

EMPLOYEE HANDBOOK

Church: ST MARY MAGDALENE
Ashton-on-Mersey

Address: 44 MOSS LANE
SALE
M33 6GD

Policy Date: MARCH 2019

Review Date: MARCH 2022

CONTENTS

	Page number
Section 1	Introduction 4
Section 2	Statutory Requirements 4
Section 3	Working Hours 4
Section 4	Pay and Review 5
Section 5	Expenses 5
Section 6	Personal Details 5
Section 7	Processing of Personal Data 5
Section 8	Holidays for Administrative Staff 6
Section 9	Holidays for 'Butterflies' Pre-School Group Staff 7
Section 10	Sickness Absence:
	Notification Procedure 7
	Self-Certificate and Medical Practitioner's Certificate 7
	Statutory Sick Pay 8
	Other payment during sickness absence 8
	Return to work interviews 9
Section 11	Access to Medical Reports 9
Section 12	Pregnancy and Maternity Rights 9
	Anti-Natal Care 9
Section 13	Other Absence:
	Appointments 9
	Bereavement Leave 10
	Paid Leave of Absence 10
	Capability 10
Section 14	Statutory Time Off:
	Parental Leave 10
	Paternity Leave 10
	Adoption Leave 10
	Family Emergencies 10
	Unpaid Leave of Absence 10
	Flexible working 10
	Jury Service 11
	Public Duties 11

Section 15	Retirement	11
Section 16	Pensions	11
Section 17	Computers:	
	Data Protection	11
	Electronic Mail and the Internet	12
	Computer Software	12
Section 18	Physical Contact with Children	12
Section 19	Mobile Telephones:	
	Mobile Phones Issued by the PCC	12
Section 20	Use of Telephones, IT and e-mail facilities, & Office Equipment	13
Section 21	Alcohol and Substance Abuse	13
Section 22	Grievance Procedure	13
Section 23	Equal Opportunity	14
Section 24	Positive Work Environment:	14
	Procedure for dealing with alleged harassment or bullying	14
Section 25	Health and Safety	15
Section 26	Smoke-Free Workplace Policy	15
Section 27	Rules and Procedures:	15
	Gross Misconduct	15
Section 28	Disciplinary Procedure	16
Section 29	Appeal Procedure	17
Section 30	Shortage of Work and Redundancy Policy	17
Section 31	Termination of Employment	17

1. Introduction

This Handbook contains information, rules, policies and procedures concerning your employment and should be read in conjunction with your Statement of Main Terms of Employment ('Statement'), which should have been provided to you. Other or revised rules, policies and procedures may be issued at any time.

The contents of this staff handbook are not contractual and do not form part of your Contract of Employment.

If you have any queries or have not been provided with a Statement for any reason, you should have no hesitation in raising this matter with the PCC Secretary.

The Church of England is committed to proclaiming the Gospel in partnership with Christians of all denominations. It welcomes to Holy Communion all Christians of any denomination who have been baptised in the name of the Trinity and are full members of their respective churches.

For some posts within St Mary Magdalene Parish Church those who are not members of the Church of England are welcome to apply. We respect their right to express different religious and philosophical opinions but require them, as employees of the Parochial Church Council (PCC), to respect our ethos as an Anglican Christian organisation and not to undermine it. These posts will require the post-holders to be in sympathy with the aims and objectives of the Church of England.

Some posts may include an Occupational Requirement for the post holder to be a practising Christian in accordance with the Equality Act 2010. Where this applies the recruitment documentation will state this.

Any breaches of this ethos statement may result in the disciplinary procedure being invoked. Action amounting to an undermining of the Christian ethos of the organisation may be considered to be gross misconduct.

2. Statutory Requirements

We aim to operate:

- within Christian principles of justice and inclusion,
- with a management style that is supportive, open and responsive,
- and within Company and Charity Law

consequently all offers of employment are subject to two satisfactory written references and Enhanced DBS Disclosure.

If at any time during the course of your employment you are unable to undertake the duties assigned to you without breaching the statutory regulations, your employment will be terminated with immediate effect. You will only receive a payment in lieu of notice in the appropriate circumstances.

