

# Employee Handbook

**In case you'd rather listen... If you click 'Review' in the Word tool bar and then 'Read aloud', your computer will read this document, or the text you select, to you.**

This handbook is not contractual, although certain sections of this handbook form part of your terms and conditions of employment and should be read in conjunction with your contract of employment. Additional information and guidance can be found on the shared drive in 'Information For All Staff\Policies'. One25 reserves the right to review, revise, amend or replace the contents of this handbook or otherwise to add in additional clauses/policies to reflect the changing needs of the business and to comply with legislation.

You will be notified of changes of detail by way of a general notice to all employees and any such changes take effect from the date of the notice.

You will be given not less than one month's written notice of any significant changes, which may be given by way of an individual notice or a general notice to all employees. Such changes will be deemed to be accepted unless you notify One25 of any objection in writing.

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## About One25

### Vision

A world where all women are safe, feel loved and thrive.

### Mission

To meet women who street sex work where they are, supporting them to move from crisis and trauma towards independence in the community.

### One25's story

Since 1995, One25's incredible team of employees and volunteers have been supporting women who street sex work through providing person-centred, trauma-informed services.

### Some key milestones

- 1995** The project, which would eventually evolve into One25, was founded as a result of concerns from local agencies and churches about the health & wellbeing of women who street sex work in Bristol.
- A drop-in facility was opened at the Salvation Army on lower Ashley Road.
- 1996** The drop-in moved to 125, Cheltenham Road, which gave the project its enduring name – One25!
- The first van was donated and began providing outreach support to women on the streets.
- 1997** One25 was registered as a charity and the drop-in moved to its present site at 138A Grosvenor Road – this offered much better facilities for the drop-in and office space for the small, but growing team of staff and volunteers.
- 2000** One25's first caseworker is recruited.
- 2005** One25 is gifted the 138A Grosvenor Road property by the Bristol Christian Fellowship

- 2009** Naomi House is opened – addiction treatment home for mothers and their babies. 18 families are supported to stay safely and healthily together.
- 2012** Naomi House is closed due to lack of funding
- 2015** An overnight drop-in service is piloted
- 2017** One25 begins delivering the Pause programme in Bristol – a service to improve the lives of women who have had children removed from their care
- 2018** Peony is opened – a move-on service for women who are doing well in their recovery
- 2019** One25 is visited by the Duke and Duchess of Sussex – Harry and Meghan toured One25 and learnt about our work with the women
- 2021** One25 received a national award from the Centre for Social Justice.
- A weekend van outreach pilot begins, extending the van outreach service into the weekends. After a successful pilot, the 7-day service is made permanent.
- 2022** One25 extends delivery of the Pause programme to support women in North Somerset and South Gloucestershire.
- 2023** Due to funding challenges and rising costs, One25’s Peony and Drop-in services are closed. One25 is also no longer able to continue delivering the Pause programmes.
- To continue meeting the priority health needs of the women, One25’s Health Hub is established – women can visit and see clinicians, have a bite to eat and meet their caseworkers.

## One25's key messages

Key messages are the main things that we want people to hear, understand and remember about One25. They can be used as a helpful guide when we're talking and/or writing about One25 to help embed the things we really want people to know.

### Our key messages are:

1. One25 works with women who street sex work in Bristol.
2. These women live with the impact of trauma and violence. They face multiple disadvantages including homelessness, addiction, poor health and much more. But they are also some of the most resilient women you could ever meet. They are survivors.
3. One25 meets women where they are, and each woman shapes the support she receives to meet her needs and hopes for her life. They courageously make changes in their lives – every step they take matters.
4. One25 is established as the 'go-to' for support around street sex work in Bristol and our quality services are highly effective and well regarded.
5. One25 advocates for change through our individual support and influences at a strategic level because the system isn't working for the women we meet.

You make a difference - active supporters and professional partners are essential to One25's vital services.

## How we work

### Values

One25's organisational values are:

- **Compassion – we care**  
This value reflects the approach that we take with the women and one another. We are committed to showing care and understanding in our actions and approach with others.
- **Justice – we fight for change**  
This value reflects our passion around social justice, fairness, reducing stigma and judgement.
- **Learning – we grow together**  
This value reflects our commitment to constantly learning and sharing what we learn to influence and improve systems. This value reflects our commitment to a no-blame culture, continuous learning, and sharing what we learn to influence and improve systems.

Our values are at the heart of One25. We encourage each other to live out our values day to day, to reflect on when we find this challenging and to share stories and examples of this.

### Our values in practice

Our values guide our behaviours, decision making and how we want to work with each other, the women, partners and within society and its systems. They are a connecting thread through our organisation and should be reflected in our policies, leadership, communications / language and services. We are all a part of this; if you notice something that could change or improve, please share this so that we can work on this together.

In our Core Behaviours Framework, we have developed a set of behaviours which demonstrate what our values look like in practice. The listed behaviours are not exhaustive, and values may be demonstrated differently according to an individual's role. Please ensure you read this and refer to it as required when reflecting on your work and the work of others.



## Trauma-informed

One25 is committed to working as a trauma-informed organisation both in terms of the services that we deliver and how we operate as an employer. We recognise that trauma and adversity are common experiences that can profoundly affect individuals and how they engage with the world, and One25's services are designed with this in mind.

We also acknowledge that trauma can affect our workforce: many employees may have experienced adversity and the nature of our work can have an emotional impact too. We believe that the health and wellbeing of employees is a priority and strive to provide a psychologically safe work environment by embedding compassion into our culture. We are committed to a long-term, evolving journey toward becoming a fully trauma-informed organisation, working together to build inclusive, resilient, and compassionate spaces for everyone involved.

## Employee Voice

We are committed to fostering a culture of open dialogue, where every team member feels empowered to share their ideas, insights, experience and feedback. It contributes to a culture of learning and helps us to make better decisions.

We actively seek employee input through various forms of consultation including:

- Annual employee experience surveys
- Quarterly 'pulse-check' surveys
- Staff forums - twice a year
- Working groups
- Ad-hoc surveys or focus groups
- Digital suggestion box
- Team meetings

We encourage all employees to contribute to consultation activities wherever possible; diverse perspectives, experiences and ideas help to improve our processes, enhance our services, and make One25 a more inclusive workplace.

## Safeguarding

At One25, we are committed to safeguarding as a core principle, ensuring the protection and well-being of everyone involved in our work, including service users, volunteers and our employees. Details of the policies and procedures for the safeguarding of service users can be found in One25's Safeguarding Policy, and within this handbook you will find details of practices and policies that aim to safeguard the welfare of employees and create a safe, respectful, and inclusive environment.

## Anti-racist

One25 is committed to actively opposing racism, in all its forms, and fostering an inclusive, equitable environment for all. We understand that racism can be systemic and deeply ingrained in societal structures, leading to inequities that disproportionately affect marginalised communities. At One25, we want to continuously challenge and address these inequalities by educating ourselves, listening to the voices of those affected by racism, and implementing practices and policies that promote fairness, justice, and equality. This is an ongoing journey, and we are dedicated to creating a culture of respect, accountability, and meaningful change.

## Inclusion & accessibility

We want to provide an inclusive and accessible environment for anyone working at, working with, supporting or visiting One25. This includes thinking about potential barriers when we are planning and delivering new initiatives, and being mindful of anything that may prevent someone from fully participating, accessing information, opportunities or services.

We also want One25 to be a place where everyone can be their true self and feel safe, respected and valued for who they are. Diversity is celebrated and we recognise the strength that comes from embracing a range of perspectives and experiences.

We know this is an ongoing and continuous effort, and that we face challenges in terms of the limitations of our building and as a hybrid working organisation; however, we are committed to making continuous improvements in our policies, practices and physical spaces to provide an environment where everyone has the opportunity to contribute and thrive. If you identify something that could be improved, please let us know so that we can make plans to address it.

Please see **One25's Equality & Diversity Policy & Trans Inclusion FAQs** for more information.

## Speak Up

If you notice any form of discrimination, prejudice, unfair treatment, or anything that could be improved, we encourage you to speak up. Whether it's a concern about a colleague's behaviour, One25's values not being upheld, an organisational practice, or anything that may cause harm or disadvantage, your voice is vital in helping us maintain a safe and inclusive environment and culture for all. We take all concerns seriously and will address them promptly and confidentially. By speaking up, you are helping to ensure a fair, respectful workplace for all.

There are various avenues for speaking up: this might be a conversation with your manager, contacting HR, use of the anonymous digital suggestion box, raising a

concern via the harassment and bullying policy or grievance policy within this handbook or use of One25's Whistleblowing Policy.

