Insert PARISH/ORGANISATION LOGO

Staff Handbook

Parish Name

Parish Address

Insert Picture of Parish/ Church/ Organisation’s offices

Introduction

Introduction to the Parish/ Office/ Church

Welcome from the Vicar/Head of the Organisation

Insert welcome message from whoever is in charge of the Church/ Parish etc

Picture of the person in charge?

Our Bishops

Acting Bishop of Coventry – The Right Reverend Ruth Worsley

A person in purple shirt

Description automatically generated

The Right Revd Ruth Worsley, is currently the Acting Bishop of Coventry, as of Monday 6th November for the duration of the Vacancy-in-See. Bishop Ruth has been a Suffragan Bishop in the Diocese of Bath & Wells for over seven years and has previously led the Diocese through a Vacancy-in-See period. Bishop Ruth will be based in the Diocese of Coventry for 4 days a week.

A person in a robe holding a cross

Description automatically generatedAssistant Bishop – The Right Reverend Saju Muthalaly

The Right Reverend Saju Muthalaly supports the Acting Bishop in her role. He is also the Bishop of Loughborough

e whole diocese, sharing the oversight of all the Church of England parishes in Coventry and Warwickshire.

Diocese of Coventry Mission statement

**Worship God - Make new disciples - Transform communities**

*“All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation.”* 2 Corinthians 5:18

**All this is from God -** It all begins with God.  It's all grace. This is why we **worship God**

**...who reconciled us to himself through Christ -** This is the good news, the Gospel, for the world.  
This is why we **make new disciples**.

**...and gave us the ministry of reconciliation -** The good news - our reconciliation with God in Christ and the healing that it brings to our fractured relationships with each other and the earth – is to be made known and made visible by the power of the Spirit. This is why we seek to **transform communities**.

Fruit of the Holy Spirit in the Workplace

In our organisation, we encourage colleagues to work in a culture that displays the Fruit of the Holy Spirit as written by the Apostle Paul in Galatians 5:22-23. *“But the fruit of the Spirit is* **love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control***”*

**Love**: Is a commitment to others freely given without counting the cost to ourselves. It is rooted in the love God showed us before we knew him. **At work** we can show this as a consistent love towards others, even those you don’t like. This will cultivate trust and direct your heart to apply many of the other fruit.

**Joy**: Is a state of mind that is independent of present happiness. It comes from powerful memories and our hope, through faith, in our eternal future with God. **At work**, it is a powerful defence against bad news or fear that things will never get better.

**Peace**: Is contentment and positive well-being rooted in the reconciliation with God that Jesus accomplished through his sacrifice on the cross. **At work**, it gives us a steady hand under pressure as our awareness of our spiritual security puts day to day challenges and demands in perspective.

**Patience**: Is choosing not to get offended when others offend you. It is rooted in the offenses we know God has forgiven us and the acknowledgement that we often offend others without knowing it. **At work**, it is the grease in the gears that keeps things running smoothly when friction would be damaging or distracting otherwise. Those who accumulate enough trust may also be able to serve the workplace as peacemakers.

**Kindness:** Is active love, the visible demonstration of your feeling towards others. It is rooted in the Love you cultivate towards others. **At work**, it is blessing others – both inside and outside your organisation – in ways big and small. Through kindness, we cultivate trust in others who come to accept that we care about them.

**Goodness:** Goodness is the intentional choosing and following of moral good and finding ways to do the right thing. It is rooted in our respect for God's holiness and our desire to be more like Him. Goodness gives us eyes to see where something wrong has crept into our lives or sphere of influence and encourages us to help make it right. **At work**, goodness lets us uphold the moral goodness of our organisations within the boundaries of our responsibilities. It means standing for what is good and right and true.

**Faithfulness**: Faithfulness is the practice of holding fast to what you know or have promised in the face of challenges. It is rooted in our regular efforts to remind ourselves of what we believe about God and our commitment to Him. Faithfulness is the perseverance we show in the face of peer pressure, disrespect or contempt, the temptation to cut corners, distractions, busy-ness, or weariness. It is sticking to what you know to be true and right. Faithfulness is being willing to take your responsibilities seriously, even when no one is watching you. **At work**, faithfulness develops a “steady hand” that doesn't lose heart when a job is more difficult than expected and cultivates “faithful friendships” that are a blessing to those around you and a true sign of Christian life.

**Gentleness**: Is being kind, tender and mild-mannered, showing humility and thankfulness to God, and being polite, restrained, and compassionate towards others. Gentleness is a gift of the spirit given when we soften our hearts towards Jesus. **At work**, it requires intentional action on our behalf, to put God and others before ourselves, be polite even when we are frustrated, restrained in the words and actions that we use, and be compassionate to others, in the same way that we would want others to display these same behaviours towards us.

**Self-Control:** Is the self-discipline to consistently demonstrate the other Fruit of the Spirit. It is rooted in putting our love for others over our selfish desires, peace that keeps us steady and content, and in the practice of the other fruit, which are woven together as a defence to many temptations and pitfalls we may encounter. **At work**, Self-Control projects a maturity that is a prerequisite for being given greater responsibility and is the ultimate insurance against a moral failure costing you your reputation or career.

*(Based on the book “Fruit at Work: Mixing Christian Virtues with Business” by Chris Evans)*

Contents

[Legal Information 7](#_Toc158289705)

[Application 7](#_Toc158289706)

[Definitions 7](#_Toc158289707)

[Contract of Employment 8](#_Toc158289708)

[Recruitment, Selection and Appointment 8](#_Toc158289709)

[Disclosure of Information 8](#_Toc158289710)

[Other Work and Employment 9](#_Toc158289711)

[Employee’s Property 9](#_Toc158289712)

[Personal Mail 9](#_Toc158289713)

[Attendance 10](#_Toc158289714)

[Working Hours 10](#_Toc158289715)

[Mobility 10](#_Toc158289716)

[Remuneration and Benefits 10](#_Toc158289717)

[Remuneration 10](#_Toc158289718)

[Overtime 10](#_Toc158289719)

[Acting Up, Honoraria and Ex Gratia Payments 10](#_Toc158289720)

[Pension 10](#_Toc158289721)

[Annual Leave 11](#_Toc158289722)

[Childcare Vouchers 11](#_Toc158289723)

[Eye Care Vouchers 11](#_Toc158289724)

[Training and Development 12](#_Toc158289725)

[Appraisals 12](#_Toc158289726)

[Restructures and Redundancy 12](#_Toc158289727)

[Family Friendly Policies 12](#_Toc158289728)

[Pregnancy and Maternity 12](#_Toc158289729)

[Paternity 13](#_Toc158289730)

[Adoption 14](#_Toc158289731)

[Shared Parental Leave 15](#_Toc158289732)

[KIT days 15](#_Toc158289733)