3. Working Hours

Your normal hours of work are detailed in your Statement; it is your responsibility to ensure that you attend punctually for work and follow all timekeeping and absence procedures. In order to help us to maintain optimum service levels, you may be required to work additional hours from time to time. Further details are contained in your Statement.

If you have a need to leave work prior to your normal finishing time or to have time away during the normal working period, you should not leave without first obtaining permission from your line manager. In such circumstances, you should report to your line manager upon leaving and, where appropriate, returning to work.

Persistent lateness, unacceptable levels of absence and/or unauthorised absence will result in a disciplinary warning or dismissal, depending on the circumstances.

4. Pay and Review

Full time administrative employees are paid on the basis of a 37 hour week. All other staff are paid in accordance with their Statement of Main Terms and Conditions (Contract). The method of pay and payment intervals are set out in your Statement. An itemised pay statement will be issued to you at each pay period. The PCC carries out an annual review of staff salaries. If at any time you have any queries, you should raise them with the PCC Treasurer.

5. Expenses

Reimbursement of official travel, subsistence and other expenses is made by the Parish Finance Office in accordance with guidelines contained in the 'PCC Expenses Policy'.

6. Personal Details

At the commencement of your employment you will have provided us with various personal details. You must notify the PCC Secretary of any change, e.g. name, address, telephone number, next of kin etc.

It is in your interest to notify us of any such changes. The PCC will not be responsible for any issues arising out of your failure to notify changes in your personal details.

7. Processing of Personal Data

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

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

The kind of data that the PCC 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 PCC and other information that you have given the PCC.

The PCC believes that those records used are consistent with the employment relationship between the PCC and yourself and with the data protection principles. The data the PCC holds will be for management and administrative use only but the PCC may, from time to time, need to disclose some data it holds about you to relevant third parties (e.g. where

legally obliged to do so by HM Revenue & Customs or where requested to do so by yourself for the purpose of giving a reference).

In some cases the PCC may hold sensitive data, as defined by the legislation, about you. For example, this could be information about 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 PCC's legal responsibilities but, for example, for purposes of personnel 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, you will be asked to give express consent for this information to be processed, unless the PCC has a specific legal requirement to process such data.

You may, within a period of forty days of your written request, inspect and/or have a copy, subject to the requirements of the legislation, of information in your own personnel file and/or other specified personal data and, if necessary, require corrections should such records be faulty. If you wish to do so you must make a written request to the Vicar.

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

8. Holidays for Administrative Staff

The holiday year runs from 1st January to 31st December each year. After 12 months' service on or over 1st January, holiday entitlement shall be 4 working weeks. In addition you will receive statutory bank/public holidays where they fall on a normal working day.

An alternative day will be agreed where these days fall on a Saturday or Sunday, where Saturday or Sunday do not form part of the normal working week. A decision will be reached annually on the timing and allocation of holidays.

Under 12 months' service holiday entitlement will be 1/12th of the annual entitlement for each calendar month of service achieved prior to the holiday year end.

In the event of termination, payment will be made for all unused accrued holiday entitlement, i.e. 1/12th of the annual entitlement for each complete calendar month of service from the commencement of the holiday year to the date of termination, less any holiday entitlement already taken during this period. In the event of a greater amount of holiday having already been taken, than is arrived at by this calculation, the balance will be deducted from any outstanding wages or salaries.

Unused holiday cannot be carried forward from one holiday year to the next without the agreement of the PCC.

At least 4 weeks' notice of intent to take any holiday period of more than 2 days' duration must be provided. Your line manager will respond as soon as possible.

Not more than 10 days can be taken consecutively without prior agreement with the PCC.

All holiday entitlement must have the prior approval of your line manager.

Employees accrue holiday entitlement during Maternity/Adoption Leave periods.

Upon termination of your employment, payment will normally be made for all unused accrued holiday entitlement. If you have taken more annual holiday entitlement than you have accrued during the holiday year, the balance will be deducted from any outstanding pay. Payment for holidays in these circumstances will be made on a pro-rata basis to your service in the current holiday year.

During your notice period, the PCC reserves the right to decide on the dates on which some or all of your outstanding holiday entitlement may be taken.

9. Holidays for 'Butterflies' Pre-School Group Staff

You will be entitled to all school holidays based on St Mary's CofE School holiday dates which is inclusive of all bank/public holidays. Precise dates will be issued as early as possible each calendar year.