## **Flexibility**

We understand the importance of flexibility in helping employees balance work with their personal lives. We encourage open communication—if you need adjustments to your schedule or working arrangements, speak with your manager, and we will accommodate what we can while balancing the operational needs of the organisation. Our goal is to support a healthy work-life balance for all, recognising that flexibility benefits both our employees and the organisation.

## **Conduct**

Employees are expected to demonstrate certain standards of professional conduct and performance, ensuring you carry out your duties for One25 effectively and competently with integrity and honesty, and with due regard to public safety. As a general principle you should adhere to the following standards:

- Maintain confidentiality both internally and externally
- Only undertake work that your education, training and experience have rendered you competent to perform. If work is not of this nature, always seek appropriate approval and support
- Provide work or services of a quality and scope, and to a level, which are commensurate with accepted standards of the role
- Disclose any interest, whether financial or otherwise, which is related to the work for which you have been employed and which may cause conflict. This applies to interests in any company, firm, organisation or with any person
- Ensure your attire and appearance is suitable and reflects positively on One25
- Maintain good relations with those for whom and with whom you work both within One25 and externally
- Respect the property of One25 and of other people

As a general rule, what employees do after normal working hours and off One25 premises is a personal matter and does not directly concern One25. However, there are some exceptions to this rule and One25 will become involved where incidents occur:

- at office parties, office drinks events or other work-related social occasions or gatherings, whether organised by One25 or by employees themselves
- at social occasions or gatherings organised by the One25's external stakeholder or clients where the employee has been invited in their capacity as an employee of One25
- at work-related conferences or training and development events
- whilst the employee is working away on business on behalf of One25.

On these occasions, employees are expected to be moderate if drinking alcohol and to behave in an appropriate, mature and responsible manner, taking into account that

they are representing the One25.

Where the employee's off-duty conduct seriously undermines the trust and confidence that One25 has in the employee, and / or brings One25's name into disrepute, whether at a work-related social occasion or otherwise, under One25's disciplinary procedure this could result in the employee's dismissal.

## Day to day essentials

### Your working hours

Your working hours and work pattern, including start and finish times, are defined in your contract of employment. If your working day is longer than six hours, you are entitled to a 30 min lunch break.

Some teams have defined core working hours which allow for flexibility on start and finish times as long as the core hours are covered. Your manager will make you aware of this if it applies to you. Unfortunately, in some teams/roles, this is not possible due to there requirements of service delivery or office cover.

If you work on Fridays, all employees are permitted to finish at 3pm. To do this, you need to use accrued TOIL or work the time back at another time. You should make your manager aware in advance if you plan to do this.

We aim to be as flexible as possible. If you need to vary your work pattern at all (start late, finish early, take a long lunch), please just speak to your manager. If you want to request a permanent change to your work pattern or hours, you should follow the process in the Flexible Working Policy in the final section of this handbook.

### Overtime

We do not normally expect people to work more than their contracted hours. However, this may be necessary in some circumstances (e.g. evening/weekend events, van shifts, certain projects etc) and in these cases employees may log overtime which can then be taken as time off in lieu (more information in the Types of Leave chapter of this handbook). It is not One25 policy to pay overtime unless in extraordinary circumstances and with approval from a senior manager.

To log overtime:

- Overtime should be recorded on Rise. Click the 'Hours' tab, choose the 'Record overtime' option and complete the form.
- Overtime hours should be recorded using a decimal format.
  - 1 hour = 1
  - 30 mins = 0.5
  - 2 hours and 45 mins = 2.75
- Once submitted, the overtime record will be sent to your line manager for approval.
- Overtime should not be recorded in less than 30 min blocks (0.5 hours). This is to save time spent on submitting and approving overtime records.
- If you are accruing overtime in smaller increments, you have two options:
  - If you want to add to your accrued TOIL on Rise, you are responsible for keeping track of your overtime and logging the total amount overtime you

- have done. E.g. If you worked an extra 15 mins on three days in a week, you could log this in one single overtime record as 0.75 hours.
- You can plan to manage your overtime informally. If you need to work 10 mins late, you could plan to leave 10 mins early another day.

## **Working from home**

Most roles at One25 require some presence in the office to support service delivery, office cover and collaboration. For most roles, we are also able to offer a degree of home-working and we make efforts to accommodate hybrid working effectively.

In order to manage this hybrid approach, work-from-home days are planned in advance so that we can ensure we have sufficient resource on site. You should discuss your preferences and responsibilities regarding office/work-from-home arrangements with your manager. One25 will always try to be as flexible as possible and equally appreciate employees being flexible to accommodate the needs of services and to ensure home-working across the team is manageable.

There are a few exceptions to this: some roles may have their home specified as their primary place of work and there are some roles for which regular homeworking is not an option because the role has to be performed in person.

Working from home should not be used as an alternative to arranging appropriate childcare. When childcare priorities arise at short notice, employees should speak to their manager about managing this. They may adjust their hours to enable them to look after the child or take TOIL.

For more information, refer to One25's Homeworking Policy which outlines eligibility and options for both routine and occasional homeworking for employees.

## **When you are sick**

We do not encourage employees to work when they are unwell, as we believe health and recovery should come first.

Presenteeism—working while sick—can prolong illness, reduce productivity, and potentially spread illness to others. If you are unwell, please take the time to rest and recover fully.

However, if you feel capable of working and would like to discuss the possibility of working from home, please speak to your manager. They will help assess whether this is appropriate based on your health, your role, and operational needs. Your wellbeing is our priority, and we want to support a healthy and safe work environment for everyone.

## **Sickness notification procedure**

If you are unable to work because of sickness or injury you must contact your manager as soon as possible, or at the latest 30 mins after the start of your shift, in order to advise us of:

- the reason for your absence
- when you expect to return to work
- any duties that need to be covered or meetings rearranged

You should set an out of office message on your email or ask your manager to do this if you are not able to.

Personal contact by phone is required when reporting sickness so that this information can be obtained. Instances where other forms of communication are acceptable include when someone is genuinely too unwell to make the call or if they are unable to make the call due to a disability (e.g. neurodivergence).

If you cannot reach your direct manager by phone, you must contact your manager's manager to notify them instead. Messages about sickness absence should not be left with OST colleagues or other colleagues in your team. If your manager's manager is not available, you should contact someone in SMT.

For an absence lasting longer than one day, you must keep in contact at regular intervals, every day, unless: -

- Signed off by a medical professional.
- You are confident that your sickness means you won't be back for a few days, have notified your manager of this and agreed a day to call in next.

If you do not notify us of your absence, it will be considered an unauthorised absence which could affect your entitlement to sick pay. Unauthorised absences must be explained and failure to do so may be treated as a disciplinary matter.

There are various rules and procedures relating to sickness absence, depending on the length, frequency and nature of your absence. For more information around sickness absence and sick pay, please see the Sickness Leave section in the Types of Leave chapter.

## **Appointments**

Employees are expected to make every effort to arrange for appointments to visit the doctor, dentist, hospital etc. in their own time and outside normal working hours, or if they have to be made in work time, should either be made at the beginning of the day, the end of the day or around lunchtime, wherever possible, to minimise disruption to work. However, if this is not reasonably practical, employees should discuss this with their manager and time off work will be permitted to attend such appointments.

We reserve the right to request employees schedule their appointments outside of

work time, take leave of absence from their entitlement, take unpaid time off or make up hours not worked, where appropriate and reasonable.

We will always aim to be as flexible as possible and understand that there may be some circumstances where increased flexibility for appointments may be necessary. This might be related to a disability or to address a particular health need. We will also offer flexibility for people to attend IVF appointments or to access gender affirming care. Employees who are becoming parents have rights to attend ante-natal appointments. Please see the parental leave policies in the final section of this handbook.

## **HR**

Employee records are saved on Rise – our online HR database system. On Rise, you can find a copy of your contract, details about your employment, pay and all One25 policies. You can use Rise to request holiday and other types of leave, log over time and record training and development activities.

It is very important that individual personal information (such as address, home telephone number and/or mobile number, bank details and emergency contact names and numbers) be maintained on your Rise profile. You can update your Rise profile yourself but if your bank details change, please email [hr@one25.org.uk](mailto:hr@one25.org.uk) so we can ensure your salary is paid to the correct account.

If you have any questions about your employment at One25 or a policy and how it impacts you, you can use any of the following methods to find an answer:

- Check the policies within this handbook
- Speak to your line manager
- Email HR.
- Speak to the Organisational Support Manager

## **IT & Equipment**

We want to make sure you have the equipment you need to perform your role to the best of your ability. You will be issued with a laptop and mobile phone, and provided with any additional equipment or workstation accessories that you need. This may include, laptop bag, headphones or software.