[Parental Leave 15](#_Toc158289734)

[Parental Bereavement Leave 16](#_Toc158289735)

[Flexible Working 17](#_Toc158289736)

[Other Leave 17](#_Toc158289737)

[Leave of Absence 17](#_Toc158289738)

[Jury Service and Court attendance 18](#_Toc158289739)

[Time off to care for dependants 18](#_Toc158289740)

[Carers Leave 18](#_Toc158289741)

[Compassionate Leave 19](#_Toc158289742)

[Sickness Absence 19](#_Toc158289743)

[Working Policies 20](#_Toc158289744)

[Expenses 20](#_Toc158289745)

[Disclosure of Public Interest Matters (Whistleblowing) 20](#_Toc158289746)

[Compliments, Comments and Complaints 21](#_Toc158289747)

[Subject Access Requests 21](#_Toc158289748)

[Health and Safety 21](#_Toc158289749)

[Health and Safety Policy 21](#_Toc158289750)

[Accidents at work 21](#_Toc158289751)

[Smoking, Alcohol and Drugs 22](#_Toc158289752)

[Environment and Sustainability 22](#_Toc158289753)

[IT and Social Media 22](#_Toc158289754)

[Conduct, Performance and Wellbeing 24](#_Toc158289755)

[Good Conduct 24](#_Toc158289756)

[Positive Working Policy 24](#_Toc158289757)

[Third Party Abuse & Harassment 25](#_Toc158289758)

[Stress Prevention and Wellbeing 25](#_Toc158289759)

[Personal Counselling 25](#_Toc158289760)

[Disciplinary 26](#_Toc158289761)

[Capability 26](#_Toc158289762)

[Grievance 27](#_Toc158289763)

[Safeguarding 28](#_Toc158289764)

[Appendices List 29](#_Toc158289765)

# Legal Information

### Application

* 1. The purpose of this Handbook is to inform and help you. By accepting employment with us, you are agreeing to abide by the contents of the handbook and appendices. It is expected that you will familiarise yourself with both, during your employment with us.
  2. The policies and procedures set out in this handbook apply to all employees unless otherwise indicated. They therefore apply to managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees.
     1. If you are a casual staff member, only parts of the Handbook will apply. These parts are those sections relating to Maternity, Paternity, Adoption, Parental and Sick Leave, Pension, Working Practices, Equal Opportunities, Discrimination, Whistleblowing, health and safety, data protection, expenses, IT (including use of email and social media) and disclosure of confidential information, and Appraisals.
     2. If you are a member of agency staff or are a volunteer only certain parts of the handbook will apply. These parts are those sections relating to health and safety, data protection, expenses, IT (including use of email and social media) and disclosure of confidential information.
  3. The provisions of this Handbook may be altered by the Company as occasion requires or as legislation demands. Such legislative changes as are mandatory on the Company will be deemed to take effect as at the effective date of the legislation. However, the terms of any other proposed alteration or addition will be discussed as appropriate and posted on the Notice Board. It is your duty to read all notices on the official Notice Boards, and to comply with their requirements insofar as they relate to the Main Terms and Conditions of Employment. Alleged ignorance of any notice will not be accepted as an excuse for non-compliance.
  4. The policies in the handbook do not form part of the terms of your contract with us, which are provided to you separately.
  5. Any breach of these provisions or any misconduct not specifically mentioned herein may be dealt with by the disciplinary procedure. The taking of disciplinary action by the Company does not preclude the possibility of action in Civil or Criminal Court, whether initiated by the Company, the individual or the Civil Authorities.
  6. In this handbook and appendices, your employer, PARISH NAME, is referred to as “the Company”.

### Definitions

* 1. Reference to the Company throughout this document and its appendices refers to PARISH NAME which is a Company limited by guarantee and a registered charity set up under the Diocesan Boards of Finance Measure 1925, to act as the financial executive of the Diocesan Synod.
  2. “Line Manager” – the person to whom you are responsible in accordance with your job description.
  3. “Outside Duty” – is defined as a period of employment when you are required to work from a location other than that stated in your contract.

### Contract of Employment

3.1 In accordance with the provisions of the Employment Rights Act 1996, you will be issued a letter of appointment and a statement of main terms and conditions by the NAME OF PERSON WHO ISSUES EMPLOYMENT CONTRACT on or before your first day of employment.

* 1. Your contract sets out your job title, hours and place of work, probationary period, salary, holidays and holiday pay, sickness absence reporting procedure and sick pay, your entitlement to and obligation to give notice to terminate your contract and the duties of confidentiality and restrictions that continue to apply after the termination of your contract. Your contract also provides an obligation on you to observe and abide by all of the policies and procedures set out in this handbook and the appendices.
  2. There are limited car parking spaces available to employees and related organisations. The Company cannot guarantee the provision of free parking, and the facility of free car parking spaces does not form part of any contract of employment.

### Recruitment, Selection and Appointment

4.1 No appointments of paid staff may be made to the PARISH NAME, the Diocesan Synod or to its subordinate bodies unless the prior approval of the Bishop’s Council through its Conditions of Employment Group has been obtained.

* 1. Where deemed appropriate, your employment will be subject to Enhanced Disclosure with the Disclosure and Barring Service.
  2. All Recruitment and Selection will be conducted in accordance with the Recruitment and Selection Policy (Appendix 36).

### Disclosure of Information

1. 1. You shall not directly or indirectly disclose to any unauthorised person, either for your own purpose or profit, any knowledge or information relating to Company business, or the business of any employees, suppliers or operations without first obtaining permission in writing from the NAME.
   2. The rules concerning disclosure of information apply both during and after your employment with the Company.
   3. Unauthorised access to the Company’s information, whether computerised or manual, may lead to disciplinary action. In the case of computerised information "hacking" will be considered to be an act of gross misconduct.
   4. At the time of leaving the Company’s employment, for whatever reason, you are required to return all products, documentation (including copies) or any other information related to the Company and, if requested, confirm compliance of the same in writing. In addition, the Company reserves the right to request such information to be returned during the period of notice should the Company deem it possible that there could be a risk, intentional or otherwise, of sensitive information being made available to other parties.

### Other Work and Employment

* 1. If you choose to take up additional employment outside your normal working hours, this shall be accepted by the Company unless such additional employment is felt to have an adverse effect on the performance of your normal duties with the Company or if the taking up of alternative employment amounts to a conflict of interest with the Company. It is your responsibility to notify the Company in writing of other employment.

### Employee’s Property

* 1. The Company does not accept any liability for the loss of, or damage to your property brought onto the Company’s premises, whatever the cause, although investigations will be carried out on matters brought to the Company’s notice. This includes cars parked in the Company car park.
  2. Any personal tools or equipment brought onto the Company’s premises or used on the Company’s behalf, must comply with the relevant Health and Safety regulations regarding Electricity at Work - Portable Appliance Testing. Unless the Company is satisfied as regards their condition, authorisation will not be given for their use. It is the employee’s responsibility to ensure the safe working condition of such personal items.

