



Great Britain Wheelchair Basketball Association

EMPLOYEE HANDBOOK

This handbook contains the rules, policies and procedures relating to your employment with this Association. The pages should not be removed under any circumstances. If you have any queries on any aspect of this handbook or on any other matter relating to the terms of your employment, you should raise them immediately with the appropriate member of management.

Version November 2004.
This version replaces any copy dated previously.

GRIEVANCE PROCEDURE EXECUTIVE STAFF.

Where there is a grievance relating to any aspect of employment, the following procedure should be adopted.

1. The grievance should be raised verbally, or in writing, with the National Manager where appropriate. If inappropriate the grievance should be raised with the Chairman. Where appropriate a meeting will be held to enable the employee to give full details. Sufficient time will then be allowed for the facts of the case to be considered, and the outcome notified to the employee.
2. Should the National Manager or Chairman not be able to satisfactorily resolve the grievance, the matter should be referred either verbally, or in writing to the Executive Committee whose decision will be final.

An employee is entitled to be accompanied by a fellow employee or accredited trade union representative.

GRIEVANCE PROCEDURE ALL OTHER EMPLOYEES

Where there is a grievance relating to any aspect of employment, the following procedure should be adopted:

1. The grievance should be raised verbally, or in writing with the Line manager. Where appropriate a meeting will be held to enable the employee to give full details. Sufficient time will then be allowed for the facts of the case to be considered, and the outcome notified to the employee.
2. Should the Line Manager not be able to satisfactorily resolve the grievance, the matter should be referred either verbally, or in writing, to the National Manager whose decision will be final.

An employee is entitled to be accompanied by a fellow employee or accredited trade union representative at any stage of the procedure.

EQUAL OPPORTUNITIES POLICY.

1. Equal Opportunities in Service Provision

The Association has a desire and duty to provide services fairly and without discrimination. The aim of this Policy is to ensure fair and equal treatment and opportunity for all members and users of the Association's services. The Great Britain Wheelchair Basketball Association, (GBWBA) will work towards equality of opportunity for all and will devote energy and resources to the achievement of this aim.

The Association will not knowingly discriminate on grounds of disability, ethnic origin, gender or sexuality. The Association will strive to eliminate racism, sexism and all other forms of discrimination in sport. The GBWBA services will be equally available to all the Associations members.

Members of the Association are responsible for implementing this policy when carrying out Association activities. Members are expected to lead by example through their actions.

Exclusion from opportunities not only disadvantages those who experience discrimination and harassment but also deprives the wider community of the full contribution of their talents and energies. Empowering people to contribute more fully enriches out communal life.

2. Equal Opportunities in Employment

The Association is committed to the formulation and effective implementation of an Equal Opportunities Policy in employment practices. This policy applies to recruitment, promotion, transfer, training and re-training, the operation of grievance, disciplinary and redundancy procedures, the provision of employment benefits and generally to the application of all terms and conditions of employment.

Employees are expected to participate in the preparation and carrying out of practical measures to improve the Association's performance with regard to Equal Opportunities Employees, are also responsible for their behaviour towards colleagues and users of the Associations services, and are expected to meet appropriate standards.

People with disabilities shall not be prevented from employment with the Association on the grounds of disability, restricted access or inadequate equipment, where, with effort and reasonable expenditure the necessary adaptations could be made.

Employees will be recruited, trained and promoted solely on the basis of genuine job requirements, relevant experience and qualifications, skill, aptitude and other objective criteria.

A clear responsibility of providing Equal Opportunity rests with the Association's employees, however, all members of Association are expected to avoid discrimination, to discourage it in others and to accept personal responsibility for the application of this policy. Employees should familiarise themselves with this policy and any guidelines issued as part of the equal opportunities process. The Association will endeavour to retain and/or offer re-training where necessary to employees who develop disabilities as a result of accident and/or illness.

It is the responsibility of the National Manager, the Executive Committee and all team managers and other supervisory staff to ensure that this policy is observed.

All procedures and practices relating to the recruitment and selection of employees will be regularly reviewed to ensure consistency with the principles of equal opportunities. All conditions of service will be kept under review to ensure they do not discriminate against any particular group.

Employment practices will be kept under review and adapted where necessary to meet the varying needs of employees. The introduction of flexible working hours and job sharing are examples of such practices.

