could also be the result of a difficult relationship with a colleague, not understanding your role, or change within our organisation. Pressures outside of work can cause or add to stress at work.

We recognise the debilitating effects that stress can have, and we do everything we reasonably can to minimise the impact within our workforce. However, we rely on you to tell us if you are feeling the effect of stress, or if you think somebody else is.

We recognise that similar circumstances can result in different reactions from different people. We are not all the same. Just because one person copes in a particular situation, it does not mean that others will not find it stressful.

## **Talk to us**

We encourage open conversation about all aspects of wellbeing. If you are worried about anything to do with your physical or mental health, or that of a colleague, you should speak with your manager or, if you would feel more comfortable, with a member of the HR Team.

Don't put this conversation off. The earlier you tell us about any difficulties you are having, or your concerns about a colleague's wellbeing, the quicker we will be able to start helping. It means you (or they) will not be struggling alone.

Once we know about any wellbeing issues you are having, we will have a better understanding of any changes in your behaviour and performance at work. We will then be able to address those in the right way – perhaps via this policy, rather than our Performance Improvement Policy or our Disciplinary policy.

## **How we will respond**

Whether you have told us about an issue relating to your wellbeing, or it has come to our attention in a different way, we will meet with you to discuss it.

We may carry out a risk assessment. We would expect you to cooperate with this and contribute, where asked, to the process.

We will agree with you a strategy for supporting you and making adjustments to your working environment, your role and your terms of employment. For example:

- Reducing your workload;
- Giving you different responsibilities;
- Altering your hours of work;
- Homeworking or part-time working.

We will treat things you tell us as confidential. However, we may need to speak to your colleagues, including your manager/supervisor, about things they could do to help you, particularly if we need them to take over some aspects of your work. We may also need to involve other people from inside our organisation and also from outside - an occupational health advisor or mental health specialist, for example. We will talk to you about that first.

It will be difficult for us to help you unless you let us have those conversations about your wellbeing and potential remedial steps. Duties of confidentiality will apply. If confidentiality is breached by a member of staff, we may decide to take disciplinary action.

If we are concerned that you may pose a threat to yourself or to others we may take immediate appropriate action without your consent. That could include contacting your family members, specialist support, or the emergency services, and sharing with them information about your mental health.

If issues to do with your wellbeing involve colleagues, customers, clients or others associated with our organisation, we will address those. That will usually mean we will need to discuss with them at least some of the issues you have told us about. Where somebody in the organisation has behaved inappropriately, we may investigate and take disciplinary action against them.

When you talk to us about your mental health, or you tell us your genuinely held concerns about a colleague, we will do everything reasonable to ensure that you are not victimised or otherwise treated badly for having done so, or subjected to bullying or harassment as a consequence. We want you to report issues and ask for support without fearing negative consequences. Our Grievance Policy is in place to provide you with a formal way of complaining about any adverse treatment you receive, although you may find that the issue can be resolved via discussions with your manager or a member of the HR Team.

We have an over-riding responsibility for your health and safety. Sometimes this may mean we make decisions you disagree with. We will always listen to your input and if there are occasions when we act against your preferred course of action, we will explain why we are doing so.

## **Absence**

If you are absent from work because of your physical or mental health our Absence Management Policy will apply. In the first instance, after one week of absence you must get a fit note from your doctor.

We will keep in touch with you during your absence to check on your condition. We may also be in contact with your GP and/or occupational health.

We will discuss with you ways of safely bringing you back to work when you are ready.

If identified risks mean that it is not possible for you to return to the same job, with adjustments in place, we will make all reasonable efforts to find a suitable alternative role for you.

We will continue to monitor your wellbeing once you have returned to work and do everything reasonable to support you.

If, having returned to work, you are then absent for a significant period, or at regular intervals, we may need to implement steps under our Absence Management Policy.

## **External support**

We aim to provide comprehensive wellbeing support from within our organisation and our network of associates and contacts.

If you need time off from work for support purposes we will try and accommodate this; however it is important that you discuss this need for time off in advance.

We also recognise that external support can be valuable, and you may find the following useful:

[www.mind.org.uk](http://www.mind.org.uk)

[www.samaritans.org](http://www.samaritans.org)

[www.rethink.org](http://www.rethink.org)

## **Alcohol and drugs**

We distinguish between the use of alcohol and drugs in the workplace, which will be regarded as a disciplinary offence and treated appropriately, and sickness arising out of alcohol or drug problems.

However, you should be aware that abuse of alcohol or drugs in the workplace is likely to lead to dismissal. The following rules apply:

- If you are found consuming alcohol or taking drugs on our premises or are under the influence of alcohol or drugs in the workplace then this will be treated as gross misconduct under our disciplinary procedure. The possession of drugs for any reason other than medical is forbidden. You must inform the Diocesan Secretary via the HR team if you are taking drugs for medical reasons and in particular if they are likely to affect your ability to work.
- You may be required to undergo a medical examination in order to ascertain whether there is a problem in relation to drink or drugs, which is affecting your ability to work. You may be suspended from work until the problem has been resolved. We will decide whether to require you to undergo a programme of rehabilitation or whether abuse of alcohol or drugs should be treated as a disciplinary matter.
- If you are offered a programme of rehabilitation and do not comply with the programme this may be treated as a disciplinary matter.
- You should be aware that we will not hesitate to inform the police if we believe that there has been an abuse of controlled drugs for which criminal sanctions are appropriate.