### Personal Mail

* 1. You should note that any personal mail which uses the Company address, irrespective of being designated “Strictly Private and Confidential”, may be opened by the appropriate employee of the Company if it is suspected that the email/personal mail systems are being abused.

We hope that this Handbook helps you to understand the way in which the Company works and your role within it. However, if any of the above items should be unclear or you have any questions to raise, please do not hesitate to do so with your immediate Line Manager or with the NAME.

# Attendance

### Working Hours

* 1. For those employed by the Company in the Parish Office the official working days and hours are as stated in employees’ Statements of Main Terms and Conditions of Employment.

### Mobility

* 1. You may be required to work at other locations, which will be the subject of normal agreement and discussion. Where agreed, travel expenses will be paid to accommodate this, in line with the official travel claim policy and procedure (Appendix 22).

# Remuneration and Benefits

### Remuneration

* 1. Salaries will normally be reviewed with effect from the 1st April each year but there is no entitlement for salaries to be increased on the review.
  2. Salaries are paid no later than the 27th of the month direct to a bank or building society account. All salaries are expressed as annual figures and divided into twelve equal parts. Salary advice slips are issued monthly specifying the gross and net amount of the salary as well as statutory and other sundry deductions.
  3. In calculating salaries for broken periods, whether it be for deduction in respect of leave taken without pay or for additions in respect of payments at the beginning or end of service, or for any other purpose, the annual salary shall be divided by 261 working days (262 in a leap year) and the resulting figure multiplied by the number of working days concerned.

### Overtime

* 1. Payment for overtime is not made, but an authorised Line Manager may, at his/her discretion, grant compensatory leave in respect of overtime in excess of normal office hours or over a weekend in accordance with the TOIL policy (Appendix 23).

### Acting Up, Honoraria and Ex Gratia Payments

* 1. There will be circumstances in which it is appropriate to pay certain employees over and above their salary. This is outlined in the PARISH NAME Acting Up, Honoraria and Ex Gratia Payments Policy and Procedure (Appendix 20).

### Pension

* 1. With the exception of casual staff, all employees with eligible earnings, will be enrolled in the PENSION SCHEME COMPANY AND NAME OF PENSION TYPE
  2. Members of staff employed on a casual worker contract will be enrolled in the NEST pension scheme, which is the workplace scheme set up by the government and provides a retirement pot managed by the member.
  3. PARISH NAME will contribute XX% of your pensionable salary each month towards your pension. And a further 0.5% to provide you with life cover of 2x your pensionable salary. You do not have to contribute towards your pension or life cover, but you can pay extra into your pension if you want to.
  4. A pension welcome pack will be sent to you following commencement of your employment.

### Annual Leave

* 1. The holiday year runs from 1 January to the 31 December.
  2. Part of your holiday may be fixed by the Company. Details of the following year’s holiday pattern will be given to you each year by 30 November.
  3. PARISH NAME has a generous basic holiday entitlement of xx working days in addition to the 8 usual Public Holidays unless stated otherwise in your Statement of Main Terms and Conditions.
  4. Holiday periods must be agreed with your Line Manager in advance of any commitments being made in accordance with the holiday procedure (Appendix 25)
  5. The Company encourages all employees to take their full holiday entitlement in the holiday year. Any holiday entitlement not taken within the holiday year will be lost.
  6. Starters and Leavers during the year will receive a pro rata entitlement to annual leave, based upon 261 working days per year (262 days for a leap year).
  7. Should you leave the employment of the Company, your full entitlement to paid holiday will be calculated on a pro rata basis per completed working day of service, less any leave taken during the holiday year. If the holiday taken exceeds your holiday entitlement, then by acceptance of this Staff Handbook, you accept that the Company has the right to deduct this from any money owing to you at the time of your leaving. Where your entitlement exceeds the amount of leave you have taken during the year, you will be paid this in your final pay.

### Childcare Vouchers

* 1. From 4 October 2018, childcare voucher schemes closed to new applicants. You may be able to get Tax-Free Childcare instead. For information about Tax-Free Childcare visit [www.gov.uk/help-with-childcare-costs/tax-free-childcare](http://www.gov.uk/help-with-childcare-costs/tax-free-childcare)

### Eye Care Vouchers

* 1. Under the Health and Safety (Display Screen Equipment) Regulations, employees are entitled to be provided with a free eye and eyesight test by their employer providing they habitually use VDU/DSE or become a habitual user for a significant part of their normal work.
  2. If you request an eye test PARISH NAME are required to provide one every two years, unless otherwise specified by the optician or your DSE work causes you visual fatigue. If the test shows that you need glasses specifically for DSE work, PARISH NAME must pay for a basic pair of frames and lenses.
  3. If you have any further questions about eye care vouchers or any of the above, please contact the the JOB TITLE OF THE PERSON IN CHARGE.

### Training and Development

* 1. As a Diocese we understand the importance of training our employees to ensure that you are able to fulfil the necessary requirements of your role, but also to enhance your skills and personal development.
  2. As such the Diocese may request, that on financial provision of training with an external training company, you will make use of those skills during your employment with us.
  3. There are some mandatory training / eLearning courses that you will be required to undertake during your employment with us.
  4. You will be required to sign a training contract for all training over £500, the details of which will be discussed at the time the training is provided. This is to ensure that in the event that you leave the company or cease the training for any reason, any loss of anticipated return on training investment can be recovered.

### Appraisals

* 1. You will participate in an Annual Appraisal, plus a mid-year review, to discuss your job role, set and monitor objectives, and have an open dialogue with your line manager regarding work and working relationships. Further details of the appraisal process can be found in the Appraisals procedure (Appendix 3)

### Restructures and Redundancy

* 1. The Company hopes that it will not have to make redundancies, but should there be financial constraints or re-organisation, for whatever reason, that requires jobs to cease or diminish, then the Company reserves the right to select employees for redundancy
  2. The process of selection, consultation and the opportunity to question the decisions regarding redundancy will be explained to you once a redundancy/restructure process begins, in accordance with the Redundancy policy (Appendix 26).