As part of this policy the Association will treat as a disciplinary matter any deliberate act of discrimination or failure on the part of the Association Officials to challenge members acting in a discriminatory manner.

The Association also actively discourages, and treats as disciplinary matters any abusive, insulting or offensive remark, action or publication relating to employees or members of the Association on any of the grounds outlined in the aims and objectives of this policy.

All complaints of discrimination made by any employee or member of the Association will thoroughly and promptly investigated.

In addition, you may wish to read the Equal Opportunities Policy drawn up by the Association in accordance with the Sports Council Requirements.

HARASSMENT POLICY AND PROCEDURE

The Association recognises the right of every employee to work in an atmosphere free of harassment and to complain about it should it occur. The Association agrees to take appropriate steps to promote such a workplace.

It is against the principles of this Association for any employee to harass another employee in any way. Such conduct will not be tolerated. All employees will be expected to comply and appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who is found to have harassed a colleague.

WHAT IS HARASSMENT?

There is not a single definition of harassment. This is because harassment can take many forms; occur on a variety of grounds and may be directed at an individual or group of individuals. Harassment may occur between people of the same sex or the opposite sex. It is not the intention of the perpetrator but the deed itself and the impact on the recipient which determines what constitutes harassment. Ultimately, the question which has to be asked is has an individual or group of individuals been treated in a detrimental way on improper grounds?

FORMS OF HARASSMENT

Harassment may take many forms. It can range from extreme forms such as violence and bullying, to, less obvious actions like ignoring an individual. Whatever the form of harassment it will be unwanted behaviour which is unwelcome and unpleasant. Forms of harassment may include:

- Unwanted and repeated physical contact including unnecessary touching, patting or pinching or brushing against another's body.
- Unwanted sexual advances propositions or pressure for sexual activity and/or continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome.
- Verbal and written harassment through jokes, offensive language, gossip and slander, letters.
- Visual displays of posters, graffiti, obscene gestures, flags, emblems.
- Isolation or non-cooperation at work, exclusion from social activities.
- Intrusion by pestering, spying, following.

MANAGERIAL RESPONSIBILITY

All supervisory personnel are responsible for eliminating any harassment or intimidation of which they are aware. The problem may be resolved by immediate and firm action which will prevent escalation.

Management should:

GBWBA Equal Opportunities Policy

- Take prompt action to stop harassment as soon as it is identified, in some cases by pointing out behaviour is unacceptable;
- Ensure that offensive or potentially offensive material is not displayed in the work place;
- Make clear to staff that this kind of behaviour is not acceptable and where appropriate will be treated as a disciplinary matter;
- Investigate all complaints made by any employee against another or others.

PROCEDURES FOR DEALING WITH ALLEGED HARASSMENT

1. Wherever possible, anyone who believes that he or she has been the subject of harassment should, in the first instance, ask the person responsible to stop the harassing behaviour as it is unacceptable to them. Person to person reproof at an early stage will often be sufficient to stop the behaviour which is causing the offence without involving a third party.
2. If the recipient needs help or advice, they should seek the involvement of trusted friends. This would still be short of making the matter official by involving management.
3. If the harassment continues, the employee should take their complaint through the grievance procedure.
4. All complaints will be handled in a timely and confidential manner. Employees shall be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly.
5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and prevent its recurrence will be taken. In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser and not the victim.
6. Employees shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for complaining about harassment is a disciplinary offence.

Whilst this procedure is designed to assist genuine victims of harassment, employees must be aware that if they raise complaints which are proven to be deliberately vexatious they themselves will become subject to disciplinary proceedings.

GOVERNANCE DECLARATION

As a condition of holding office within the Great Britain Wheelchair Basketball association, the following conditions should be complied with:

1. To act in the best interests of the GBWBA at all times.
2. To put the interests of the GBWBA at all times
3. To uphold the good name of the GBWBA at all times and positively promote the values, principles and objectives for which it stands.
4. To protect the position of the GBWBA as the recognised National Governing Body for the sport of Wheelchair Basketball in the United Kingdom of Great Britain and Northern Ireland.
5. To declare all related business and voluntary interests.
6. To declare all payments, hospitality, gifts, travel or similar that is given or received in connection with holding office with the GBWBA.
7. To participate fully in the strategic planning of GBWBA's work and to play an active and appropriate role in monitoring progress and achievements.
8. To participate in the formulation of the policies that guide the work of the Association and to work within these policies at all times.
9. To ensure that decisions taken are in the GBWBA'S best interests and that all legal and moral responsibilities are met.
10. To demonstrate corporate and cabinet responsibility and support for all decisions made by the Association.
11. To provide specialist advice in. for example, one or more of the following areas of expertise, coaching, education, equal opportunities, finance, legal management, public relations, refereeing and technical.
12. To demonstrate commitment to and work within the GBWBA's Equal Opportunities Policy at all times.
13. To demonstrate commitment to and work within the GBWBA's Complaints and Conduct Policy at all times.
14. To demonstrate commitment to and work within the GBWBA's Child and Vulnerable Adults Protection Policy at all times.
15. To regularly attend meetings and participate appropriately in providing information as requested and participate in discussions and decision making.
16. To ensure that the interests and views of the GBWBA Members are sought and represented fairly and at all times.
17. To attend occasional training sessions, workshops and consultation events.
18. To treat all confidential information and material sensitively and appropriately.
19. To circulate information and correspondence as appropriate to the content.
20. To participate in the recruitment of staff and volunteers as requested.
21. Where necessary to participate in the Associations disciplinary procedures.

PROCESSING OF PERSONAL DATA.

Data protection legislation regulates the way in which certain data about employees, both in paper and electronic form, is held and used. The following will give employees some useful information in terms of the type of data that the Organisation keeps about them and the purposes for which this is kept.

Throughout employment and for as long as it is necessary after the termination of employment, the Organisation will need to process data about employees for purposes connected with their employment, including their recruitment and the termination of their employment. Processing includes the collection, storage, retrieval, alteration, disclosure or destruction of data.

The kind of data that the Organisation will process includes:

- any references obtained during recruitment
- details of terms of employment
- payroll details
- tax and national insurance information
- details of job duties
- details of health and sickness absence records
- details of holiday records
- information about performance
- details of any disciplinary investigations and proceedings
- training records
- contact names and addresses
- correspondence with the Organisation and other information that employees have given the Organisation

The Organisation believes that those records used are consistent with the employment relationship between the Organisation and its employees and with the data protection principles. The data the Organisation holds will be for management and administrative use only but the Organisation may, from time to time, need to disclose some data they hold about employees to relevant third parties (e.g. where legally obliged to do so by the Inland Revenue or where requested to do so by employees for the purpose of giving a reference).

In some cases the Organisation may hold sensitive data, as defined by the legislation, about employees. For example, this could be information about a person's health, racial or ethnic origin, criminal convictions, trade union membership or political or religious beliefs. This information may be processed not only to meet the Organisation's legal responsibilities but, for example, for purposes of personal management and administration, suitability for employment and to comply with equal opportunity legislation. Since this information is considered sensitive, the processing of which may cause concern or distress, individuals will be asked to give express consent for this information to be processed, unless the Organisation has a specific legal requirement to process such data.

Employees may, within a period of forty days of their written request or, where applicable, a period of forty days from the payment of the fee, inspect and/or have a copy, subject to the requirements of the legislation, of information in their own personal file and/or other specified personal data and, if necessary, require corrections should such records be faulty. Those employees who wish to do so must make a written request to their immediate Manager. An administration fee of £10 may be required by the Organisation.

The Organisation is entitled to change the above provisions at any time at its discretion.

ABSENCE AND TIMEKEEPING

The Association recognises that in certain circumstances employees may require time off work for reasons other than pre-booked holidays or sickness.

• **APPOINTMENTS**

Employees are normally expected to ensure that appointments to visit the doctors, dentist, opticians or hospital are made in their own time, and outside normal working hours. In the event that this is not reasonably practicable, time off work will be allowed to attend such appointments providing that:

- the appointment is substantiated with an appointment card if requested;
- the timing of the appointment causes as little disruption as possible i.e. at the beginning or end of the working day; and
- prior permission is obtained.

Payment will be made for the duration of the time off.

• **ABSENCE NOTIFICATION**

Employees must follow the procedure set out below for all absence, including holidays, sickness and authorised appointments. Prior permission must be obtained from the Line Manager and an Absence Record Form completed before the start of any absence other than sickness.