## **Expectations**

We are a hybrid organisation and, as such, rely on technology to communicate and collaborate effectively and efficiently. Please upload a photo of yourself to your Microsoft profile so that your colleagues can put a face to your name.

In addition to Outlook (for emails), all employees are expected to check and use Teams as a primary communication channel. Important updates are issued on Teams and it is used as a space for digital collaboration and information sharing. Please check Teams



regularly. Employees are also required to ensure their Outlook calendars are kept up to date and that calendar details are visible so that colleagues are easily able to check your availability and make plans to meet and collaborate.

It is expected that all One25 technology and equipment is treated with care and used only for the One25 business purposes. If you lose a laptop or mobile phone, please report this to OST immediately.

All employees are required to read and agree to **One25's IT and Acceptable Usage Policy** which details the appropriate and expected use of the organisation's systems and data.

### **IT Support**

If you need assistance with an IT matter, you may contact One25's external IT Support Provider, Mintivo, on 03300 883310, by emailing **support@mintivo.co.uk** or via the MyMintivo app on your desktop.

If there is an issue with your hardware, please let someone from OST know and we can provide support in person to resolve the issue or replace the equipment.

There are a range of assistive technology tools that can improve accessibility when using IT systems and software. Please reach out to your manager or OST if you would like more information about these.

### **Purchasing and Expenses**

When making purchases, invoices should be sent to **suppliers@one25.org.uk** for payment. If you need to make an online payment, you can send the link and confirmation of the manager's approval to **office@one25.org.uk** and the payment will be made using a One25 credit card.

### **Claiming expenses**

Sometimes employees may incur personal expenses through the the performance of the duties of their employment. Only approved expenses should be incurred. If the expense is necessary to fulfil your job description and if you are working within your agreed budgets for the year, then this is considered approved.

Mileage expenses must be claimed using TripCatcher. All other expenses must be claimed using Dext. Log-ins and support for using both of these apps is available via One25's Finance Assistant.

You must provide full details of the expense on Dext and receipts for each item must be submitted. Failure to provide a receipt may result in your claim being rejected. Claims should only be submitted for expenses incurred personally not incurred by a third party. It is your responsibility to take due care over the claiming of expenses to

ensure that your claims are accurate and valid. Once approved by your manager, your expenses will be paid into your bank account. This will always be within one month but usually much sooner.

## Guidelines for Specific Expense Types

### Mileage

1. Mileage may be claimed for all business mileage.
2. Mileage cannot be claimed for travel that is made for private rather than work purposes. Nor can mileage be claimed for travel that is substantially private purposes rather than business purposes.
3. All mileage claims must be claimed through the Trip Catcher app.
4. Mileage can be claimed at the defined statutory rates. An additional 5p per miles can be claimed for passengers in a car or van.
5. No travel from home to your normal place of work can be claimed, even if it is out of hours.

Mileage rates per business mile		
Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

### Subsistence (Food)

If working away from the office or home for an extended period of time, employees claim reimbursement of lunch and dinner costs according to the following criteria:

	Lunch	Dinner
Time out of office	> 5 hours	> 10 hours
Distance from office	> 5 miles	> 5 miles
Up to a maximum of	£7	£20
Alcohol allowed	No	No

The costs given above are the maximum amount that may be claimed, not an allowance. You may only claim the actual costs incurred. Detailed receipts of all expenditure must accompany any claim for reimbursement. Breakfast expenses may only be claimed following an overnight stay for business purposes (see below).

### Overnight accommodation

All overnight stays must be authorised by your manager. Where it is possible and appropriate to secure accommodation with friends or contacts in the locality, this option should be utilised to minimise costs. When this is not possible or appropriate, hotel reservations should be arranged. Hotel costs can vary based on location and season; therefore, employees are expected to seek the most cost-effective option that

meets their needs. Accommodation better than 3-star category should be selected only in special circumstances and should be agreed with your line manager. Employees can opt to include a hotel breakfast when booking overnight accommodation.

One25 will, wherever possible, settle accommodation expenses on behalf of the employee to avoid employees needing to claim a reimbursement.

## Data Protection

One25 is committed to protecting your privacy. You will be provided with a Privacy Notice outlining the type of data that we might hold about you and what we use it for. This notice is annexed to your Terms and Conditions of employment and must be signed and returned to the Executive Assistant.

As a One25 employee, you will be responsible for processing personal data for either employees, service users, supporters or job applicants and you must ensure you do this according to legal and organisational compliance requirements. You will undertake training around data protection principles and our internal procedures to support you in processing data correctly and you must make every effort to embed and apply this knowledge through your day to day work. You should ensure that you have read **One25's Data Protection Policy and Procedures** and know how to respond to requests for information or in the event of a data breach.

## Press & Social Media

One25 recognises the important role that media have in furthering some of our key aims and all external communications are planned with care for this purpose. For this reason, employees, supporters or volunteers may not partake in any media initiative about One25 without the full knowledge and consent of the CEO and/or the Fundraising and Communications Manager.

If you are contacted for comments about the organisation for publication anywhere, including in any social media outlet, direct the inquiry to your manager and do not respond without written approval.

With regards to your own personal use of social media or any other online publishing, the following restrictions apply:

- You should not express opinions on any social media site which purport to be the opinion of One25.
- You are prohibited from revealing any confidential or proprietary information, trade secrets or any other material deemed as confidential by One25.
- You should not publish content that may harm or tarnish the image, reputation and/or goodwill of One25 and/or any of its employees, volunteers or service users or which is detrimental to One25's interests.

- You are permitted to share or draw attention to One25 posted social media updates via your personal social media accounts.
- You must not connect with or become 'friends' or followers of any of our service-users.

## Types of leave

### Annual leave / Holiday leave

Our holiday year is 1<sup>st</sup> May to 30<sup>th</sup> April.

At the start of employment, full time employees are entitled to **25 working days' holiday in addition to bank / public holidays (of which there are normally 8)**. Part time workers are entitled to a pro-rata equivalent of holiday according to the number of hours they work.

After completing **two years' service**, this holiday entitlement will **increase by two days**, or 15 hours, for full time employees, and by a pro-rata equivalent for part time employees.

After completing **five years' service**, the holiday entitlement will **increase by a further three days**, or 22.5 hours, for full time employees, and by a pro-rata equivalent for part time employees.

Summary of Annual Leave Entitlement, inclusive of bank holidays:		
First two years' service:	After two years' service:	After five years' service:
33 days or 247.5 hours*	Increase to 35 days or 262.5 hours*	Increase to 38 days or 285 hours*

\*Part-time employees will be entitled to the appropriate pro-rata amount.

You can carry forward five days of unused annual leave from one holiday year to the next (pro rata for part time staff). In exceptional circumstances, the CEO may grant permission to carry forward leave in excess of this limit; otherwise any excess will be forfeited without pay.

Requests for holidays must be made through the Rise HR system and authorised by your manager. You must submit a holiday request via Rise at least 2 weeks prior to the dates you are looking to take and this has to be authorised by your manager. We will try to meet all reasonable requests for holiday but if this is not possible you may be asked to reschedule. We recommend you obtain One25's agreement before you commit yourself to bookings or any other positive arrangements.

### Time off in lieu (TOIL)

The TOIL system aims to support employees in attaining work/life balance by ensuring they have the opportunity to take time back for themselves when they have worked overtime to fulfil the requirements of their role.

The following principles must be adhered to when using the TOIL system.

- TOIL (whether requested through Rise or informally with your manager) should always be agreed in advance.
- A maximum of 2 full days' TOIL (15 hours) may be taken each month and a maximum of 13 days' TOIL (97.5 hours) annually (or pro rata for part time staff).
- TOIL cannot be taken if you do not have enough overtime to cover the time off. Employees may only go into negative TOIL hours in exceptional circumstances e.g. see Dependency Leave.
- Employees should aim for their available TOIL balance to not exceed a total of 22.5 hours (or pro rata for part time staff). This is to ensure TOIL is being taken and employees are not regularly or consistently working above their contracted hours.
- Overtime should not result in changes to normal contracted hours or arrangements, such as a particular afternoon becoming a 'TOIL afternoon'. The exception to this is Friday afternoons where anyone may use TOIL to finish at 3pm if they wish.
- Overtime cannot be accrued by an employee working through their lunch break
- On termination of employment, all accrued TOIL must be used and at a zero balance. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.
- The scheme must be utilised in the best interests of effective service provision. This requires co-operation between all staff to ensure adequate cover is provided as necessary.