# Family Friendly Policies

### Pregnancy and Maternity

* 1. When you are pregnant or on maternity leave, you have certain statutory rights. These are covered in more detail in the Pregnancy and Maternity Policy (Appendix 27), however below is a summary of your rights. This information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute. In the event that the statutory scheme is amended then the statutory scheme takes precedence over the content of this Handbook.
  2. 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.
  3. You are entitled to up to 52 weeks’ maternity leave, which is comprised of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave.
  4. During the 52 weeks’ maternity leave period all contractual benefits except for your pay will be maintained as if you were not absent.
  5. If you decide to return to work early and this is at the end of the first 26 week period known as “ordinary maternity leave”, you are entitled to return to the job you were in before your absence. If you return to work either during or at the end of the second period of 26 weeks’ known as “additional maternity leave”, and it is not reasonably practicable to allow you to return to your original job we may give you another job which is suitable and appropriate.
  6. Keeping in Touch days (KIT days). You may be asked to attend work during your maternity leave period, or you may wish to attend with the agreement of your Line Manager. You are legally entitled to work up to 10 KIT days without your maternity leave or pay coming to an end. Any payment for KIT days will be made once your company maternity pay has ended, and during the period of statutory maternity pay only. This is to ensure that you receive the full benefit of your normal pay for the days that you work.
  7. Subject to meeting the criteria as set by the Government, you may be entitled to Statutory Maternity Pay and/or Occupational Maternity Pay:
     1. For the first six weeks SMP is payable at the earnings related rate (equivalent to 90% of earnings) and for the remaining 33 weeks at the statutory rate as set by the Government, (or 90% of average weekly earnings if this is less than the basic statutory rate).
     2. Employees of PARISH NAME qualify for Occupational Maternity Pay on the same basis as Statutory Maternity Pay (i.e. if they have at least 26 weeks continuous service at the 15th week before the Expected Week of Childbirth). PARISH NAME will top up the employees pay to their normal rate of pay for the first 26 weeks of maternity leave, after which point, the employees pay will be SMP only.

### Paternity

* 1. If your partner is having or adopting a baby, you may be entitled to Paternity Pay or Leave. This is covered in more detail in the Paternity Policy (Appendix 29), however below is a summary. This information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute. In the event that the statutory scheme is amended then the statutory scheme takes precedence over the content of this Handbook.
  2. Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth and either:
     1. You are the biological father and will have some responsibility for the child's upbringing; or
     2. You are the husband, civil partner or cohabiting partner of the biological mother and will have the main responsibility (with the mother) for the child's upbringing.
     3. A child is placed with you for adoption by an adoption agency. In such cases you may be entitled to take adoption leave instead (see our Adoption Policy – Appendix 28). However, adoption leave may only be taken by one adoptive parent. Paternity leave is available to the other adoptive parent (of either sex).
  3. Subject to satisfying the eligibility criteria above, you are entitled to choose to take either one week or two weeks' Paternity Leave (not odd days) within 52 weeks of the birth of the child or the date of adoption.
  4. PARISH NAME has agreed that paternity leave will be paid at full pay. However, you must notify the NAME and submit a completed Form SC3 so that the PARISH can claim the statutory element from the government.
  5. You may take time off to accompany a pregnant woman to an antenatal appointment if you have a "qualifying relationship" with the woman or the child. This means that either:
     1. you are the baby's father;
     2. you are the pregnant woman's spouse, civil partner or cohabiting partner or are living with her in an enduring family relationship and she is not your sister, mother, grandmother, aunt or niece; or
     3. you are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.
  6. You may take time off for up to two antenatal appointments in relation to each pregnancy, for no longer than six and a half hours for each appointment, including travel and waiting time.
  7. Time off to attend these appointments is unpaid.

### Adoption

* 1. If you are adopting a child you have the right to take 52 weeks' adoption leave. This is covered in more detail in the Adoption Policy (Appendix 28), however below is a summary. This information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute. In the event that the statutory scheme is amended then the statutory scheme takes precedence over the content of this Handbook. You are entitled to adoption leave provided:
     1. you have been matched with the child for adoption by a UK adoption agency;
     2. you have notified the agency that you agree that the child should be placed with you and you have agreed on the date of placement;
     3. you have not already taken ordinary adoption leave in relation to this child as a result of that child being placed, or expected to be placed, with you as a foster parent by a local authority in a ‘fostering to adopt’ arrangement; and
     4. you have complied with the notification/evidential requirements
  2. Adoption leave is made up of 26 weeks of ordinary adoption leave (OAL) and a further 26 weeks of additional adoption leave (AAL) starting immediately after OAL.
  3. Subject to meeting the criteria as set by the Government, you may be entitled to Statutory Adoption Pay and/or Occupational Adoption Pay. Employees of PARISH NAME qualify for Occupational Adoption Pay on the same basis as Statutory Adoption Pay. The PARISH will top up the employees pay to their normal rate of pay for the first 26 weeks of maternity leave, after which point, the employees pay will be SAP only
  4. While you are taking ordinary adoption leave, your contract of employment will continue and you will receive the benefit of the usual terms and conditions of your employment, except those relating to remuneration, i.e. salary/wages.
  5. You have a right to return to the same job if you return to work either during or at the end of Ordinary Adoption Leave. If you take any additional adoption leave, you have the right to return to work in the same position unless that is not reasonably practicable you will be entitled to return to another suitable and appropriate job, on terms and conditions that are no less favourable.
  6. Adoptive parents will have the right to attend ‘adoption appointments’ (up to five for the main adopter (which will be paid) and up to two (which will be unpaid) for the secondary adopter).

### Shared Parental Leave

* 1. Shared Parental Leave enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. This could involve returning to work for part of the time and then resuming leave at a later date. For more detailed information please see the Shared Parental Leave (Birth) and Shared Parental Leave (Adoption) Policies (Appendices 17 and 18).
  2. Qualifying mothers and adopters continue to be entitled to Maternity and Adoption rights but they may also be able to choose to end this early and exchange it for Shared Parental Leave and Pay. They and their named partner will then need to decide how they want to share this new entitlement.
  3. Two weeks of paid Paternity Leave continues to be available to qualifying fathers and the partner of a mother or adopter. However, Shared Parental Leave has replaced the Additional Paternity Leave entitlement.

### KIT days

* 1. During maternity leave, and adoption leave you have the opportunity of taking up to 10 ‘Keeping in Touch Days’. This is 20 days for Shared Parental Leave. These are days when you may work for the Company without bringing your maternity leave, adoption leave or shared parental leave to an end. Work can be any work under your Contract of Employment and may include any training or activity undertaken with the purpose of keeping in touch in the workplace. Any payment for these days will depend on the type of work, training or activity and will be agreed between you and the Company. If you wish to explore this further, you should speak to your Line Manager.