Absence for reasons of sickness must be notified as soon as possible, but not later than within 1 hour of normal start time on the first day of absence.

It is the employee's responsibility to keep the Association advised of circumstances which are preventing the employee from attending work and of their likely date of return.

In cases of sickness of 7 calendar days or less the Absence Record Form will normally be completed immediately upon return to work. Where, however, the absence is expected to or lasts for a period in excess of 7 days, Medical Certificates will be required from a Doctor to cover the employee for the duration. Medical Certificates must be forwarded immediately to the Association; failure to do so may result in sick pay being delayed or withheld and disciplinary action being taken.

Absence on the grounds of sickness for a period of 24 hours immediately preceding or following a public, bank or annual holiday will be treated as unauthorised, unless supported by a Private Medical Certificate or authorised Absence Record Form.

Unauthorised absence will lead to disciplinary action including dismissal.

- **ACCESS TO MEDICAL REPORTS**

In certain circumstances it may be necessary for the Association to Obtain a Medical Report from an employee's Doctor/Specialist in Order to establish:

- reason for and likely duration of absence;
- when the employee will be able to return to work, and whether the problem will recur;
- what, if any, treatment is being prescribed; and
- whether the employee can carry out all the duties of the job.

This will enable the Association to plan workloads. It is in the interests of both the employee and the Association to establish, with the benefit of expert medical opinion, the employee's ability to work.

Employees have certain rights under the Access to Medical Reports Act 1988.

The Doctor/Specialist cannot submit the report to the Association without the employee's consent. Employee's may withhold consent to the report being sought or can request to see the report prior to it being forwarded to the Association.

If an employee indicates that he/she wishes to see the report in advance, the Association will inform the employee when the Doctor/Specialist has been written to; and the Doctor/Specialist will also be notified that the employee wishes to see the report. Employees then have 21 days to contact the Doctor/Specialist regarding arrangements to see the report.

Should the employee indicate that he/she does not wish to see the report before the Association, the employee still has the right to write to the Doctor if the report has not been provided to the Association, and has 21 days to contact the Doctor/Specialist regarding arrangements to see the report. It is the Association's policy to send the employee a copy of the report in any event prior to a meeting being arranged to discuss the content.

Employees have the right to ask the Doctor/Specialist for a copy of the report for up to 6 months after it has been supplied. (There may be a charge for this).

Employees may ask the Doctor/Specialist to amend any part of the report which is considered by the employee to be incorrect or misleading. If the Doctor/Specialist is not in agreement, the employee may attach a statement of his/her views with the report.

If the Doctor/Specialist thinks the employee or others would be harmed by the report or any part of the report it can be withheld from the employee.

No decision will be made that could affect an individual's employment without careful consideration of all the circumstances.

Where the Association wishes to obtain a medical report employees will be asked for their written consent. Should an employee withhold such consent, the Association will take a decision regarding continuing employment without the benefit of medical opinion.

TIMEKEEPING

Employees are responsible for attending punctuality for work in accordance With the hours defined within the Statement of Main Terms of Employment.

Employees may not leave work prior to their normal finishing time without permission from their immediate supervisor. In the event of an employee obtaining permission to have time away from work during the normal working period, he/she must report to his/her immediate supervisor upon leaving and returning to work.

Persistent lateness, unacceptable levels of absence and/or unauthorised absence will result in disciplinary action.

- **STATUTORY TIME OFF**

Public duties

Under current employment legislation employees who hold certain public positions are entitled to reasonable time off during normal working hours to perform the duties associated with the position. Such positions include Magistrates, Local Councillors, Statutory Tribunal Members, etc.

Employees are not, however, entitled to payment for this time.

Jury Service

Employees are entitled to time off work to fulfil their obligations with regard to Jury Service. In the event of an employee being summoned to attend for Jury Service, he/she must notify management immediately on receipt of the Jury Summons, giving details of dates required to

attend the Court.

Employees retained on Jury Service for a prolonged period have an obligation to notify management and must keep in regular contact with their immediate superior throughout. Employees must return to normal working immediately following their release from Jury duties.

Employees are reminded to ensure that expenses claims are submitted to the Court in accordance with the available allowances.

Although employees are not entitled to payment for this time off, the Association will pay the difference between expenses and compensation for loss of earnings claimed from the Court and basic earnings for a maximum period of 2 weeks.