10. Sickness Absence

NOTIFICATION PROCEDURE

You are required to telephone your line manager by 9.00 a.m. on the first day of sickness absence, stating why you are absent and when you expect to return. If your absence continues, you must contact your line manager to update on your continuing absence. Please note that personal contact is required at all times when contacting your line manager. The sending of text messages or email will not be accepted as notification.

You must provide the appropriate certificates as referred to below at the relevant times, and complete any absence recording documentation as required on your return to work.

Failure to notify your line manager as set out will result in the Disciplinary Procedure being used.

Notification of Infectious Diseases

You must notify your line manager if you are suffering from or have symptoms of a notifiable infectious disease i.e. mumps, measles, or food poisoning etc., or where you have been in close contact with someone with such an illness. Where you have been off work with this type of illness, you must contact your line manager and your doctor prior to returning to work to ensure that it is safe to do so.

SELF-CERTIFICATE AND MEDICAL PRACTITIONER'S CERTIFICATE

You should produce the following written evidence of absence and ensure that appropriate certificates are provided for the whole of your absence.

a Self-Certificate

- for absence of up to and including 7 calendar days; or

b Medical Practitioner's Certificate

- for absence of more than 7 calendar days; or
- when requested, where more than 3 periods of self-certificated absence occur in any 12 month period (this may have to be obtained at your own expense); or
- for absence before or following an annual or bank/public holiday.

You should forward certificates and any correspondence to your line manager as soon as possible. Failure to do so may result in sick pay being delayed or withheld and action under the Disciplinary Procedure being taken.

The PCC reserves the right to require you to undertake a medical examination by a medical practitioner and/or specialist of the PCC's choice and/or to seek a report from your Doctor.

Where the PCC wishes to seek a report from your Doctor, you have rights under legislation; a summary of these rights is included later in this Handbook (under 'Access to Medical Reports').

STATUTORY SICK PAY

Statutory Sick Pay (SSP) will be paid when you are absent from work due to sickness, provided that you have complied with the requirements and conditions attached to its payment.

When SSP is payable

SSP cannot be paid for the first 3 days of sickness. Therefore, payment usually starts on the 4th day of absence, and continues for as long as you are absent, up to a maximum of 28 weeks in any one period of sickness.

SSP is not payable in certain circumstances, the principal ones being:

- if your average weekly earnings are less than the figure set by the Government for the payment of National Insurance Contributions
- for absence of less than 4 days
- if you have failed to follow the sickness Notification Procedure
- if your employment has terminated
- where Statutory Maternity Pay is being paid to you
- for days on which you do not normally work (e.g. if you work Monday to Friday and not at weekends, SSP will normally apply to those 5 days only).

The rules on SSP are very complex and you should not hesitate to raise any query you may have with the PCC Treasurer.

OTHER PAYMENT DURING SICKNESS ABSENCE

The following sick pay entitlement will be paid after 12 months' continuous service for periods of authorised absence due to sickness:

4 weeks at full pay followed by 4 weeks at half pay per calendar year.

Where you are absent through sickness and this period continues from one sickness payment year into the next, you will continue to be eligible for the balance of the existing year's payment, but you will not qualify for payment in respect of the subsequent sickness payment year until you have returned to work.

Other Conditions

- all payments made include SSP
- as with SSP, the notification procedure must be followed in order to qualify for payment
- the PCC reserves the right at its discretion at any time to withdraw or amend this benefit if your absence, or that of employees generally, is excessive and to take action under the Disciplinary Procedure where appropriate
- where payable, sickness benefit must be claimed from the appropriate government agency and any benefit received must be notified to the PCC; such benefits will be deducted from the above payments
- if you are absent due to sickness during the course of disciplinary proceedings or during investigations into alleged breaches of rules, procedures or contractual obligations you will not be entitled to sickness payment from the PCC (other than SSP)
- if you are absent from work due to injury or illness caused by a third party, any payments made by the PCC as sickness payment will be classed as a loan; this will be repayable to the PCC by you if compensation for loss of earnings is recovered from the third party
- eligibility for sickness payment will not prevent the PCC from terminating your employment prior to the expiry of the above maximum benefits.