### Parental Leave

* 1. The objective of Parental Leave is to enable employees with parental responsibility time off to spend time with and to look after a child or to make arrangements for the child’s welfare. Below is a summary of the entitlement for leave, however for more details please see the Parental Leave Policy (Appendix 30)
  2. Parental Leave is unpaid, and for a maximum of 18 weeks for each child and can be taken by both parents. Leave taken with a previous employer counts towards the maximum entitlement.
  3. Leave may be taken in blocks of one week or more, up to a maximum of four weeks in a year for each child. However, parents of disabled children can take leave in blocks or multiples of one day.
  4. Employees can choose to take Parental Leave at any time up until the child’s 18th birthday
  5. Employee’s must have worked for the company for one year before they are entitled to parental leave
  6. Parents must give 21 days’ notice of their request for Parental Leave. Such an application should be addressed to the JOB TITLE OF THE PERSON IN CHARGE.
  7. If an employee wishes to take Parental Leave immediately after the birth or adoption of a child, the employee must give 21 days’ notice before the beginning of the expected week of childbirth. In the case of adoption the employee must give 21 days’ notice of the expected week of placement, wherever possible.
  8. Except in the circumstances set out in the paragraph immediately above any leave requested may be postponed by the Company for up to six months from the date requested where it is considered that an employee’s absence would unduly disrupt the business.
  9. You are normally entitled to return to work following parental leave, to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent. If your leave has been for more than 4 weeks, if it is not possible to return to your original job, then you may be offered a suitable and appropriate alternative job, on no less favourable terms.

### Parental Bereavement Leave

* 1. Parental bereavement leave is available from day one of employment. It is available to employees on the death of a child under the age of 18.
  2. A total of two weeks may be taken as parental bereavement leave and you may choose to take leave as:
* A single block of one week
* A single block of two weeks
* Two separate blocks of one week
  1. Leave may start on any day of the week and must be taken in whole weeks. It may be taken at any time in the 56-week period following the death.
  2. If you have suffered a stillbirth after 24 weeks of pregnancy, you are still entitled to take your full entitlement to maternity and paternity leave, provided you were eligible to take maternity or paternity leave in the first place, in addition to parental bereavement leave. Parental bereavement leave cannot be taken at the same time as maternity or paternity leave.
  3. Where more than one child dies or is stillborn, you are entitled to two weeks of parental bereavement leave in relation to each child.
  4. CDBF will pay full pay during parental bereavement leave if you meet the following criteria:
* You have been continuously employed with us for at least 26 weeks by the week prior to the week in which the child dies;
* Your normal average weekly earnings are not less than the lower earnings limit relevant for national insurance purposes;
* You are still employed by us on the date the child dies.
  1. Payment will be made at the rate of your normal salary and offset against the amount set by the government to ensure that you receive full pay.
  2. Please refer to Appendix 42 – Parental Bereavement Leave for full details.

# Flexible Working

* 1. Under provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of. Further details can be found in the Flexible working policy (Appendix 31) but below is a summary of the applicable regulation.
  2. A flexible working request under this policy means a requesting a change to your working hours, days or location.
  3. You must be an employee at the date the application and can make 2 flexible working requests per year.
  4. Requests to work flexibly will be considered objectively and the company will only refuse them if there are business reasons for doing so.
  5. All requests for flexible working must be made on the approved application form and submitted to your Line Manager in the first instance. Requests will be seriously considered, but there is no automatic right for a request to be granted.
  6. If the Company accepts your proposal, this will normally mean a permanent change to terms and conditions.  There is no statutory right to revert to the original working arrangements.

# Other Leave

### Leave of Absence

* 1. If you wish to leave work during working hours, for example due to illness, you must obtain permission from your Line Manager.
  2. When personal circumstances (other than sickness) prevent you from attending work, you must notify your Line Manager by telephone no later than 9.30am or the normal starting time on the first day of absence to discuss the reasons for the absence. Depending on the circumstances the Line Manager, after consultation with the JOB TITLE OF THE PERSON IN CHARGE, may exercise discretion in authorising a specific period of absence with or without pay, or agree to annual holiday being taken at short notice to cover the absence required. Where the circumstances are of a private and confidential nature, such confidentiality will be respected.
  3. Any appointments should be made outside working hours wherever possible, however, if you must attend during work time, please ensure the appointment is made to ensure minimum disruption to your work (i.e. at the beginning or end of the working day wherever possible), and that the time lost is made up as appropriate.

### Jury Service and Court attendance

* 1. The Company acknowledges that any employee summoned for jury service or attendance at Court is under a legal obligation to serve and the Company, as employer, is legally obliged to allow time off for this.
  2. You are expected to work with the Company to ensure that serving on a jury does not adversely affect the Company, its business or its staff.
  3. Please see the Time off for Jury Service and Court Attendance Policy for more details (Appendix 32)

### Time off to care for dependants

* 1. All employees have the right to take a reasonable amount of unpaid time off during their working hours to deal with unexpected or sudden problems affecting their dependants and to make any necessary long term arrangements for their care.
  2. It is expected that in most cases the amount of leave will be less than one day or one or two days at the most. Employees may be able to take longer periods of leave under other arrangements with the Company.
  3. The situations where leave may be applicable are as follows:
     1. To care for a dependant who falls ill or has been involved in an accident or assaulted
     2. When a partner is having a baby
     3. To make longer term arrangements for a dependant who is ill or injured
     4. To deal with an unexpected disruption or breakdown in care arrangements for a dependant; i.e. when the childminder or nurse fails to turn up.
     5. To deal with an incident involving the employee’s child during school hours.
  4. Employees must advise their Line Manager as soon as possible about their absence and how long they expect to be away from work. There may be occasions when an employee returns to work before it is possible to contact their Line Manager – however on such occasions he or she must advise their Line Manager of the reason for the absence immediately upon return to work.
  5. For the purpose of the right to time off, a dependant is defined as “A partner, child or parent of the employee, or someone who lives with the employee as part of their family e.g. elderly relative.” In cases of illness or injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

### Carers Leave

* 1. In From 6th April 2024, Carers who are looking after dependants with a long-term care need are entitled to one week unpaid leave per year. This can be taken in half day blocks and must be agreed with the line manager. The half days or full days do not have to be taken consecutively. See Appendix 46 for more details.

### Compassionate Leave

* 1. Compassionate leave for the loss of a close relative i.e. husband/wife, civil partner, father, mother, child, grandparent, sister, brother, father-in-law, mother-in-law, may be authorised, at the discretion of your Line Manager following consultation with the JOB TITLE OF PERSON IN CHARGE.
  2. Such absence as agreed will be paid up to a maximum of 5 days per absence. In particular cases, if leave is required beyond this allowance, approval from the JOB TITLE OF PERSON IN CHARGE should be sought and payment shall be discretionary.
  3. Under the Parental Bereavement Pay and Leave act, if an employee’s child who is under 18 dies, or the employee has a stillbirth after 24 weeks of pregnancy, then they are entitled to two weeks of parental bereavement leave and pay, providing they have been employed for 26 weeks at the time of death/ stillbirth. They must take this leave within 56 days and will be paid at the statutory rate agreed by the Government. Additional pay or leave may be authorised, at the discretion of your Line Manager following consultation with the Diocesan Secretary.