Parental Leave

Employees may be entitled to unpaid parental leave as follows if they:

are a parent of a child born or placed for adoption between 15th December 1994 and 14th December 1999:

- Employees with one year's service with the company (or with another employer between 15th December 1998 and 9th January 2002) will be entitled to up to 13 weeks' leave for the purpose of caring for a child. This entitlement must be exercised by 31st March 2005. In the case of adoption, the entitlement will not apply past the child's 18th birthday, or

are a parent of a child born or placed for adoption on or after 15th December 1999:

- Employees with one year's service with the Company will be entitled to up to 13 weeks' leave for the purpose of caring for a child. This entitlement must be exercised within 5 years of the birth or adoption of the child; in the case of adoption, the entitlement will not apply past the child's 18th birthday, or

are the parent of a child entitled to a disability living allowance:

- Employees with one year's service with the Company (or with another employer between 15th December 1998 and 9th January 2002) will be entitled to up to 18 weeks' leave for the purpose of caring for the child up to the child's 18th birthday.

Leave must be taken in a minimum of one week blocks (except for where a child is disabled then leave may be taken as single days or multiples of 1 day) and is limited to a maximum of 4 weeks in any year for each child.

At least 21 days' notice must be provided and leave may be postponed apart from leave taken immediately after the birth or adoption, depending on the needs of the Company.

Paternity Leave/Pay

Eligible employees may be entitled to choose to take either one week or two consecutive weeks' paternity leave (not odd days) if they:

- have been continuously employed for at least 26 weeks by the 15th week before the Expected Week of Childbirth (EWC) or by the week in which an Approved Adoption Agency matches an adoptee with a child; and
- have given notice of their intention to take the leave in or before the 15th week before the EWC specifying the EWC, length of period the employee has chosen to take and the date the employee has chosen the leave to begin.

Employees will be paid for this leave at the standard rate or 90% of their average weekly earnings if this is less.

Adoption Leave/Pay

Employees who are adopting a child and who meet certain qualifying conditions have the right to take 26 weeks' Ordinary Adoption Leave and the right to an additional 26 weeks of absence. Statutory Adoption Pay is payable for up to 26 weeks at the standard rate or 90% of their average weekly earnings if this is less.

Time off for Dependants/Family Emergencies

Employees are entitled to reasonable time off for urgent incidents of real need involving a dependant, who is a member of the immediate family or someone for whom there is primary caring responsibilities, or where an employee is the only person who can provide assistance in a serious emergency.

The entitlement to time off in such circumstances is limited to what is reasonable to deal with the immediate problem and sort out any longer term arrangements.

Employees are not entitled to payment for this time off.

- **BEREAVEMENT LEAVE**

In the event of the death or funeral of an employee's relative or close friend, time off work and payment for such time off will be granted at the discretion of the Association after careful and sympathetic consideration has been given to the particular circumstances surrounding each bereavement.

COMPUTER USERS' PROCEDURE

Data Protection

The Data Protection Act 1990 is concerned with the processing of computerised and manual information about living individuals (personal data) and gives rights of access to the individuals who are the subject of that information. Further, the Act places certain obligations on the Association's data user, in respect of the personal information it processes or causes to be processed on its behalf by third parties.

A data user must notify the Data Protection Commissioner unless covered by the exclusions in the Act. Thus, the Association must complete a notification covering all personal data presently held, specifying:

- a general description of security measures;
- the purposes for which the data is used;
- a description of the data and the data subjects;
- the sources and disclosures applicable to the information comprising the data; and
- the countries outside the European Economic Area to which the data is transferred (overseas transfers).

Notification has to be updated as and when changes occur in any of the 'registrable particulars'. The holding and processing of unnotified data, which is covered by the Act, is a criminal offence and is subject to unlimited fines. The Association, therefore, must operate within the terms of its notification.

Employees must:

- not access, process or disclose any personal data other than is necessary, within the terms of the Association's notification, to carry out the role for which they are employed; and
- understand that any change in 'purposes, description, sources, disclosures, overseas transfers' of the personal data under their control may require an amendment to what has been notified.

• INFORMATION SECURITY

Employees must take the appropriate steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

Under no circumstances should employees divulge their password to anyone else nor should employees gain access or attempt to gain access to information stored electronically which is beyond the scope of their authorised access level.