Important

If you have been absent due to sickness and are found not to have been genuinely ill, you will be subject to action under the Disciplinary Procedure, which could include dismissal.

RETURN TO WORK INTERVIEWS

Having regard to its duty of care to its employees the PCC will usually complete a return to work interview after any sickness absence. This will ensure that you are fit for work and whether you anticipate any further absence relating to your illness. This will also give you an opportunity to discuss any concerns you may have regarding your illness with your line manager.

11. Access to Medical Reports

In certain circumstances the PCC may wish to obtain a Medical Report from your Doctor/Specialist in order to establish:

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

This will enable the PCC to plan workloads. It is in the interests of both yourself and the PCC to establish, with the benefit of expert medical opinion, your ability to work. You have certain rights under the Access to Medical Reports Act 1988.

No decision will be made that could affect your employment without careful consideration of all the circumstances.

Where the PCC wishes to obtain a medical report, you will be asked for your written consent. Should you withhold such consent, the PCC will take a decision regarding your continuing employment without the benefit of medical opinion.

12. Pregnancy and Maternity Rights

You have certain statutory rights if you are pregnant. The rules on pregnancy and maternity are very complex and any query should be raised with the PCC Treasurer.

ANTE-NATAL CARE

You are entitled to reasonable time off work with pay to attend for ante-natal care at appointments made on the advice of a registered medical practitioner, registered midwife or registered health worker. If requested, you must provide a certificate of pregnancy and an appointment card.

13. Other Absence

APPOINTMENTS

You are normally expected to ensure that appointments to visit the doctor, dentist, hospital, etc. are made in your own time and outside normal working hours. In the event that this is not reasonably practicable, time off work will be permitted to attend such appointments providing that the appointment is substantiated with an appointment card (if requested) and the timing of the appointment causes as little disruption as possible i.e. at the beginning or end of the working day.

You will be paid for all reasonable time off.

BEREAVEMENT LEAVE

In the event of the death or funeral of a relative, civil partner or close friend, you may be granted appropriate time off work and payment at the discretion of the PCC after careful and sympathetic consideration has been given to the circumstances surrounding each bereavement.

PAID LEAVE OF ABSENCE

Leave with pay for compassionate reasons shall normally not exceed three days in any one year, increased to 6 days for those with carer responsibilities or where it is felt appropriate in the circumstances. All such leave is subject to the approval of the Vicar. Permission will be given to attend the funeral of a close friend or relative. Leave in excess of six days shall normally be without pay or reckoned as part of the holiday entitlement.

CAPABILITY

It is a term of your employment that you will at all times be fit, capable and competent to perform your duties.

Failure or inability to comply with the provisions of the preceding sub-paragraph may, depending upon the circumstances, lead to dismissal. The procedure adopted by the PCC in dealing with questions of fitness, capability and competence to perform your duties will depend upon the circumstances of each individual case. In such cases, the Capability policy will be applied. The PCC nevertheless undertakes to act fairly and reasonably in the circumstances of each particular case.

14. Statutory Time Off

Unpaid statutory time off will apply for the following:

PARENTAL LEAVE

PATERNITY LEAVE

ADOPTION LEAVE

FAMILY EMERGENCIES

UNPAID LEAVE OF ABSENCE

Unpaid leave is available to deal with a family emergency and to make alternative care arrangements for a dependent.

The PCC may grant a period of unpaid leave so that you can extend your normal holiday entitlement if you have special reasons, for example, an extended visit to family abroad. This must be discussed with your line manager and the Vicar before any arrangements are finalised.

FLEXIBLE WORKING

Providing you qualify and have caring responsibilities, you are entitled to request flexible working arrangements, on a permanent basis, in terms of changes to hours, location and pattern of work, to enable you to care for a child or adult.

JURY SERVICE

You are entitled to time off work to fulfil your obligations with regard to Jury Service. In the event of you being summoned to attend for Jury Service, you must notify your line Manager immediately on receipt of the Jury Summons, giving details of the dates you are required to attend Court.

You may be requested to apply to the Court for your Jury Service to be either postponed or delayed if it is considered that your absence will cause substantial injury to the business. A failure or refusal to make a request when requested will lead to action being taken under the Disciplinary Procedure, which may include dismissal.