### Sickness Absence

* 1. The PARISH is committed to the health, safety and wellbeing of all staff and aims to encourage all its employees to maximise their attendance at work whilst recognising that, from time to time, employees may be unable to come to work due to ill health.
  2. Below is a summary of the Sickness absence policy, however, please refer to the Sickness Absence Policy (Appendix 1) for full details.
  3. If you are sick or injured, you must call your Line Manager by telephone of the reason for your absence by 9.30 am or the normal starting time on the first day of that absence. If your Line Manager is available, you should notify the JOB TITLE OF PERSON IN CHARGE instead. Please note that text messages, emails or contact via other forms of social media are not acceptable methods of contacting your Line Manager in this regard.
  4. You should provide an estimate of when you will return to work and keep in daily contact if the duration of your absence is uncertain and/or if your estimated return date changes.
  5. If you attend work and then subsequently leave due to sickness absence during the course of the day you must notify your line manager of this fact before you go home. It is important that you speak directly to your line manager as they will need to check with you whether there is any work which needs to be covered in your absence. If you have worked less than 50% of your working day, then it will be recorded as sickness absence. If you have worked more than 50% of your working day, then it will not.
  6. If the period of absence is for 7 continuous days or less you must complete and return a self-certification form. For absences of 7 calendar days or more, then you must submit a Statement of Fitness for work (FIT note) from your doctor.
  7. The Company reserves the right to obtain a medical report from your GP in order to ensure that you are fit to continue to undertake your job, subject to the Access to Medical Reports Act 1988, or to require you to undergo a medical examination by an independent Medical Examiner. The Company will pay for any medical examination or report. It is a requirement of your employment that you provide consent to such examination.
  8. In addition to the Statutory Sick Pay Scheme, for which the qualifying days will be in accordance with your normal contractual working days, the Company operates a discretionary Sick Pay Scheme for employees, details of which are as follows:
     1. Up to 6 months continuous service the employee will receive SSP only. Company sick pay will be paid at the rate of SSP for any days that are not eligible for SSP. (If an employee goes off sick part way through the day, they will be paid their hourly rate for the full hours they have worked)
     2. After completing 6 months continuous service but less than 2 years continuous service, employees are entitled to 2 months at full pay and 2 months at half pay
     3. After completing 2 years continuous service, employees are entitled to 3 months at full pay, 3 months at half pay
  9. The above are the limits of sick pay in any continuous period of 12 months and cases extending beyond this will be reviewed and handled with discretion. All cases will be decided on their individual merit.
  10. If your absence is persistent or long term, then the details laid out in the full Sickness absence policy (Appendix 1) will be applicable, and the Capability procedure (Appendix 7) may be followed if it is deemed necessary in order to improve sickness absence.

# Working Policies

### Expenses

* 1. Staff may claim reimbursement of official travel, subsistence and other sundry expenses actually and necessarily incurred in the course of official PARISH business. The Expenses Policy (Appendix 22) explains the policy in more detail. You must familiarise yourself with the policy before incurring costs for work related business.

### Disclosure of Public Interest Matters (Whistleblowing)

* 1. We are committed to conducting the business of the PARISH with honesty and integrity, and we expect all staff to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.
  2. Under certain circumstances, employees have legal protection if they make disclosures about an organisation for which they work. The Public Interest Disclosure Act 1998 is designed to protect employees from suffering any detriment at work as a result of making a disclosure (commonly called ‘whistle blowing’). Please refer to the Disclosure of Public Interest (Whistleblowing Policy - Appendix 33)

### Compliments, Comments and Complaints

* 1. To ensure all feedback and complaints are handled effectively and appropriately in the PARISH staff should follow the policy and procedure as explained in the PARISH NAME Compliments Comments and Complaints Procedure (Appendix 19).

### Subject Access Requests

* 1. Under the General Data Protection Regulation 2016 (‘GDPR’) a person will have the right to ask an organisation to confirm whether or not it is processing any of their personal data. Where that is the case they will have a right of access to that data, and to other supplementary information concerning their rights. The PARISH Subject Access request policies gives more detail on this (Appendix 34).

# Health and Safety

### Health and Safety Policy

* 1. You must comply with the Company’s Health and Safety Policy and Safety Procedures (Appendix 8) and the Fire Safety Management Policy (Appendix 9). These procedures may be changed from time to time by Management or because of the requirements of Health and Safety Legislation.
  2. You are reminded that you are responsible for ensuring that you act in a safe and sensible manner whilst at your place of work, looking out for your own and others health and safety. Failure to do so will lead to disciplinary action by the Company and possibly criminal proceedings under the Health and Safety at Work Act, 1974.
  3. In the case of fire, you must evacuate the building in accordance with the Fire Instructions. It is your responsibility to be aware of these instructions and where the nearest Fire Exit and Fire Appliances are located.
  4. You must use and operate equipment and machinery in the appropriate manner prescribed and in cases of gross negligence, disciplinary action will be taken.
  5. The Company recognises that it has a duty, under the Health and Safety at Work Act, 1974, to safeguard as far as is reasonably practicable, the health, safety and welfare of all staff at their place of work. The Company’s Health and Safety Policy is shown in Appendix 8 and the Fire Safety Maintenance Policy is shown in Appendix 9.

### Accidents at work

* 1. You must report any accident immediately to your Line Manager or the JOB TITLE OF PERSON IN CHARGE and have any injuries treated by a First Aider as appropriate. Each accident will be recorded.
  2. A First Aid Box and Defibrillator is maintained, and you should acquaint yourself with their locations and the names of the First Aiders details of which are posted on the Notice Boards.

### Smoking, Alcohol and Drugs

* 1. It is the policy of PARISH NAME that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking, including e-cigarettes, is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all employees, consultants, contractors and visitors. You should familiarise yourself with the Smoke-free Policy (Appendix 10)
  2. The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively, you can text ‘give up’ and your full postcode to 88088 to find your local NHS Stop Smoking Service.
  3. The consumption of Alcohol or Drugs on the premises is strictly prohibited and intoxication caused by Alcohol or drugs during work time may give rise to disciplinary action.
  4. If you have brought any intoxicating liquor, without Management permission, or non-medically prescribed illegal drugs or substances of abuse onto Company premises you may be subject to disciplinary action, which could lead to dismissal.
  5. If you are struggling with addiction, please speak to your Line Manager or Human Resources, in confidence, who will be able to offer support and guidance, and point you in the direction of specialist services. God does not want His people to suffer with afflictions, diseases or addictions:

### Environment and Sustainability

* 1. The five marks of mission were adopted by the General Synod of the Church of England in 1996. The fifth mark of mission encourages Christians to ‘Treasure’; to strive to safeguard the integrity of creation and sustain and renew the life of the earth. The Church of England is committed to a carbon reduction target of 80% by 2050, with an interim target of 42% by 2020. The Diocese of Coventry is supportive of this commitment and will endeavour to play its part in achieving it.
  2. The Diocese of Coventry is registered with the Eco Diocese scheme and is working towards achieving Eco Diocese status.
  3. PARISH NAME recognises the theological basis of sound environmental practice, as outlined in the Diocese of Coventry Environmental Policy. The PARISH is committed to reducing its environmental impact and continually improving its environmental performance, with regular monitoring and review. We will encourage employees, volunteers, suppliers and other stakeholders to do the same. To see the full policy please read the PARISH NAME Environment and Sustainability Policy Version (Appendix 11.)