- **ELECTRONIC MAIL AND THE INTERNET**

Misuse of the E-mail/Internet can expose the Association to significant risk. Therefore, employees must only use E-mail and access the internet on authorised and recognised Association business. Care must be taken when attaching documents to ensure there is no infringement of copyright and employees must not disclose confidential information.

Employees must not send or download defamatory, offensive or pornographic E-mail.

Copies of E-mail should be retained where appropriate (as E-mail is a form of documentation which could be 'discoverable' in legal proceedings).

Employees are reminded that E-mail is not 'private' and the Association reserves the right to access E-mail and audit the use of the system.

- **USER MANUAL**

Employees must familiarise themselves with and follow the operating procedures laid down in the User Manual.

- **EYE TESTS**

Where a computer user has difficulty with their vision when using a VDU screen, the Association will pay for an appropriate eye test. If the employee subsequently needs spectacles specifically for VDU use, the Association will pay £50.00 towards the cost of such spectacles, or contact lenses, then the employee shall pay the excess.

- **COMPUTER SOFTWARE**

Because of potential virus infection and consequent damage to the business, employees must not load any software into any computer without the prior approval of management. Approval will only be given after virus checking.

Virus protection software is maintained and periodically updated.

It is mandatory that P.C.s are re-booted daily with the anti virus software to ensure that no viruses are presented.

Under no circumstances must games or free issue software be loaded onto Association equipment.

If a specific application programme is necessary for employees work, then it will be purchased by the Association for employee's use.

Employees must not make 'pirate' copies of Association owned software for use by other persons either inside or outside the Association. This not only breaks Association rules, it is an illegal practice.

Failure to comply with any procedure will give rise to disciplinary action being taken against the employee or employees concerned, and could include dismissal.

EXPENSES POLICY

The Association will reimburse employees for approved expenses wholly and necessarily incurred in the course of their work.

It is not the purpose of expense payments to provide an incentive or reward for non-standard duties. The amount of any expenses payment will be the additional costs incurred as a result of the employee undertaking a work assignment .

Expenses will be paid in accordance with the regulations and interpretation of the Inland Revenue or suspended if necessary at their instruction.

Any special ad hoc arrangements made to suit particular circumstances will not be considered to set any form of precedent.

The following claims will be reimbursed providing they are reasonable, and the appropriate documentation has been completed and supporting receipts submitted.

- **Cars** - Mileage at the rate notified.
All necessary parking charges.
(Employees are responsible for any fines or penalties incurred).
- **Trains** - Standard class fare.
- **Accommodation** - Hotels – cost of room and all necessary meals and reasonable drinks.
- **Meals** - Whenever necessary and reasonable whilst on authorised business.
- **Air Fares** - Economy class fare.

Employees are expected to use the most cost effective transport, methods and routes in conducting business.

- **Important**

Payment of expense claims will be delayed or withheld if not properly substantiated. Fraudulent claims will result in dismissal.

VEHICLE USERS' PROCEDURE

Employees are reminded that the vehicle provided to them is a costly item. In order to safeguard it and to ensure it is used correctly, the following must be adhered to at all times.

A vehicle is only available to employees who hold a current and valid driving licence. As all vehicles are insured through the Association any conviction for driving offences, any driving endorsements and any fines incurred whilst employees are in possession of the vehicle must be reported immediately. The employee is personally responsible for the payment of any fine or fixed penalty incurred whilst in charge of the vehicle.

Any employee who is considered to be acting carelessly or recklessly in their use of the vehicle will be subject to disciplinary action (and this may involve the withdrawal of the vehicle where appropriate).

Any and every accident or incident in which a vehicle in an employee's charge becomes involved, regardless of fault and whether or not persons or property are affected must be reported immediately.

In the event of an employee being prosecuted or convicted of a driving offence which results in a period of disqualification and the holding of a licence is an essential requirement of the job, this will result in the employee's dismissal.

A driver of an Association's vehicle must avoid the consumption of alcohol or drugs prior to or during the course of driving. Infringement of this rule will result in the employee's dismissal.

Only authorised personnel may drive the Association's vehicles.

Unauthorised passengers must not be carried in vehicles, nor must vehicles be used for personal purposes without permission.