If you are retained on Jury Service for a prolonged period, you have an obligation to notify the PCC and must keep in regular contact throughout. You must return to normal working immediately following your release from Jury duties.

You are reminded to ensure that an expenses claim is submitted to the Court in accordance with the available allowances for travelling, subsistence and your financial loss.

You are not entitled to payment for this time off, as you can claim allowances from the Court.

PUBLIC DUTIES

You are entitled to reasonable time off during working hours to perform the duties associated with certain positions, such as Justices of the Peace, members of a local authority, statutory tribunal or police authority.

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

15. Retirement

There is no normal retirement age for staff in accordance with the Equality Act. Staff wishing to retire will need to give notice in accordance with the notice period of their Contract of Employment. However, appointments will be made with staff who are approaching the age of 65 to determine their future plans for succession planning purposes.

16. Pensions

The PCC operates a workplace pensions scheme for staff through the NEST pension provider and will comply with the Government pensions and automatic enrolment regulations as directed by the Pensions Regulator.

17. Computers

DATA PROTECTION

The Data Protection Act 2018 (DPA) implementing General Data Protection Regulation (GDPR) 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 PCC's data user, in respect of the personal information it processes or causes to be processed on its behalf by third parties. The PCC, therefore, must operate within the terms of its notification.

You must not access, process or disclose any personal data other than is necessary, within the terms of the PCC's notification, to carry out the role for which you are employed;

ELECTRONIC MAIL AND THE INTERNET

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

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

You are reminded that e-mail is not 'private' and the PCC reserves the right to access e-mail and audit the use of the system.

COMPUTER SOFTWARE

Because of potential virus infection and consequent damage to the PCC, you must not load any software into any computer via any source, including memory sticks, flash drives, pen drives, or any portable memory devices, without the prior approval of your line manager. Approval will only be given after virus checking.

Virus protection software is maintained and periodically updated.

Under no circumstances must you load games or free issue software onto PCC equipment.

If a specific application programme is necessary for your work, then it will be purchased by the PCC for your use.

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

Failure to comply with any procedure will result in a disciplinary warning or dismissal, depending on the circumstances.

18. Physical Contact with Children

Guidelines contained in the 'PCC Safe from Harm Policy & Procedures 2015' apply.

19. Mobile Telephones

MOBILE PHONES ISSUED BY THE PCC

Where a mobile phone has been issued, it is for business use only and at all times will remain the property of the PCC. A mobile phone is provided primarily to enable you to do your job. Therefore, it is your responsibility to ensure that the mobile phone is kept charged and switched on while you are on duty. Users must adhere to the requirements of the Highway Code and other relevant legislation. The PCC will not pay for any fines incurred as a result of any breach of the law.

If you have been issued with a mobile phone, you are responsible for the safekeeping and condition of the mobile phone at all times. You will be responsible for any cost of repair or replacement other than fair wear and tear. The PCC will arrange for any repair or replacement. In the event that the mobile phone is lost/stolen, the PCC must be notified immediately in order to cancel the number. You agree that upon termination of your employment, should you not return your mobile phone or should your mobile phone be returned in an unsatisfactory condition, the cost of replacement or a proportionate amount of this, as decided by the PCC, will be deducted from any final monies owing to you, or you will otherwise reimburse the PCC.

Mobile telephones and Smartphones that are provided by the PCC are not permitted to be taken out of the UK.

20. Use of Telephones, IT and e-mail facilities, & Office Equipment

Private Telephone Calls: Staff are permitted to receive calls of a private nature during working hours. It is envisaged that these will normally be short – the length of calls can affect the efficiency of the staff member.

Staff are permitted to make a modest number of local calls of such nature, but they are reminded that this is a privilege which may be withdrawn if it is abused.

IT and E-mail: Staff are permitted to use e-mail for personal use again provided that such use is not excessive and takes place in their own time. The PCC 'E-mail and Internet Policy' provides further information.

Photocopying: There is no objection to occasional (less than 10 per month) personal copies being made. All other business copying should be authorised in advance by the Parish Administrator or Finance Officer and fully reimbursed.

Postage: Postage stamps held on site should only be used for business purposes.