### **To request TOIL:**

- TOIL should be requested through Rise. Click the 'Hours' tab, choose the 'Time off in lieu' option. You will see a record of TOIL accrued and TOIL used.
- To request TOIL, select the 'Record Time Off In Lieu or Convert to Pay' link (Note: One25 does not use the 'convert to pay' option) and complete the form.
- TOIL hours should be requested using a decimal format.
  - 1 hour = 1
  - Half day = 3.75 hours
  - Whole day = 7.5 hours.
- Once submitted, the TOIL request will be sent to your line manager for approval.
- TOIL requests must be 30 mins (0.5 hours) or more. This is to save time spent on submitting and approving TOIL requests.
- If you are seeking to take less than 30 mins TOIL, you can either:
  - Agree this informally with your manager and plan for managing this smaller increment of time. E.g. if you need to leave 15 mins early, you might plan to come in 15 mins early another time.
  - Or if you need to leave early a few times and these total over 30 mins, you could submit a TOIL request to cover those instances.

## Christmas closure

Other than the van outreach service, One25 shuts down for a week over Christmas, between 25th December until the 1st January. The non-bank holiday days between these dates **do not** need to be taken from your leave allowance.

In the event that someone wishes to work during this time, subject to your manager's approval, you may work up to two of these closure days and you will then be entitled to an equivalent number of days as TOIL. If you choose to do this, you will need to seek authorisation from your manager, log the worked hours as overtime and should plan to take the TOIL as per the usual TOIL policy.

## Wellness Leave

To promote wellbeing, **One25 offers employees up to 15 hours (two days) of wellness leave each year.** Wellness leave is designated time off that employees can use to recharge, implement self-care, exercise, volunteer, learn something new or simply connect with a loved one, with nature or with yourself. It may be used for whatever makes you feel well.

Full time employees are entitled to 15 hours/2 days of wellness leave per year. Part-time employees will receive a pro-rata allowance in line with their part time hours. In your first year of employment, if you start between May and October, you are entitled to two days (or the pro-rata equivalent). If you start between November and April, you are entitled to 1 day (or the pro-rata equivalent).

Employees can choose to take their wellness leave in whole days, half days or in hours. E.g.

- 1 day (7.5 hours) off to go to a spa
- ½ day off each quarter to volunteer at a food bank
- 2 hours off each week for six weeks to complete a pottery course

Like holiday, wellness leave should be requested at least two weeks in advance to ensure absence can be planned for but please understand that managers may not be able to approve your wellness leave request if your absence would leave a service understaffed and/or impact on the wellbeing of other colleagues. We will try to meet all reasonable requests for wellness leave but if this is not possible you may be asked to reschedule.

Wellness Leave can be requested on Rise under Absence and Sickness. Request an absence, specify it at 'Other Paid Leave' and how long you are requesting. Include a note in the Details box to help you and your manager keep track of your wellness leave usage.

Absence request ?

Employee	Josie Thurston	
Absence type	<input type="text" value="Other paid absence"/>	
Start date*	<input type="text" value="19/09/2023"/>	<input type="text" value="📅"/>
End date*	<input type="text" value="19/09/2023"/>	<input type="text" value="📅"/>
Absence hours*	<input type="text" value="Partial day, specify hours"/>	
Total hours	<input type="text" value="3"/>	
Attachment	<span style="color: orange;">Select a file...</span>	
Unpaid absence?	<input type="text" value="No"/>	
Details*	<input type="text" value="Wellness leave - 3 hours out of 15 used"/>	
Notification process	<input type="text" value="Notification process followed"/>	

It is not possible to be paid in lieu of taking wellness leave. Unused wellness leave does not rollover from one holiday year to the next.

## Sickness Leave

You are required to notify One25 when you are sick. The notification procedure is detailed in the 'When you are sick' section earlier in this handbook.

In this section, you can find further details of the requirements and processes relating to sickness absence.

### Length of Absence

For absences **up to seven days**, you do not need to provide a fit-note.

For an absence **over seven days**, you must see a medical professional and obtain a fit note to cover the absence from the 8<sup>th</sup> day. Fit notes may be issued by a doctor, nurse, occupational therapist, pharmacist or physiotherapist. The Fit Note should confirm the medical professional's opinion of the reason for your absence from work. The Fit Note must be forwarded to your manager immediately. If further Fit Notes are required then they must be obtained and submitted in the same way.

### Sick Pay

If you are absent from work due to sickness or injury, and you comply with the requirements regarding notification and certification, you will normally be paid as follows:

Length of Service	Sick Pay Entitlement	
	Full Pay followed by	Half pay
Under one year	4 weeks	4 weeks
One to three years	8 weeks	8 weeks



Three years and over	13 weeks	13 weeks
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Thereafter you will normally be paid the current rate of Statutory Sick Pay (SSP).

Sick Pay Entitlement is calculated and tracked on a 12-month rolling basis (i.e. all sickness within a 12-month period will be included). The above entitlements apply to full time staff. Entitlement for part time staff will be on a pro rata basis.

It is forbidden for employees to undertake work for anyone else whilst in receipt of sick pay, whether statutory, or discretionary or contractual company sick pay. In exceptional circumstances, if it is felt that undertaking work, whether paid or unpaid, whilst signed off sick would be beneficial to aid recovery, then express written permission must be sought beforehand.

### **Illness whilst on holiday**

If you become ill whilst on holiday, you must notify your manager as soon as possible, in accordance with the usual reporting rules above. You must also provide medical evidence as soon as practicable for the entire period of your incapacity, irrespective of the number of days you were affected, if you wish to claim a refund of your holiday allowance.

### **Sickness over Bank Holidays**

Unless you are specifically requested to work on bank holidays, these are non-working days for which you are paid if the day on which the bank holiday falls is a day of the week that you would normally work. Paid bank holidays form part of your overall holiday entitlement but are allocated automatically given that you are not required to work. Where you are sick either for a period of time which includes a bank holiday or if you are unwell on the day itself, it is not possible to claim an additional day's holiday in lieu. This is because it is a non-working day and you are still paid for this day from your annual leave entitlement rather than sick pay.

### **Returning to work**

On your return to work, your manager will conduct a return-to-work interview to check you are well enough to work, discuss the circumstances of your absence and any support needs you might have on your return to work. You will be required to complete a self-certification online form through Rise. The system will prompt you and your manager to complete this confirmation that you are fit to work.

If you are issued with a fit note, we will consider any recommended adjustments (e.g. phased return, amended duties) to support your return to work. One25 will consider any suggestions but is under no obligation to provide them. If One25 does offer you adjustments on your doctor's advice to enable your return to work, you are required to take all reasonable steps to accommodate this. Failure to do so could lead to disciplinary action.

## Managing sickness

### Informal sickness management

If you have had more than 10 days' sickness absence or three separate occasions in the last 12 months an informal sickness review interview will be arranged. The purpose of which is to provide a supportive approach to explore and identify ways in which the sickness absence may be reduced and any reasonable adjustments. It is important that we hold these informal reviews – firstly to check that you are OK and signpost to help if needed, but also if it is something work-related that is causing recurring absences, we want to be able to address that. Outcomes of informal sickness reviews might be 'no further action needed' or it might be that some actions or future review points are agreed. If the frequency of sickness absences is persistent or causing concern, the outcome may involve progressing to a formal sickness management procedure.

We will always take a person-centred approach to sickness; this means taking into account what might be going on for an individual at any one time, an extenuating situation or disability.

### Formal sickness management

For persistent spells of recurring sickness absence or absences of longer periods of time, i.e. over 4 weeks, this may trigger the Sickness Management Procedure as detailed in the final chapter of the handbook.

## Compassionate leave

In the event of serious illness or death of a close family member, close friend, loved one or another significant person to you, we aim to be as supportive as possible and recognise that every case will be different. We would therefore encourage you to speak to your manager to agree arrangements for time off on compassionate grounds when this is needed. Compassionate leave arrangements may be agreed with your manager and may be taken as **holiday or unpaid leave or may, at your manager's discretion, be paid (for up to two weeks).**

If you experience pregnancy loss, there is a Pregnancy Loss policy within this handbook which outlines details of the leave and support that may be utilised. If you suffer the loss of a pregnancy in the first 24 weeks, you will be offered some paid leave. We won't assume to know how much leave you might need as everyone's situation is different. As a guide, we'll generally give up to 5 days paid leave – but some situations may need more, or less. If you suffer the loss of a child under the age of 18 or suffer a stillbirth after 24 weeks of pregnancy, you are entitled to four weeks fully paid Parental Bereavement leave.