The person in charge of the vehicle must ensure that all security devices are operable when the vehicle is left unattended.

The appropriate documentation must be carried at all times e.g. insurance details.

All vehicles must be serviced in accordance with the Association's policy and/or manufacturer's recommendations. Services must be arranged on time and the service record completed and stamped by the garage.

An employee who has the use of a vehicle is responsible for ensuring that any service, maintenance and repair is carried out.

Employees in general must ensure that the vehicle is kept in good condition.

This includes keeping it clean and ensuring that the tyre pressure, lights, oil, water etc. are up to the required standard.

No vehicle is to be driven in an unroadworthy condition. Any defects must be reported immediately. The vehicle must not be driven without the fault being rectified or prior approval given.

In the event of the vehicle requiring any repair work, prior authorisation must be obtained from the Association and/or its insurers with the required quotes.

The Association will pay for all reasonable private mileage undertaken by the employee.

Servicing should be booked and carried out whenever possible at a time when it will cause least disruption to the employee's working day.

Any employee wishing to take their vehicle abroad must obtain prior permission and further information.

The Association has a policy on renewal or replacement of cars and vehicles. Details on this will be issued to employees separately. The right is reserved, however, to amend this from time to time and not necessarily replace with the same or equivalent type of vehicle.

The employee is not allowed to have modifications made, or extras fitted to the vehicle without prior permission. Where the reversal of the modification or the removal of the extra would result in the value of the vehicle being less than had they not been done or fitted, then the modification and/or extra will become the property of the Association.

The Association reserves the right to require an employee to surrender any vehicle they have been issued with, at any time, in the event of absence from work. (This does not apply to the statutory Maternity/Adoption Leave period).

The Association's Vehicles are issued on the basis that they must be available for use by another employee on Association business at any time.

Under certain conditions, persons other than employees may be allowed the use of the vehicle. Any employee wishing for further details of this should contact the person responsible for the Association's vehicles. Aside from other conditions which may apply, the employee will be responsible for payment of any fines or damage incurred by the third party.

In the event of termination of employment, employees will be entitled to retain the use of their vehicle for the duration of their contractual notice period where applicable at the discretion of the management.

DISCIPLINARY RULES

This section should be read in conjunction with the Association's Working Procedures and the Statement of Main Terms of Employment.

It is every employee's duty to observe the following general rules and to behave in a reasonable way towards fellow employees and other persons with whom an employee comes into contact when carrying out his/her duties.

Where the Working Procedures and General Rules are not followed employees will render themselves liable to disciplinary action as outlined in the Disciplinary Procedure.

GENERAL RULES

- Employees are expected to respect the ethics of the Association.
- Employees have an obligation to ensure that they conform to the requirements of the Equal Opportunities Statement, and must not act in a manner which could be considered to be of an unlawful discriminatory nature.
- Employees are expected to achieve and maintain a good standard of work and to show a conscientious approach to the job or to the detail of that job to a standard that may reasonably be expected.
- Employees are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time employment commenced.
- To ensure maximum efficiency, employees are engaged on the basis that they must be prepared to undertake reasonable duties other than those for which they have been specifically engaged.
- Personal hygiene and appearance must be of a very high standard.
- The telephone or postal services must not be used for private purposes Without prior permission. The use of personal mobile telephones must be kept to a reasonable limit and must not interfere with the normal day to day activities.
- Visitors are not allowed onto the premises at any time without prior authority.
- An orderly and courteous manner must be maintained in front of members.
- Socializing is not permitted on the premises without prior authorisation.

- It is not permitted to remove material or equipment of any kind from the Association without prior permission.
- Working time and/or the Association's material or equipment must not be used for any unauthorised work.
- All authorised notices displayed are expected to be read and observed.
- Employees are expected to act wholeheartedly in the interests of the Association at all times. Any conduct detrimental to its interests or its relations with its visitors, members, the general public or damaging to its public image shall be considered to be a breach of the Association's rules.
- Employees must act in accordance with the Association's Working Procedures.
- This list is not exhaustive.

GROSS MISCONDUCT OFFENCES

The following acts are examples of Gross Misconduct Offences and as such will render employees liable to Summary Dismissal (i.e. dismissal without notice). This list is not exhaustive.