21. Alcohol and Substance Abuse

The PCC has a duty towards and is concerned about the health and welfare of all employees.

The PCC will treat any absence due to alcohol and substance abuse in the same way as sickness absence on condition that you obtain professional treatment and maintain regular contact with the appropriate Occupational Health Department.

The PCC will treat all relevant discussions in strict confidence.

22. Grievance Procedure

Where you have a grievance relating to any aspect of your employment you should have no hesitation in raising the matter informally with your line manager.

If you wish to raise a formal grievance it must be set out in writing initially with your line manager and if the matter is not resolved at this stage, you may then raise the grievance with the Vicar or a Churchwarden

The grievance must be set out in writing.

It is the PCC's intention to consider all grievances as soon as possible, and a meeting will be held usually within 5 days of you raising the grievance. The meeting will enable you to give full details.

You are entitled to be accompanied by a fellow employee of your choice or accredited trade union official at the grievance meeting.

It may not be appropriate to take up your grievance with your line manager if your grievance is about that person. In this case you should raise it with the Vicar or a Churchwarden.

After the meeting the line manager will inform you of his or her decision in writing in response to the grievance. You have the right to appeal against this decision.

If you wish to appeal, you must inform the PCC Secretary in writing. You will then be invited to attend another meeting, after which you will be informed of the final decision in writing.

23. Equal Opportunity

You need to be aware that the PCC is committed to the principle of equal opportunity in employment.

Accordingly, the Vicar will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, marital status, age, or being a part-time or fixed term worker. However where there is a genuine occupational reason for a specific post it may require the postholder to be a practising Christian of a recognised denomination.

All staff must understand and express sympathy with the Christian ethos of the PCC and do nothing that would be seen to undermine it.

24. Positive Work Environment Policy

The PCC is committed to creating a harmonious working environment, which is free from harassment and bullying and in which every employee is treated with respect and dignity. The PCC will adopt the Diocesan Dignity at Work Policy.

Harassment and bullying are unacceptable behaviour at work and will be treated as misconduct, which may include gross misconduct warranting dismissal. All employees must comply with this policy.

You must be aware that certain operations that may be performed on mobile phones may breach PCC rules and procedures. You must understand that the sending of text messages or digital images that are or could be deemed offensive is strictly prohibited.

The photographing or filming of fellow employees, children, visitors or any member of the public without their consent may breach an individual's right to privacy and could in certain circumstances constitute harassment.

It is against the principles of the PCC for any person to be harassed in such way, and will not be tolerated. Any instance that comes to the PCC's attention will be investigated. Should you be found to have used a mobile phone in such a way you will be subject to the Disciplinary Procedure, which could include dismissal.

If you feel that you have been a victim of this form of harassment, you should bring this to the attention of the PCC Secretary immediately.

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it.

PROCEDURE FOR DEALING WITH ALLEGED HARASSMENT OR BULLYING

If you believe that you have been the subject of harassment or bullying, you should, in the first instance, ask the person responsible to stop the behaviour, as it is unacceptable to you. Person to person reproof at an early stage will often be sufficient to stop the behaviour. You should report the incident to your line manager or the Vicar as soon as possible to enable the PCC to deal with the matter.

If you decide to make a formal complaint you should do so through the Grievance Procedure as soon as possible after the incident has occurred. All complaints will be handled in a timely and confidential manner.

25. Health and Safety

The current Health & Safety Policy applies. Employees of the PCC are expected to have familiarised themselves with the PCC's policy on Health and Safety which is included in the 'Policies' section of the church website.

The PCC will do all in its power to ensure your well-being and safety whilst at work. If you become aware of any potential hazard or unsafe working conditions, you should have no hesitation raising them with your line manager or Church Centre Administrator.

You are required to take all reasonable steps to safeguard your health and safety, and that of any other person who may be affected by your actions, and to observe at all times published safety and fire rules and procedures.

You must report to your line manager and/or Church Centre Administrator and enter into the Accident Book all accidents, no matter how small. The First Aid box and Accident Book are kept in the Church Centre kitchen.

26. Smoke-Free Workplace Policy

Signage on display around the Church (as a public building) indicates that it is required to be a smoke-free environment. Smoking is prohibited throughout the entire building with no exceptions. Smoking at any time whilst wearing Butterflies Pre-School Group staff uniform is not permitted.