## Moving house

Up to 2 days' additional paid leave may be given if you are moving house, at the discretion of your line manager and no more than once each year.

## Sabbatical Leave

A sabbatical allows an employee to take a short career break in order to pursue other interests or to balance their career with other commitments and responsibilities. This may include, but is not limited to, study, travel, research or voluntary work.

If eligible, employees may request a period of sabbatical leave that is **up to eight weeks in length**. Employees may request to use some annual leave to extend their sabbatical leave up to a maximum of 10 weeks.

### Eligibility

To be eligible to request and take a sabbatical, the employee must have completed three years' continuous service at One25. There is no contractual right to sabbatical leave and all requests will be considered in line with the operational needs of One25. Sabbatical leave will only be granted once during the course of an employee's employment.

If the employee intends to undertake paid work during their sabbatical leave, they must obtain written permission from One25; this is to ensure any conflicts of interest are identified and, if possible, managed. Employees will not be permitted to take sabbatical leave in order to undertake a trial in another job/profession.

### How to request sabbatical leave

To request sabbatical leave, the employee should apply in writing to their line manager stating:

- The purpose for which they would like to take a break.
- The intended length of the sabbatical leave they would like to request and start and end dates (maximum eight weeks). If they plan to extend with annual leave, this must also be included in the request.
- Include a proposal or recommendations for how their work will be managed during their absence.

Requests for sabbatical leave must be made at least 3 months in advance of the date you wish your sabbatical leave to start. This is to allow time for the request to be considered and for the management of duties while you are off to be planned.

### Consideration of requests

The final decision about whether the sabbatical leave request is granted will be made between the line manager and their manager within the SMT and must be approved by the CEO. If the line manager receiving the request is a member of SMT, the final decision must be agreed between them and the CEO.

The following will be taken into consideration when dealing with a request which may make you ineligible to take sabbatical leave:

- where recent action has been taken in relation to your performance, conduct or attendance
- where the needs of the business, or anticipated needs of the business, dictate that a period of sabbatical leave would not be tenable for the period of time requested eg too many employees are on leave
- difficulty in covering your role whilst you're off.

### **Pay & benefits during sabbatical leave**

During sabbatical leave, pay and benefits will be affected as follows:

- Sabbatical leave is unpaid. Salary payments will recommence when the leave ends.
- If enrolled, you will remain a member of One25's pension scheme but pension contributions will pause until sabbatical leave ends.
- The start date of continuous service will not be affected and the period of time spent on sabbatical leave will count towards continuous length of service.
- Annual leave will continue to accrue during sabbatical leave. Where a sabbatical is approved, it will therefore be discussed how best to manage the year's holiday entitlement to ensure that an excessive amount of annual leave is not left to be taken once the employee returns.
- Other contractual and non-contractual benefits will pause during sabbatical leave.

### **Returning to work**

Upon return from sabbatical leave, you will normally re-take up the role you were performing prior to the commencement of leave. However, this may be affected by any redundancy or reorganisation that takes place during the sabbatical leave. One25 will ensure that you are fully consulted about any changes at the earliest available opportunity, given that the nature of the sabbatical can mean that you may not be contactable due to, eg, overseas travel.

### **Parental leave**

The following parental leave entitlements are available to those who are eligible:

- **Enhanced maternity/adoption leave:** 52 weeks leave in total. 6 weeks at full pay, 6 weeks at half pay, 27 weeks at Statutory Maternity/Adoption Pay rate and 13 weeks unpaid.
- **Statutory paternity leave:** 2 weeks at full pay taken in one block or two separate week long blocks.
- **Statutory shared parental leave:** Opportunity for a mother or adopter to share their entitlement to maternity/adoption leave with their co-parent.
- **Statutory unpaid parental leave:** 18 weeks unpaid leave for each child while they are aged between the ages of 0-18 years old. Leave must be taken in blocks or multiples of one week except for parents of disabled children\* who may take leave in blocks or multiples of one day. A maximum of four weeks' parental leave can be taken in respect of any individual child in one year.

For full details of these parental leave policies including eligibility, notice, terms and rights, please refer to the full policies in the policies and procedures section of this handbook.

## **Dependency leave**

### **Paid dependency leave**

You are entitled to take reasonable time off, without pay, to deal with a family emergency or urgent/unexpected immediate care needs; this is called dependency leave. Any time off should only be long enough to deal with the problem that has arisen and sort out any longer-term arrangements, usually no longer than 1 day.

This right to time off only applies when a dependant (i.e. spouse, partner, child, parent or a person living in the same household, but not a lodger or domestic worker) is involved. The person for whom you are taking time off must reasonably rely on you for help on a day-to-day basis or for making arrangements for them to be cared for and the incident or emergency must be quite serious and genuinely unexpected e.g. when a dependant is ill, injured or assaulted or when childcare arrangements suddenly breakdown.

Full time staff can claim up to **5 days paid dependency leave** per year (1<sup>st</sup> May – 30<sup>th</sup> April), and part time staff a pro rata allowance. Paid dependency leave should be recorded on Rise under Absence and Sickness. Request an absence, specify it at 'Other Paid Leave'.

If you need to use your dependency entitlement, you should notify your line manager as soon as reasonably practical with the reason for your absence and how long you are likely to be absent. Should you not notify us of the reason for your absence or if you are thought to have abused this right in some way, dependency leave may be refused and disciplinary action may be taken.

### **Using TOIL for caring responsibilities**

When paid dependency leave entitlement is exhausted, employees may use their accrued TOIL to manage unplanned but necessary caring responsibilities that require time off work. In this case TOIL may be taken and should be recorded on Rise.

If you have not accrued enough TOIL to cover the leave, you can take up to the equivalent of **3 days' negative TOIL** but this must be worked back as soon as practical and definitely within 3 months.

If negative TOIL is not worked back within 3 months from the date it was taken, unless in exceptional circumstances and agreed by your manager, it will automatically be converted to Leave (paid or unpaid if no paid Leave remains).

In the event that an employee leaves One25 still owing negative TOIL this will be deducted from any untaken leave or if no leave remains deducted as unpaid leave.

### **Using unpaid leave for caring responsibilities**

In addition, there is a statutory right to Carer's leave on an unpaid basis when the individual needing care has a long-term care need, defined as an illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age.

You are entitled to take up to **1 week in each 12 month period**. If you work 5 days a week, this will be 5 days. If you work part-time then your entitlement will be the equivalent of your normal weekly hours. You can take a minimum of half a working day at a time; a working day meaning your usual working pattern. There is no need for the leave to be used on consecutive days.

You will need to provide notice, although this does not need to be in writing. You will need to give notice which is either twice the length of time being requested, or three days, whichever is the longest. We can decide to waive the notice requirement provided the employee is otherwise eligible to take carer's leave.

We will not deny a request for carer's leave and will make every effort to accommodate it for the time period requested. There could be instances where it might have to be postponed if we feel that the operation of the business would be unduly disrupted if the leave was approved. If we do need to postpone the leave you have requested, we will talk to you to explore alternative options and we will provide this to you in writing within 7 days of your request explaining why and dates within the following month that are available for you to take your leave instead.

### **Leave for jury service and public duties**

If you are required to be a witness in court or attend Jury Service, leave of absence will be granted. If you are summoned to attend Jury Service, you must notify your manager immediately on receipt of the Jury Summons, giving details of the dates you are required to attend court.

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

One25 will pay you your normal salary, minus claimable loss of earning from the court, for a maximum of 2 weeks. Longer periods will not be paid and you will need to claim for loss of earnings: **[www.gov.uk/jury-service/what-you-can-claim](http://www.gov.uk/jury-service/what-you-can-claim)**.

It is expected that on any days you attend for court, and are not selected or are dismissed early, you should return to work for the rest of the working day.

## **Prayer and Reflection Time**

One25 wishes to provide an inclusive and welcoming environment for people of all faiths and beliefs. While there is no legal or contractual right to religious leave or time off to pray, One25 will consider all such requests sympathetically and look to accommodate requests for religious observance, prayer time or time for reflection where there is no apparent or unmanageable impact on operations or performance.

Requests for prayer/reflection time should be discussed with your manager to make arrangements and ensure any impact on operations is manageable. Time off for religious observance should be taken from the employee's rest periods or annual holiday entitlement, where this is possible. Where it is not possible (e.g. if there is not sufficient time during their breaks), employees and their manager may discuss the best way to accommodate time for religious observance on a case-by-case basis. This may include the employee working additional hours in lieu of the time taken off or it may include adjusting work activities to minimise the impact of any time off. If the employee wishes to take the time off as annual holiday, they should make the request in accordance with One25's annual holiday procedures.