- Fighting, physical assault or dangerous horseplay.
- Deliberate refusal or wilful failure to carry out a reasonable and lawful direct instruction given by a superior during working hours.
- Gross insubordination.
- The use of aggressive behaviour or excessive bad language.
- Theft, or misappropriation of Company or members property.
- Wilful damage or negligence involving damage to property belonging to the Association, its members, other employees or the general public.
- Performing, arranging or carrying out any work or activity which could be considered to be in competition with or which adversely affects in any way the Association's interests.
- Fraud or any other illegal offence committed against the Association.
- Drinking alcohol during working hours, being under the influence of alcohol/drugs and/or drug abuse.
- Acts of gross negligence or misconduct involving careless or reckless driving.
- Loss of driving licence on conviction when driving is all or an essential part of the job requirements.
- Gross immorality.
- Breach of safety rules and/or any action which seriously endangers the health or safety of an employee or any other person whilst at work.
- Deliberately making a false entry in the written records of the Association.
- Knowingly giving false information or deliberately omitting relevant information on the job application form or curriculum vitae.
- Smoking in designated non-smoking areas.

- Unlawful discrimination.
- Receipt of bribes to effect the placing of business with a supplier of goods or services.
- Inaccurate or fraudulent recording of financial transactions.
- Unauthorised access to or disclosure of any confidential information including any personal data under data protection legislation.
- Unauthorised access to or disclosure of any part of the Organisation's computer data.
- Misuse of E-mail/internet facilities.
- Abandoning duty without notification.
- The act of copying computer software without authorisation.
- The use of unauthorised software on Association P.C.s.
- The unauthorised disabling of anti virus software.
- Failure to carry out necessary virus checks.

DISCIPLINARY PROCEDURE

The purpose of the Disciplinary Procedure is to outline a recognised and consistent system to deal with any breach or alleged breach of the rules. The objective is to emphasise and encourage improvements in individual conduct. A full investigation will be undertaken into the circumstances of any disciplinary offence prior to the implementation of any disciplinary action. It may be necessary, dependent upon the nature of the offence, to suspend the employee on full pay whilst the necessary investigations are completed. Any such period of suspension will be as short as possible.

Disciplinary warnings will only be issued following a formal disciplinary meeting with the employee who will always be given the opportunity to be accompanied by a fellow employee or any other companion entitled to attend under current employment legislation. Throughout the Disciplinary Procedure the employee will be given every opportunity to respond to any complaint before any decision on disciplinary action is taken.

Disciplinary action may take any of the following forms according to the severity of the offence:-

1. **A verbal warning.**
A record of the verbal warning will be placed in the employee's personnel personnel file.
2. **A written warning.**
A written warning will be issued to the employee and a copy placed in the employee's personnel file.
3. **A final written warning.**
A final written warning will be issued to the employee and a copy placed in the employee's personnel file. Upon the issue of a final written warning the employee will be advised that any further breaches of the rules will result in dismissal.
4. **Dismissal.**
Dismissal may be with or without notice depending on the circumstances, and may occur whether or not warnings have been issued.

Employees are entitled to appeal against any disciplinary decision taken against them, such appeal being held in accordance with the Appeal Procedure.

At any time during the first year of employment, application of the procedure may be departed from, in full or in part, at the absolute discretion of the employer, and disciplinary action including dismissal may be taken without resort to this Disciplinary Procedure.

RIGHT OF APPEAL – EXECUTIVE STAFF

An appeal against a disciplinary decision must be notified to the National Manager, either verbally or in writing, within three working days of the receipt of written confirmation of disciplinary action taken.

The appeal will be considered as soon as possible and an invitation will be made to discuss the matter fully. The outcome of this appeal will be final.

The outcome of the appeal, together with copies of all correspondence, will be retained on the Personnel File.

An employee is entitled to be accompanied by a fellow employee or accredited trade union representative.

RIGHT OF APPEAL – ALL OTHER EMPLOYEES

An Appeal against a disciplinary decision must be notified to the National Manager, either verbally or in writing, within three working days of the receipt of written confirmation of disciplinary action taken.

The appeal will be considered as soon as possible and an invitation will be made to discuss the matter fully. The outcome of this appeal will be final.

The outcome of the appeal, together with copies of all correspondence, will be retained on the Personnel File.

An employee is entitled to be accompanied by a fellow employee or accredited trade union representative.