Note however that employees over the age of 18 may, if they wish, consume a moderate level of alcohol at Board functions (e.g. Christmas party) or as part of business entertainment where such consumption has been authorised by senior management. Such functions should where possible be arranged at times so that you do not have to return to work having recently consumed alcohol.

This exception to the normal rule does not excuse drinking to excess or so as to create a safety risk. Therefore if any alcohol has been consumed as part of such Board activities or business entertaining, employees must make appropriate transport arrangements so that they do not drive any vehicles whilst over the legal blood alcohol limit. You should also be aware that should you drink to excess and behave in a manner that brings the Board into disrepute, you will be subject to disciplinary action that may result in your dismissal.

### **Smoke-free policy**

It is our policy that all our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. No smoking is allowed anywhere inside the building or the Old Palace gardens by staff or clients or any other visitor. Smoking is also prohibited in personal vehicles if you are giving a lift to another employee on Board business.

### **Non-Compliance**

Our disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **Counselling Service**

Should you be in need of help and assistance to deal with personal matters, you may approach the Bishop's Adviser in Pastoral Care and Counselling whose primary role is to co-ordinate the Diocesan Counselling Service. The Adviser also holds a wider brief for the well-being of clergy and is involved in other initiatives which aim to support clergy in their personal and ministerial development.

The Diocesan Counselling Service is available to all clergy and licensed lay-workers in the diocese, as well as their spouses/partners, dependent children, recognised Ordinands and DBF employees.

Those seeking counselling should, in the first instance, contact the Adviser who will offer an exploratory consultation to determine whether counselling is appropriate or if some other form of help would be more suitable. Where counselling is offered, the Adviser will usually refer the client to one of a team of counsellors located in different geographical areas of the diocese. Counsellors can work with both individuals and couples. Normally a maximum of 12 sessions are offered. The first 6 sessions are funded by the Counselling Service and the client is asked to contribute according to their means to the remaining sessions. More information is available on the Diocese's Compendium on its internet pages,

## **Dress Policy**

It is the policy of this Board that all employees must, whilst at work, maintain a professional appearance that is smart, clean, tidy and appropriate to the work they undertake, particularly in relation to health and safety.

## Personal records

You are required to notify us via the HR team of any change of address, marital status, next of kin details etc. in order that accurate information is maintained on your personal file and so contact may be made with the appropriate person in an emergency which may be outside of normal working hours.

### Data protection

As Your employer, we need to keep information about you, including (as appropriate) information of a personal and sensitive nature (known as “special category” data) for the purposes connected with your employment and to enable us to monitor our compliance with our policies. This is to meet our legal and contractual obligations. It includes information relating to your recruitment. In summary, the sort of information we hold includes information for payroll purposes, references, contact names and addresses and records (including disciplinary records) relating to your career with us etc.

We believe that these uses are consistent with our employment relationship and the principles of the Data Protection Act 2018 (DPA) which incorporates the requirements of the General Data Protection Regulation. The information we hold will be for our management and administrative use only, but we may from time to time, need to disclose some information we hold about You to relevant third parties (e.g. we are legally obliged to do so by HM Revenue and Customs or we are specifically requested to do so by you for the purposes of giving a reference.) We will discuss with you the need to disclose to any third party, any special category data.

We will also be keeping and processing the information about your health for the purposes of compliance with regards to our legal obligations concerning Health and Safety and Occupational Health matters; considering how your health affects your ability to do your job and, if you are disabled, whether you require any reasonable adjustments to be made to assist you at work; or in relation to the administration and management of insurance, pension, sick pay and any other related benefits in force from time to time etc.

Likewise, you are expected to ensure that any personal data and special category data which you may process during your employment are kept secure from unauthorised access or disclosure. You are expected to comply with the requirements of the Data Protection Act when processing such data in the course of your employment and, where you use the services of a third party for the performance of your duties, you are expected to take all reasonable steps to ensure that the third party complies with the requirements of the regulations. All employees are required to notify the DBF promptly of any actual or suspected breach of the requirements of the Data Protection Act which come to your attention. Failure to do so may result in disciplinary action.

You are entitled to access information from us about the data we hold on you (whether in computerised or manual record form), subject to certain restrictions imposed by the law. Should you wish to see any such information regarding yourself, you are required to make a written application to the Diocesan Secretary.

### Reference Policy

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It is DBF policy to confirm only the following when asked for a work reference:

- Job title/s
- Dates of employment

If you are asked for a reference, then the request must be referred to the HR team who will ensure the information given is factually accurate and fair.

This policy will be applied to all previous and current employees who require a reference.

If you are giving a reference in a personal capacity for someone who worked for or with you, then you should ensure that it is a character reference you are giving and not a reference to your working or professional relationship and should therefore not be written on DBF headed paper or sent from a DBF email account.