Spaces such as One25's meeting rooms may be booked and utilised for prayer/reflection time where there is availability to do so.

## Pay and benefits

### Salaries

In line with one of One25's strategic goals, One25 are committed to valuing our high performing employees to support them in delivering consistent and quality services to women. Rewards, i.e. benefits and pay, are one means of valuing employees and can help to attract and retain staff.

When reviewing and setting pay and benefits, One25 aims to be fair, proportionate, transparent and compliant with legislation. To ensure pay is fair and proportionate, there is a defined pay scale structure linked to a job description scoring matrix to ensure that pay differentials are objectively justified. Salaries are also benchmarked against external sources by reviewing similar roles in comparable organisations to our own. Salary reviews are also conducted via a defined process outlined in the **Pay Review Policy**.

### Getting Paid

Your salary will be paid into your bank account on or before the 25<sup>th</sup> of each month. The pay you receive will be your monthly salary minus deductions for income tax, national insurance and, if applicable, any other agreed deductions such as pension, student loans or payment plans such as the Cycle Scheme or Health Cash Plan.

Each month, your salary payment is for the whole calendar month. For example, your pay on 25<sup>th</sup> January is payment for the 1<sup>st</sup> January to 31<sup>st</sup> January period. It is possible that things may arise that affect your pay after each month's payroll processing is complete. If that happens, an adjustment may be made the following month.

If you work in a frontline role, you may perform on-call duties and payment for these are handled differently. On-call payments are paid one month in arrears. For example, if you do an on-call shift in January, you will be paid for it on or before 25<sup>th</sup> February.

Payslips are issued digitally on the IRIS ePayslips platform on or just after 25<sup>th</sup> of each month.

### Recovering money owed to One25

It is possible, but unlikely, that that you could be paid more than you are entitled to. This could occur for a number of reasons such as, but not limited to, a last-minute change in terms and conditions, needing to repay a cost incurred by One25 or a mistake in the payroll process.

One25 is entitled to recover from you any money owed to One25. Such recovery can be made by way of deduction from your salary, or from such other sums as may be owed to you by One25. In the case that money needs to be recovered, this will be discussed



with you to determine the most appropriate and manageable method/payment plan.

## **Pensions**

### **Auto-enrolment & opting-in**

To help people save for their retirement, employers have a legal duty to automatically enrol most employees into a company pension scheme within 3 months. If you meet the government defined criteria, you will be enrolled 3 months after you start. Once enrolled, you will receive a welcome pack via email with everything you need to know and how to access your online pension account.

If you want to be enrolled earlier, you can opt-in. If you don't meet the eligibility criteria, you can still opt-in. Email **HR@one25.org.uk** to request this.

### **Pension contributions**

One25 uses the Nest pension scheme and payments into your pension pot will be made each month. The employee contribution is 5% of your pre-tax monthly earnings; this will be deducted from your monthly pay and listed on your payslip as a deduction. One25 also makes an employer contribution equivalent to 3% of your pre-tax monthly earnings.

If you want to increase your employee pension contribution at any time, you may request this via **hr@one25.org.uk**.

One25 will review the feasibility making employer contributions which are above that required by legislation annually. Any increases would be entirely discretionary and One25 reserves the right to change, amend or withdraw any scheme or any part of a scheme at any time.

### **Opting out & re-enrolment**

As employers are obligated to enrol eligible employees, you must first be enrolled before you can opt-out. Your Nest welcome letter will outline the method for opting out and the timeframe for doing so. If you wish to opt-out of the company pension scheme, you must do this directly with Nest and within one month. Once you have opted out, your Nest account will be closed and you will be refunded any pension contributions which have already been made in your next salary payment.

Please note that employers are obligated to re-enrol people who have opted out every 3 years. If you are re-enrolled, you will receive a new welcome pack and would need to opt-out again.

## **Other benefits**

In addition to an employee's salary, is able to offer a comprehensive range of benefits designed to enhance staff wellbeing and promote a healthy work/life balance.

Periodically, staff will be consulted on One25's benefits package and conduct reviews of the benefits on offer.

All staff are entitled to the same benefits package (apart from the exceptions\* listed below).

Current benefits include:

- Enhanced annual leave entitlements of 25 days (plus 3 days over Xmas when One25 services close, plus bank holiday entitlement)
- Wellness leave
- Length of service holiday awards after 2 and five years of service
- enhanced Company sick pay
- Up to 5 paid days emergency dependents leave (per year)
- Up to 2 days paid for moving house (per year)
- A TOIL (time off in lieu) system to promote work / life balance and enables staff to work their hours flexibly and take up to another 13 days off per year.
- flexible working arrangements (where approved)
- Health Cash Plan with access to counselling, employee assistance line, GP services and cash-back for various health procedures
- Dr Bike – bicycle servicing twice per year
- Fika – time off for coffee and cake with a colleague, on us!
- staff cohesion events and opportunities such as shared lunches and picnics.
- annual team away days
- regular one – to one counselling for frontline staff
- learning and development opportunities

## Health, safety & wellbeing

The Health and Safety at Work Act places general duties for health and safety on all people at work - employers, employees and self-employed people. All employees have a statutory duty to observe all health and safety rules and to take all reasonable care to promote the health and safety at work of themselves and their fellow employees.

One25 will make every effort to ensure the work environment and experience does not negatively impact physical and mental health. However, we also recognise that sometimes times work can become stressful and that the nature of One25's work may have significant emotional impact. At certain times in people's lives, they may be less able to tolerate these stresses than previously they would have been able to handle. As such, this chapter details some key provisions that aim to promote health, safety and wellness for employees. All employees should also read One25's **Health & Safety Policy** and **Wellbeing Policy** to understand One25's main duties and obligations as your employer, details of what we expect from you and measure in place to support your wellbeing.

### Occupational Health

One25 has responsibilities around the occupational health of all employees to ensure work activities do not negatively impact physical and mental health. We implement numerous occupational health measures in planning roles, work environments and services to manage this. This includes DSE assessments to ensure your workstation is safe and risk assessments for premises and services.

Sometimes, employees might have a health issue or a disability is preventing them from delivering their role, attending work, performing as needed or that a work activity is impacting their health. In these situations, we will work with you and consider what can be done to support you to feel well and to succeed in their role. This might include completing a risk assessment and making reasonable adjustments relating to your work environment, your role or processes.

Sometimes, we may identify that professional advice would be helpful to ensure we are implementing the correct reasonable adjustments and supporting you in the best possible way. In these cases, we may ask if we can arrange for an occupational health assessment with an external professional.

### Line Manager Support

Your line manager is available to support your health, safety and wellness at work. If you feel that your job is causing you undue stress, you must speak with your Manager and discuss ways of addressing the situation. One25 wishes to help employees suffering from stress, but cannot help unless the employee makes someone aware of the problem.

## External supervision

If you are in a frontline role, you will receive external supervision to support them with the vicarious trauma you might be experiencing from your work with service users.

External supervision is also available for any other employee should they be experiencing difficulties at work as a result of work pressures and/or personal matters. In such cases, it may be offered on a fixed term basis as a means of supporting your wellbeing.

## Wellness Action Plans

Wellness Action Plans (WAP) are a personalised, practical tool that can be used to help us identify what keeps us well at work, what can cause us to become unwell and what we find helpful when we experience poor mental health.

We encourage the use of wellness action plans as a part of line management; they can be helpful tools to talk about communication preferences, ways of working and potential triggers that will support your relationship during your employment. Your manager will offer you the opportunity to complete one and they can be used in a number of ways:

- An employee can use this as a self-reflective tool
- An employee may share their completed WAP with their manager to open up a dialogue and build an understanding of needs and support conversations about wellbeing.
- An employee can share their WAP with their team to promote openness and to support each other & work together effectively.
- An employee can choose not to complete a WAP. It is entirely optional.

## Wellbeing Champions

Wellbeing Champions are trained mental health first aiders who are available to provide confidential support to colleagues who are experiencing poor mental health. They can be a listening ear or provide signposting to resources or services that might help in the longer term. As well as providing 1-2-1 support, the mental health champions will deliver some wellbeing sessions for staff across the year. If you would like to access support from the mental health champions, email them at **MHChampions@one25.org.uk** or have a chat with them in the office.

## Health Cash Plan

One25 offers the HSF health cash plan for all employees. You will be asked to confirm that you are happy to be enrolled in this during your HR induction and we will connect you with HSF to find out about how this works and how you can utilise it.

