



DOCSHOP – GROUP C 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.

Adoption Leave Policy

This policy deals with the following:-

- General policy statement
- The right
- Commencing adoption leave, including notification requirements
- Adoption pay (includes option for paying enhanced adoption pay)
- Paternity leave in adoption situations
- Ordinary and additional statutory paternity pay
- Keeping in Touch Days
- Rights during adoption/paternity leave
- Notifying return to work date
- Returning to work
- Not returning to work

Disciplinary 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: investigation; suspension; invitation to the hearing; attending the hearing; what happens at the hearing including adjournments; disciplinary sanctions (covers informal warning, first written warning, final written warning, dismissal or other action short of dismissal, summary dismissal for gross misconduct)
- Appeals: format; timescales; who hears the appeal; appeal hearing; adjournments; what happens after the appeal hearing
- Right to be accompanied: the companion; role and rights of the companion; postponements
- Overlapping grievance and disciplinary cases

Electronic Communications Policy

This policy deals with the following:-

- Scope and coverage of policy: email, internet (including social media), intranet, fax, Company landlines and mobile phones, other
- Permissible use of Company communications systems
- Employee obligations
- Prohibited acts: a non-exhaustive list including but not limited to use of the Company's systems to (1) send/receive/store/forward offensive and/or defamatory messages and/or attachments; (2) breach copyright or other intellectual property rights of third parties; (3) spread computer viruses; (4) breach confidentiality; (5) allow unauthorised use of Company systems
- Monitoring and interception of communications
- Consequences of breach

Flexible Working Policy

This policy deals with the following:-

- General policy statement
- The right/eligibility criteria
- The process: application; meeting; after the meeting; appeals

- Right to be accompanied: the companion; role and rights of the companion; postponements
- Extension of time limits
- When an application can be treated as withdrawn

Maternity Leave Policy

This policy deals with the following:-

- General policy statement
- The right
- Notification requirements
- Time off for ante-natal care
- Health and safety issues
- Duration of maternity leave
- Commencing maternity leave
- Maternity pay (includes option for paying enhanced maternity pay)
- Keeping in Touch Days
- Rights during maternity leave
- Returning to work
- Not returning to work

Parental Leave Policy

This policy deals with the following:-

- General policy statement
- The right/eligibility criteria
- Notification
- Procedure for taking parental leave

- Company's right to postpone
- Rights during parental leave
- Returning to work
- Sanctions for abuse

Paternity Leave

This policy deals with the following:-

- General policy statement
- The right
- Commencing paternity leave, including notification requirements
- Paternity pay (includes option for paying enhanced paternity pay)
- Keeping in Touch Days (additional paternity leave only)
- Rights during paternity leave
- Returning to work
- Not returning to work
- Combining paternity leave and parental leave

Performance and Capability Policy

This policy complies fully with the ACAS Code of Practice on Disciplinary and Grievance Procedures. It has separate sections on poor performance/persistent short-term absence and on long-term sickness absence. Where this policy is used to deal with cases of sickness absence, it is envisaged that it will be used in conjunction with a sickness absence policy along the lines of our Sickness Absence Policy and Procedure (see below):-

- Introduction
- General principles

Poor performance/persistent short-term absence

- Informal procedure
- Formal procedure: investigation; suspension; invitation to capability meeting; attending the meeting; what happens at the meeting including adjournments; possible outcomes (covers informal warning, improvement note, final written warning, dismissal or other action short of dismissal, summary dismissal)

- Appeals: format; timescales; who hears the appeal; appeal hearing; adjournments; what happens after the appeal hearing
- Right to be accompanied: the companion; role and rights of the companion; postponements

Long-term absence

- Formal procedure: investigation/medical reports; invitation to capability meeting; attending the meeting/special arrangements; what happens at the meeting including adjournments; what happens after the meeting including possibility of dismissal
- Appeals: format; timescales; who hears the appeal; appeal hearing; adjournments; what happens after the appeal hearing
- Right to be accompanied: the companion; role and rights of the companion; postponements

Sickness Absence Policy and Procedure

This policy deals with the following:-

- General policy statement
- Absence reporting procedure and certification
- Sick pay (covers statutory sick pay and includes option for paying enhanced sick pay)
- Rights during sick leave
- Monitoring
- Medical examination and reports
- Return to work/return to work interviews
- Reasonable adjustments
- Alternative employment
- Use of performance and capability policy in cases of short-term or long-term sickness absence