

## **DOCSHOP – GROUP B POLICIES**

We set out below a brief description of the contents of each template policy. Each template comes with drafting notes to allow you to tailor it to the particular needs of your business.

If you require specific advice on implementing any employment documents within your business, this is charged for separately. Please call us on **0845 607 7823** to discuss your requirements further.

### **Anti-Bribery and Corruption Policy**

This policy deals with the following:-

- Scope and coverage of policy
- In detail: defining bribery and corruption, areas of specific risk
- Prohibited acts and exceptional circumstances
- Facilitation payments and kickbacks
- Record keeping
- Reporting obligation/whistleblowing
- Responsibility for ensuring compliance
- Monitoring

This policy includes a non-exhaustive list of possible risk situations.

### **Bullying and Harassment Policy**

This policy deals with the following:-

- Scope and coverage of policy
- In detail: defining bullying and harassment
- Procedure: general principles
- Informal procedure: includes optional drafting around availability of confidential advice and assistance, assistance where employee believes they

have been subjected to conduct amounting to a criminal offence and availability of discretionary compassionate leave

- Formal procedure: submission of formal complaint; independent investigation; indicative timescales; right to be accompanied; confidentiality issues; consideration to be given to temporary separation of complainant and alleged harasser/bully pending outcome; possible outcomes: complaint well-founded/complaint not well-founded
- Potential consequences of making malicious complaints

### **Career Break Policy**

This policy deals with the following:-

- Scope and coverage of policy
- Eligibility
- Application process
- Duration and number of career breaks
- Rights during career break
- Obligations during career break (keeping in touch; skills maintenance; conflicts of interest)
- Returning to work (alternative drafting options: return to same post; return to suitable alternative post; no guaranteed return)

### **Dependant Leave Policy**

This policy deals with the following:-

- Scope and coverage of policy
- The right defined
- The amount of leave
- Who is a "dependant" for the purposes of the policy
- Circumstances in which leave may be taken
- Circumstances to which the policy does not apply
- Use of other policies in appropriate circumstances e.g. annual leave, parental leave

- Notification requirements

### **Drug and Alcohol Abuse Policy**

This policy deals with the following:-

- Scope and coverage of policy
- "Drugs" defined
- Prohibited acts: consumption of alcohol and exceptions, use of drugs, prescribed drugs and employee's obligations where those drugs may impact on employee's work, selling/dealing/distributing
- Consequences of breach
- Medical examination, consequences of positive testing, consequences of refusal to undergo examination
- Suspension pending further investigation/consideration of appropriate response (disciplinary policy or referral for treatment/rehabilitation)
- Testing/searching: circumstances in which these may be carried out
- Referral, involvement of occupational health, consequences of employee's refusal to accept referral, adjustments to facilitate rehabilitation, consequences of employee's refusal to accept treatment on referral, consequences of further lapses after treatment, use of disciplinary procedure

### **Equal Opportunities Policy**

This policy covers the following:-

- Introduction and equal opportunities statement
- Equality principles: includes definitions of different forms of discrimination (direct, indirect, victimisation, harassment), coverage of policy, employee and managerial responsibilities
- Implementing equality of opportunity: covers application of the policy to recruitment and selection, training, promotion, access to benefits and services, grievances, disciplinaries, dismissals and redundancies
- Disability policy
- Consequences of breach

### **Grievance Policy and Procedure**

This policy complies fully with the ACAS Code of Practice on Disciplinary and Grievance Procedures and covers the following:-

- Introduction
- General principles
- Informal procedure
- Formal procedure: format; timescales; grievance meeting; who chairs the grievance meeting; procedure at the grievance meeting; adjournments; what happens after the grievance meeting
- Appeals: format; timescales; who hears the appeal meeting; appeal meeting; adjournments; what happens after the appeal meeting
- Right to be accompanied: the companion; role and rights of the companion; postponements
- Overlapping grievance and disciplinary cases

### **Health and Safety Policy**

Employers with five or more employees must have a written health and safety policy. Our template policy comprises the three sections that typically make up a health and safety policy. Section three, covering the arrangements to be put in place to meet the commitments outlined in section one (statement of general policy), will inevitably be very employer specific. In our section three we include examples of what might be covered in this section but this section in particular will need to be tailored to the employer's own requirements.

- **Statement of General Policy:** a general statement covering the Company's commitment to health and safety, employee consultation, provision and maintenance of safe plant and equipment, safe handling, training and supervision, accident prevention/First Aid, emergency procedures, monitoring and review
- **Responsibilities:** this section allows the company to specify who has overall responsibility for giving effect to the policy, which employees/individuals are responsible for particular aspects of the policy covered off in the general statement and also sets out the particular obligations of all employees in respect of health and safety issues
- **Arrangements:** see introductory section above

## **Homeworking Policy**

This policy assumes that the relevant employee has either been employed on the basis that s/he will be a homeworker or has successfully applied to switch to a homeworking arrangement under the Company's flexible working policy. It does not deal with the process that the employee must follow to become a homeworker. This policy therefore deals with the following:-

- General policy statement
- Place of work: includes requirement to attend Company's offices when required, deals with travel and expenses, includes a warranty that employee is not in breach of any covenant in working from home
- Hours of work: permits flexibility but includes a requirement for employee to be present at home at specified times
- Equipment and insurance: covers employee's obligations regarding any Company equipment provided to employee to enable homeworking, necessary insurance arrangements for such equipment and employee's home, return of property
- Health and safety
- Right to enter: covers employer's right to enter employee's property for various purposes such as maintenance of Company equipment, conducting health and safety risk assessments, facilitating return of Company property
- Confidentiality

## **Travel Disruption Policy**

This policy covers the following:-

- Scope and application
- General principles, employee obligations
- Options available to line manager (annual leave; time off in lieu; unpaid leave; working at home; use of emergency leave in exceptional circumstances)
- Disruption occurring during the working day
- Disruption to travel on Company business: reporting obligations, remote working, reimbursement of expenses and conditions applying to this
- Disruption to travel at end of annual leave

## **Whistleblowing Policy**

This policy covers the following:-

- General statement on purpose of policy, including protections available to employees
- Instances of wrongdoing covered: criminal offences; miscarriages of justice; health and safety dangers; environmental risks; failure to comply with any legal obligation; deliberately concealing any of these
- Designated officer
- Procedure: informal/formal; investigation; timescales; reporting back; confidentiality issues; what to do if you are dissatisfied with Company response
- Raising concerns externally: specifies appropriate regulators; potential consequences of wider disclosure
- Potential consequences of making malicious claims