The health cash plan allows you to claim back some money towards various health expenses and have free access to some services. Employees are enrolled for the basic corporate Family 100 health plan which also extends cover for your partner and children (if in the same household) at no extra cost. The cost of the basic plan will be covered by One25 and it is at a rate which means that it does not become a taxable benefit so it won't result in you being taxed more. There are other levels of increased cover that you can choose to upgrade to at your own cost. If you choose to upgrade, the additional cost is deducted from your monthly pay.

There are over 35 benefits which include:

- Money back plans for optical, dental, acupuncture, chiropody, chiropractic, homeopathy, osteopathy and physiotherapy.
- Money back for medical procedures including allergy testing, health screening, birth/adoption grants, overnight hospital stays and day case surgery payments
- Personal accident cover
- HSF Assist – advice line & telephone or face to face counselling service
- GP Advice Line, Virtual Doctor & prescription service
- Legal Helpline.
- PerkBox – discounted offers on a range of products, activities and services

## Eye Tests

All employees who habitually use visual display units (VDU), also known as display screen equipment (DSE), as a significant part of their normal work are entitled to an eye test every 12 months, if they would like one, and a contribution towards glasses if the test shows that an employee needs special glasses prescribed for the distance the screen is viewed at.

Vouchers for VDU eye-tests at Specsavers can be requested by emailing [hr@one25.org.uk](mailto:hr@one25.org.uk). Your voucher will be issued to you via email and you can use this to book an eye test at any Specsavers branch. Where the test and prescription indicate that glasses are required specifically for VDU use, the voucher will entitle the employee to a £49 contribution towards the cost of glasses as well.

This is provided in addition to the Health Cash Plan. For example, you can use the eye test voucher to cover the cost of your eye test and then use your optical allowance within the health plan to reclaim the cost of glasses.

## Menstrual and menopausal health

Menstrual and menopausal health refers to the range of physical, mental, and emotional experiences associated with menstrual cycles, menopause, and related conditions such as, but not limited to, period pain, PMS, PMDD, PCOS and premature/peri-/post-menopause.

One25 acknowledges that everyone's experience on menstrual and menopausal health is unique; some people may experience minimal symptoms while for other there are tangible psychological and physical symptoms. We are committed to taking a flexible and person-centered approach to supporting employees so if your experience of symptoms is impacting your ability to work, we would encourage you to discuss this with your manager to share your experiences and to explore together what type of support or reasonable adjustments might help. If you don't feel comfortable discussing your symptoms with your manager, you may contact HR.

Support available to staff experiencing symptoms of menopause of a menstrual health related condition that is impacting them at work can include: informed and person-centered managerial and/or HR support, completion of a risk assessment, adjustments to workplace environment, working hours or work activities, support via the Employee Assistance Programme, flexibility to attend medical appointments and/or referral to an occupational health assessment service.

## Cycle Friendly

One25 recognises the environmental, health, financial and practical benefits of cycling and as such strives to encourage staff to commute by bicycle, where possible.

Initiatives that have been implemented to promote cycling include:

- Secure and under-cover bike parking to provide protection from theft and from the elements. Bike store keys can be requested from OST.
- Bicycle pump and puncture repair kit on site for staff to use.
- Shower facilities for staff.
- Membership of Cycle Scheme: employees are able to save between 25-39% of the cost of a new bike and accessories, whilst also spreading the cost by paying monthly via salary deductions. Please email [hr@one25.org.uk](mailto:hr@one25.org.uk) to request guidance on accessing the scheme.

## Driving

We do not provide company transport but, depending on your role, it is likely that you may be driving on One25 business. For these times the following applies:

- The vehicle being used should be roadworthy, taxed and safe to drive and you should hold a current and valid driving licence.
- There should be the relevant insurance in place for business use: we require to see evidence of this if business mileage expenses are to be claimed.
- We accept no responsibility for loss and/or damage to the employee/their vehicle or any 3<sup>rd</sup> party as a result of using the private vehicle on One25 business. Insurers will usually add this cover for little or no additional cost. Where there is a cost for adding business cover, and your duties require the use of your vehicle, line managers may authorise a contribution of up to £20 towards this cost. You will need to provide evidence of the cost of the business cover from your insurer.
- Employees must not consume alcohol or drugs prior to or during the course of driving. Infringement of this rule may result in dismissal.

- Employees must not use their mobile phone without a hands-free kit while driving. If an employee is found guilty of a criminal offence committed while driving on One25 business, they will be personally liable for any fine or penalty levied.
- We do not expect employees to be driving on One25 business when excessively tired due to working an extremely long day or having to get up exceptionally early (other than your allocated shift start time). Please speak to your manager to discuss options so that the situation does not occur.

## **Adverse Weather**

One25 does not expect employees to put their own safety at risk when travelling into work during adverse weather conditions, but they should make every endeavour to attend work if practical.

If authorities advise that due to severe weather conditions roads and public transport should be avoided, One25 requires employees who are unable to attend work, or if they did attend work would be significantly late, to advise their manager as soon as possible. However, employees should do their best to anticipate problems getting into work and make arrangements with their manager the day before to work from home.

One25 is under no obligation to pay employees who do not attend work, if employees are found to be abusing these guidelines their pay will be withheld and disciplinary action may be taken.

## **Smoking**

We prohibit all smoking inside our premises in order to provide a safe and healthy environment for all our employees and visitors. You can smoke outside the building providing appropriate caution is taken to avoid any fire risks or breach of our health and safety policy. Any employee found to be in breach of this policy will be subjected to disciplinary action which may result in your dismissal.

## **Alcohol and drugs**

The use of alcohol or drugs (including but not limited to any banned substance) at the workplace and / or during working hours is strictly prohibited, other than prescription medication which your medical practitioner has confirmed will not affect your ability to work safely. If your performance or attendance is affected as a result of alcohol or drugs or we believe you have been involved in a drug related offence you may be subject to investigation and disciplinary action which may lead to your dismissal.

One25's **Substance Use Policy** further outline's the organisation's approach to dealing with either intermittent or continuous use of drugs and/or alcohol, which interferes with work performance, productivity and safety. Please refer to this policy for more information.





# Performance, Learning & Development

## Induction

When starting a new role, you will be provided with an induction plan to support you to perform well in your role and to understand your responsibilities and duties. Induction plans will vary from role to role, but you can expect to receive a combination of formal and informal training, shadowing opportunities and regular supervision and support to help you embed and succeed in your role, as well as activities and meetings to help you get to know One25 and connect with others. Please check your individual induction plan for more details.

New employees will be subject to a 6 month probation period to confirm their suitability for employment. Your line manager will work with you to develop goals and milestones which should be met during this period and you will have review meetings to check your progress towards delivering all aspects of your role.

## Supervision & Appraisals

### Supervision

You will meet with your manager for regular supervision meetings – usually monthly or at least every six weeks. Supervision meetings are used to ensure you receive one-to-one managerial support around your work and wellbeing. Supervisions will give you an opportunity to discuss:

- Your wellbeing
- Actions from previous supervision meetings
- Workload and updates on current priorities
- Appraisal goals
- Training and development needs
- Use of holiday, TOIL and Wellness Leave
- AOB from either the employee or manager

### Appraisals

Employees will also undergo an annual appraisal to review and celebrate individual performance and achievement across the year, and to look forward and set objectives and development goals for the coming year. It is also an opportunity to review job descriptions and ensure any change in responsibilities is acknowledged. Appraisals will happen between July and September each year, unless you are within your probation period. There is further guidance around the appraisal process on SharePoint in Information for All Staff/Appraisals.

## **Learning and Development**

We are committed to support employees to meet their learning and development objectives relating to their role, organisational aims and future career aspirations. Learning is a key value at One25 and we try to optimise opportunities for it to happen.

Learning and development needs will vary from person to person, and role to role. Through the course of your employment, we encourage regular conversations around development needs and interests and will try to deliver training solutions and development opportunities that meet these needs. You will also be asked to undertake some mandatory training activities in order to meet our compliance obligations and ensure that One25 operates at safely, inclusively and effectively.

Learning and development opportunities may take the format of:

- Externally/internally led training workshops
- eLearning/online/video courses
- On-the-job training
- Coaching, mentoring & feedback – both providing or receiving
- Shadowing and secondments
- Self-directed learning
- Cross-organisational projects
- Formal qualifications
- Reflective practice
- Action learning

You and your manager should discuss and monitor progress against your learning and development goals during appraisals and supervisions.

You should log all training and development activities that you undertake on Rise in your training log.

## **Performance improvement needs**

At any time, not just during probation review meetings or appraisals, performance improvement needs may be discussed. These may be things your manager has noticed or things that you are finding challenging and would like further support or development in.