# IT and Social Media

* 1. Below is a summary of IT policies in place to protect you and PARISH NAME. You must read the IT Policy (Appendix 35) the Bring your own device Policy (Appendix 16) the Social Media Policy (Appendix 12) and the Data Protection Policy (Appendix 13):
  2. Only authorised employees can use, or have access to IT equipment
  3. Any software must be approved by the IT Manager/ JOB TITLE OF PERSON IN CHARGE and used only for business use.
  4. Unauthorised access of the computer facility will result in disciplinary action. Unauthorised copying, alteration or removal of programs or data will result in disciplinary action. Such actions could lead to dismissal.
  5. All employees must not disclose their passwords to anyone else.
  6. You must lock your computer screen whilst away from your desk to prevent anyone from accessing your computer.
  7. The Company reserves the right to carry out regular monitoring of Employees’ use of all Company computer equipment including the e-mail and Internet system particularly in cases where it is suspected that some form of system or equipment abuse may be happening or where other unacceptable practices are taking place.
  8. Access to the Internet is provided to employees for matters directly concerned with the business of the Company. You may only use the Company’s internet system for personal use during your breaks. The Company will not tolerate the use of the Internet for any of the following:
     1. Accessing/downloading pornography or other illegal or obscene material.
     2. Downloading software which has not been virus checked and approved.
     3. Personal communication e.g. chatrooms and social media (see below)
     4. Accessing on-line personal services without authorisation such as holidays, shopping, banking, gambling.
     5. Creating and/or operating a personal web site or blogging during work time, unless it is a work-related blog.

**This is not an exhaustive list.**

* 1. Social Media: all staff must abide by the Company’s rules relating to use of social media as set out in the Social Media Policy (Appendix 10), therefore it is highly important that you familiarise yourself with it’s contents.
  2. Staff should remember our scriptural responsibilities with regards to the things we say and our behaviour whether online or in person.
  3. The policy applies to the use of social media for both business and personal purposes, whether during office hours or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to members of staff. Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach.
  4. Because of potential virus infection and consequent damage to the business, 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 management
  5. The e-mail system is available for communication on matters directly concerned with the business of this Company. Employees using the e-mail system should ensure that it is used appropriately as per the IT Policy (Appendix 35)
  6. Users are required to be familiar with the requirements of the UK GDPR and Data Protection Act 2018 and to ensure that they operate in accordance with the requirements of the Act. This is covered in more detail in the Data Protection Policy (Appendix 13)

# Conduct, Performance and Wellbeing

### Good Conduct

* 1. You are expected to be punctual at your place of work. Lateness could result in disciplinary action.
  2. You are not allowed to take Company equipment off the premises unless you have prior approval in writing from your Line Manager.
  3. You are expected to keep private telephone calls to a minimum. This applies to both incoming and outgoing calls.
  4. You must not operate radios or any other form of audio device without prior Management permission. Where such permission is given, the volume controls must be kept to an acceptable level so that the noise level does not annoy or disturb others working within the vicinity.
  5. You must not play games, (computer or otherwise) read publications or books unconnected with your employment during the working day other than during your official lunch break.
  6. The choice of clothing and personal grooming is largely a matter of individual taste. However, there are certain personal appearance factors that may affect the performance of your job. Extremes in personal appearance including manner of dress may cause distractions. Therefore, employees are expected to dress in a comfortable, but neat and business-like manner.
  7. In the unlikely eventuality that any form of ‘body piercing’ becomes detrimental, the management reserves the right to request that it is removed.

### Positive Working Policy

* 1. PARISH NAME 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. We are called, first and foremost, as brothers and sisters in Christ, to love one another, regardless of differences in diversity, opinion or theology.
  2. PARISH NAME is committed to ensuring that individuals do not feel apprehensive because of their religion or belief, gender, marital/civil partnership status, sexual orientation, race, age, disability (Protected Characteristics) or as a result of being subject to any inappropriate behaviour.
  3. 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.
  4. PARISH NAME has a zero tolerance policy for anyone engaging in discrimination, harassment or victimisation.
  5. You should familiarise yourself with the Equal opportunity and Positive working environment policy (Appendix 4)

### Third Party Abuse & Harassment

1. We have a zero-tolerance approach to any incident involving harassment or abuse against our staff. Any form of abuse is unacceptable, and the PARISH NAME is committed to taking the strongest possible action to tackle any incidents and protect staff. The DBF has a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff, in line with the Health and Safety at Work Act (1974). We are responsible for ensuring that the working environment for staff is one in which all staff are treated with respect, and any abuse or harassment by third parties is not tolerated. ‘Third party’ means someone that workers interact with as part of their role but who are not employed by the PARISH NAME, for example service users, contractors, Parish representatives and anyone else we are connected to or do business with. For more details see appendix 45.

### Stress Prevention and Wellbeing

*The ‘Treasures of the Church’*

A story from the early centuries of the Church illustrates this well:

*Lawrence was a deacon of the Church in Rome, martyred under the Emperor Valerian in 258. The Emperor, in his persecution of Christians, had called for Lawrence to bring all the treasures of his Church to the Imperial Palace on an appointed day, expecting a vast array of gold chalices, jewelled Gospel-books and rich robes. But instead Lawrence gave away all the valuable things the Church had acquired to the poor, and on the day itself appeared at the palace empty-handed, at the head of a great crowd of faithful Christians. ‘Where are the treasures of the Church?’ spluttered the irate Emperor. ‘They are here’, said Lawrence, indicating the people who had come with him. ‘God’s people are the treasures of his Church.’*

* 1. People are, in the end, the most precious to God. Therefore, we are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of caring for the wellbeing of our staff; particularly by identifying and reducing workplace stressors. The aim of the Stress Prevention and Wellbeing policy (Appendix 21) is to reduce the risk of work-induced stress, to support employees in their management of stress and to promote wellbeing, and we expect all staff to familiarise themselves with it.

### Personal Counselling

* 1. Counselling for PARISH Employees may be offered if you have personal problems which are affecting your ability to carry out your role effectively and need advice or support. The problem may also be affecting your physical or mental health.
  2. Counselling for any problem will be confidential and carried out by someone suitably qualified.
  3. Please speak with your Line Manager if you feel you would benefit from counselling. If you qualify for counselling, the NAME OF PERSON IN CHARGE will refer you to DETAILS
  4. If you do not qualify for this counselling, free psychological therapies, including counselling, are available on the NHS.  [https://www.nhs.uk/service-search/find-a-psychological-therapies-service](https://www.nhs.uk/conditions/counselling/)/ .  You don't need a referral from your GP and can refer yourself directly to a psychological therapies service.