Failure to adhere to this policy will result in formal disciplinary action being taken against you, as set out in the PCC's Disciplinary Procedure.

You should be aware that enforcement authorities can issue penalties and fines if you are found guilty of smoking in a smoke-free place. You will be personally liable for any fine or fixed penalty imposed for non-compliance.

27. Rules and Procedures

The general rule that employees should conduct themselves in accordance with Biblical principles applies.

You 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.

You are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time of your employment commenced.

You must notify the Church Centre Administrator immediately of any incident causing damage to property belonging to the Church (e.g. building, machinery and equipment) or to the property of fellow employees or visitors.

Working time and/or the PCC's material or equipment must not be used for any unauthorised work.

Personal hygiene and appearance must be of a very high standard.

GROSS MISCONDUCT

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

Serious breach of the ethos of the Church

Criminal damage to work property

Being under the influence of drugs or alcohol during working hours

Theft or fraud

Harassment or discrimination towards other employees, members of the public or the employer

Negligence

Repeated absenteeism without due cause

Inappropriate use of email, telephones or the internet

Insubordination

Falsifying experience and qualifications or general incompetence

Leaking confidential information

28. Disciplinary Procedure

The purpose of the Disciplinary Procedure is to outline a recognised and consistent system to deal with any issues of conduct, capability or other circumstances which may result in a disciplinary warning or dismissal.

Before considering a warning or dismissal, steps will be taken by the PCC to establish the facts.

At any stage of the Disciplinary Procedure you may be suspended, on full pay, whilst investigations are carried out. This does not mean that you have been, or will be found guilty of any particular offence or act of misconduct.

If it is necessary for the PCC to take action under the Disciplinary Procedure you will be issued with a written statement setting out the nature of the conduct, capability or other circumstances that may result in a disciplinary warning or dismissal. You will only be issued with a disciplinary warning or dismissed following a formal disciplinary meeting, at which you will have been given the right to be accompanied by a fellow employee or an accredited trade union official. You should take all reasonable steps to attend the meeting. Throughout the Disciplinary Procedure you will be given the opportunity to respond to any complaint before any decision on a disciplinary warning or dismissal is taken.

The PCC may commence the Disciplinary Procedure, depending on the circumstances, at any of the following levels:

Verbal warning

A record of the verbal warning will be placed in your personnel file.

Written warning

A written warning will be issued and a copy placed in your personnel file.

Final written warning

A final written warning will be issued and a copy placed in your personnel file.

Dismissal

Dismissal may be with or without notice depending on the circumstances, and may occur whether or not warnings have been issued.

You will be entitled to appeal against any disciplinary or dismissal decision taken, such appeal being held in accordance with the Appeal Procedure, which is outlined below.

29. Appeal Procedure

If you wish to appeal against any disciplinary warning or a decision to dismiss, you should apply in writing within 5 working days. You should address your appeal to the PCC Secretary. You will be invited to attend a meeting and you should take all reasonable steps to attend. You will be given the opportunity to be accompanied at the meeting by a fellow employee of your choice or accredited trade union official.

After the appeal meeting you will be informed of the final decision.

30. Shortage of Work and Redundancy Policy

Every attempt will be made to ensure your continuing employment in the event that the PCC is faced with a lack of funds, shortage of work situation or is unable to provide you with work for any other reason. However, this could include temporarily placing you on short-time working or laying you off from work; in these circumstances you will be paid for those hours worked, or in accordance with the statutory guarantee pay provision.

The PCC will use such criteria as it considers appropriate to the circumstances at the time of redundancy.

31. Termination of Employment

BY YOU

If you wish to resign, you should do so in writing giving such notice as is specified in your Statement.

BY THE PCC

You will be entitled to receive from the PCC the notice as is specified in your Statement.

GROSS MISCONDUCT

You will be summarily dismissed (i.e. without notice) if there has been an act of Gross Misconduct. Generally this includes a fundamental breach of your contract of employment, conduct which brings the Church into disrepute or action which is inconsistent with the relationship required between employee and employer; but further examples are contained at Gross Misconduct in Rules and Procedures.