### Disciplinary

* 1. Disciplinary policies, procedures and standards are necessary to ensure consistency in behaviour and attitude within an organisation. The objective of the procedure is to make suitable investigations resulting in satisfactory standards of personal conduct, behaviour or attendance where the required standards have not been maintained. It should be used as a means to encourage high standards and not simply to impose sanctions.
  2. The PARISH NAME culture and context places at its core central principles of:
* Valuing all colleagues
* Appropriate and effective communication
* Respecting difference and diversity
* Behaving professionally
* Ensuring fair and due process
* Knowing what to do when things go wrong and who to go to for advice, guidance or support
* Personal responsibility for appropriate behaviour
* Seeking positive ways forward - being prepared to say sorry, forgive and seek reconciliation in accordance with our Christian ethos.
  1. The Disciplinary procedure (Appendix 6) will be used as a means to encourage high standards and not simply to impose sanctions.
  2. All misconduct/disciplinary-related issues will be dealt with fairly, consistently and reasonably, with the employee afforded every opportunity to contribute to or appeal against any decision.
  3. Where some form of action is needed, what is reasonable or justified will depend on the circumstances of the particular case. Employees and managers should raise and deal with issues promptly and not unreasonably delay meetings or decisions.
  4. There are any number of examples of behaviours that may constitute `disciplinary’ issues. A non-exhaustive list is set out in the Disciplinary policy (Appendix 6) and you should familiarise yourself with this document

### Capability

* 1. Whilst the Disciplinary Procedure is used for instances of misconduct e.g. failure or refusal to follow Company procedures, failure to fulfil job tasks, or other misbehaviour, the Company may use the Capability Procedure (Appendix 7) if you are unable to fulfil the requirements of your job role. Inability to fulfil the requirements of your job could be based on performance or related to ill health.
  2. Where capability is an issue, actions will be taken in an effort to remedy the problem and could include: -
* Additional training in the areas of shortfall
* Coaching, counselling, extra supervision
* Removing those tasks which are a problem and replacing them with other suitable tasks
  1. Should the actions taken to remedy the problem not prove successful, the Company may exercise discretion to give consideration to other options such as:
* A move to part-time hours
* Transfer to an alternative and suitable position
* Demotion
* Voluntary severance
  1. If the standard required is not reached and the above alternatives are unsuitable or exhausted, then dismissal may follow.

### Grievance

* 1. As we work to develop and apply our own diocesan guidelines and policies, we will not lose sight of our core values which set the highest standards of expected behaviour and integrity, including the principles of fairness and transparency, hope and respect, forgiveness and reconciliation.
  2. The PARISH NAME culture and context places at its core central principles of:
* Valuing all colleagues
* Appropriate and effective communications
* Respecting difference and diversity
* Behaving professionally
* Not letting things get `out of control’
* Knowing what to do when things go wrong and who to go to for advice, guidance or support
* A shared responsibility for getting things right
* Seeking positive ways forward - being prepared to say sorry, forgive and seek reconciliation in accordance with our Christian ethos
* Seeking compromise
* Having a learning focus to ensure ongoing organisational learning
  1. ACAS provides a clear code for employers working through all the stages (across the informal and formal steps) of managing grievances. The PARISH NAME will comply with this Code in all formal grievance situations. The Code seeks to ensure that as far as is possible, all issues are resolved in the workplace and within the PARISH NAME culture and context. Employees (and their representatives) should feel comfortable with this approach which should sit well with our distinctive context.
  2. All grievance-related issues must be dealt with fairly, consistently and reasonably, in accordance with our published Grievance policy (Appendix 5).

### Safeguarding

* 1. As part of the Christian Church living in the spirit of the Gospel, the Diocese of Coventry is committed to protect and care for everyone in the church community, but especially children and adults at risk. The Safeguarding Statement policy can be found on the Diocesan website at <https://www.coventry.anglican.org/safeguarding>
  2. Where deemed appropriate, your employment will be subject to Enhanced Disclosure with the Disclosure and Barring Service.
  3. The purpose of the Safeguarding policy (Appendix 15) is to set out the expectations placed on those working and volunteering in the Diocese of Coventry and to provide information that promotes the safeguarding of all children and adults
  4. This policy applies to every parish, even those that don’t provide any activities for children
  5. You should familiarise yourself with the Safeguarding Policy (Appendix 15)

# Appendices List

|  |  |
| --- | --- |
| Appendix | Policy |
| 1 | Sickness Absence |
| 2a | Self Certification form |
| 2b | Absence Improvement Plan |
| 2c | Return to Work Interview form |
| 3a | Appraisals |
| 3b | Appraisal guidance notes |
| 3c | Appraisal form |
| 4 | Equal Opportunities and Positive Working |
| 5 + 6 | Grievance and Disciplinary |
| 7 | Capability Procedure |
| 7b | Performance improvement plan |
| 8 | Health and Safety |
| 9 | Fire Safety Management |
| 10 | Smokefree |
| 11 | Environment and Sustainability |
| 12 | Social Media |
| 13 | Data Protection and GDPR |
| 14 | Staff Privacy Policy |
| 15 | Safeguarding |
| 16 | Bring your own device Cloud Solutions and Remote working |
| 17 | Shared Parental Leave (Birth) |
| 18 | Shared Parental Leave (Adoption) |
| 19 | Compliments, Comments and Complaints Procedure |
| 20 | Acting Up, Honoraria and Ex Gratia Payments |
| 21 | Stress Prevention and Wellbeing |
| 22 | Sustainable Travel |
| 23 | TOIL (Time off in Lieu) |
| 24 | Personal Counselling |
| 25 | Holiday Procedure |
| 26 | Redundancy |
| 26a | Restructure Proposal Form |
| 26b | Redundancy Flow Chart |
| 27 | Pregnancy and Maternity |
| 28 | Adoption |
| 29 | Paternity Pay and Leave |
| 30 | Parental Leave |
| 31 | Flexible Working |
| 32 | Time off for Jury Service or Court Appearances |
| 33 | Disclosure of Public Interest (Whistleblowing) |
| 34 | Subject Access Request |
| 35 | IT Policy |
| 36 | Recruitment and Selection |
| 38 | Conflict of Interest |
| 40 | Menopause Policy |
| 41 | Andropause Policy |
| 42 | Parental Bereavement Leave Policy |
| 43 | Neurodiversity Policy |
| 44 | Disability Policy |
| 45 | 3rd Party Abuse & Harassment Policy |
| 46 | Carers Policy |
|  |  |
|  |  |