In line with our values, addressing performance improvement needs is about learning and growth, rather than placing blame. These conversations are normal, encouraged and they will often come about naturally as you and your manager reflect on your work and how things are going. They are valuable as opportunities for collaborative, constructive and focused conversations for improvement and will allow you and your manager to identify adjustments or additional support that is needed.

In most cases, performance improvement needs can be addressed informally through regular supervision and feedback sessions; sometimes it will be a brief conversation, sometimes there might be some adjustments made or goals/actions set, sometimes a more structured plan might be put in place. Whatever the approach, it will be based on individual needs and always with the aim of supporting improvement.

In the event that improvement to the required standard is not achieved through these informal methods, performance will be addressed through a formal disciplinary process. You can find the Disciplinary Policy in the final section of this policy.

## Leaving One25

### Notice / Termination of employment

Your employment with us may be terminated by either you or One25 and notice periods are shown in your Statement of Terms and Conditions of Employment and can be found on Rise.

### Giving notice to end your employment

In the event that you decide to resign, please inform your manager so that you can confirm any necessary arrangements in terms of final working day, use of annual leave/TOIL and how you wish your colleagues to be notified of the change. Your formal notice should be submitted in writing to your manager or to **hr@one25.org.uk** and you will be issued with a leavers letter which will confirm final details regarding your employment ending. Any reference requests from new employers should be sent to **hr@one25.org.uk**.

In the normal course of events, One25 will expect you to attend work during your notice period. However, One25 may require that you do not perform any duties or may require you to perform such other duties which it specifies and which are consistent with your position within One25; or that you do not attend One25's or client's premises during any period of notice.

### Preparing to leave One25

You should factor the following into your preparations to leave One25:

- **Handover:** In order to ensure smooth continuity of your work, you will need to prepare a handover document/resource. Your manager will confirm what is required and ensure that you have time to prepare this during your notice period.
- **OneDrive:** You should ensure that any important files or resources saved within your OneDrive are transferred to your manager to save in an appropriate shared library for future reference. Anything left in your OneDrive will be deleted.
- **One25 property and information:** all equipment, technology, paperwork and documents should be returned to your manager or OST. This includes, laptop, phone, chargers, DSE equipment, ID badge, keys, credit card and any passwords for locked documents or systems we may need to access in future.
- **Desk and drawers:** you should leave your desk and drawers clean and empty.
- **Pension and payroll:** you should change your registered email address in your payroll and pensions accounts to your personal email address so you continue to access payslips and manage your pension after you leave.

**Exit interviews**

We would value the opportunity to learn from your employment experience. To do this, you will be offered the opportunity to have an exit interview with a member of the SMT who is not your line manager or within the line of management. Exit interviews allow us to understand your reasons for leaving, what you have valued and where you think there can be improvements made.

**Final salary payment**

You will receive your final salary payment according to the usual monthly payroll schedule and method. Things that may affect your final payment include where you have taken more holiday leave than has been accrued by the end of your employment and this may result in a deduction in order to repay the unaccrued leave, or where there is outstanding debt or loans due to One25 must be paid. We reserve the right to deduct any outstanding amount from any payment due from date of resignation and / or your final salary payment and to recover any balance as a debt (using third parties if needed).

If you have accrued holiday leave which has not been used, you will be asked to use your remaining holiday leave during your notice period. In exceptional circumstances, when it is not possible for the holiday leave to be used, line managers may authorise that you receive payment for your unused holiday leave.

If you have accrued TOIL, you will be asked to use your remaining TOIL during your notice period. It is not possible to receive payment in lieu of TOIL.

## **Policies and Procedures**

In this section of the handbook, you will find the detailed guidance of policies and procedures which you won't need to access routinely, but could be relevant to you during your employment at One25.

These include:

- Harassment and Bullying Policy
- Flexible working policy
- Parental leave policies: maternity/adoption leave, paternity leave, shared parental leave, unpaid parental leave
- Sickness absence management policy
- Pregnancy loss policy
- Performance management policy
- Grievance policy
- Disciplinary policy
- Redundancy policy

## Harassment & Bullying Policy

We are committed to providing a work environment where everyone is treated with dignity and respect. Harassment, bullying and victimisation of any kind will not be tolerated. All employees, volunteers, contractors and those associated with One25 have the right to work in a supportive and safe environment, free from any form of hostility, intimidation, degradation, inappropriate or unwelcome behaviour.

This policy outlines information about harassment and bullying and the process which should be followed in the event that an employee experiences or witnesses harassing or bullying behaviour by any individuals relating to One25; this may include employees, volunteers, service users, partners, funders, suppliers or any other third party.

### Definitions

**Harassment or bullying** is any unwanted behaviour that causes someone to feel threatened, humiliated, or undermined. It is often a pattern of behaviour but can also involve a single serious incident that violates a person's dignity or creates an intimidating, hostile, degrading, or humiliating environment. Some forms of harassment, for example sexual harassment or harassment linked to a protected characteristic under the Equality Act 2010, are illegal.

**Victimisation** refers to when someone is subjected to **detrimental treatment** because they have:

- Made or supported a complaint of discrimination
- Given evidence or information relating to a complaint of discrimination
- Raise a grievance about discrimination
- Alleged, in good faith, that someone has broken the law in relation to equality

**Detrimental treatment** could include things like being demoted, excluded, unfairly criticised or denied opportunities at work.

### Types of harassment and bullying

Anyone can experience bullying. The following are examples of forms bullying may take:

- Derogatory name-calling
- Derisory remarks, verbal abuse, insults and threats
- Ridicule or belittling of an individual
- Repeated gibes in reference to personal traits or appearance
- Offensive verbal or practical jokes
- Exclusion from normal workplace conversation or social events
- Unfair allocation of work and responsibilities
- Offensive graffiti or insignia
- Display or electronic transmission of offensive material
- Physical attack
- Incitement of others to commit any of the above

The following types of harassment are illegal and/or acts of discrimination:

**Sexual harassment** may include:

- Unwelcome attention, romantic or sexual advances
- Inappropriate touching or physical contact
- Sexual or suggestive comments or jokes
- Displaying or sharing inappropriate content
- Comments or questions about someone's sex life or sexuality
- Spreading rumours about someone's sex life or sexuality
- Implying or explicitly stating that decisions or outcomes are/may be based on engagement or lack of engagement in sexual conduct

We have a legal duty to take reasonable steps to prevent sexual harassment of employees in the course of their employment. Sexual harassment in the course of employment includes sexual harassment by colleagues and third parties employees may encounter while doing their jobs, including service users, customers, contractors, funders, partners, visitors and members of the public. We'll take a proactive approach to preventing sexual harassment of employees and we'll prioritise our actions based on our assessment of risks.

**Harassment relating to disability** may include:

- Unwelcome discussion of the effects of a disability on an individual's personal life
- Mocking or making jokes about a disability
- Refusal to work / study alongside a person with a disability
- Communicating with a person with a disability via a third party
- Excluding a person with a disability or who cares for a person with a disability from social events or meetings
- Uninvited, patronising or unnecessary assistance with work / study
- Questioning the legitimacy of someone's disability
- Prejudging an individual's capabilities without reference to them
- Mischievous interference with personal aids or equipment

**Harassment relating to sexual orientation or gender identity** may include:

- Homophobic, biphobic or transphobic hostility, slurs or insults – either verbally or through sharing offensive content/materials
- Deliberate misgendering
- Questioning or invalidating someone's gender identity or sexual orientation
- Exclusion or ostracism based on sexual orientation or gender identity
- Mocking or making jokes about someone's sexual orientation, gender identity or expression
- Disclosing someone's sexual orientation or gender identity without consent
- Refusing to work with or interact with someone because of their LGBTQ+ identity



- Making assumptions about someone's capabilities, preferences or interests based on stereotypes.

### **Harassment relating to race and ethnicity** may include:

- Racial slurs, derogatory references, threats, intimidation or violence because of their race
- Imitating or mocking accents or dialects, or making fun of cultural practices or traditions
- Making assumptions or comments about behaviour, intelligence, work ethic or interests based on racial stereotypes
- Racially insensitive jokes or comments
- Excluding or isolating someone due to their race or ethnicity
- Questioning someone's nationality or legal status based on their appearance or ethnicity – e.g. Asking someone where they are 'really from'
- Questioning or forcing someone to justify or explain their racial identity
- Refusing to work with or interact with someone because of their race

### **Harassment relating to age** may include:

- Age related insults or comments which are derogatory or dismissive
- Assuming or questioning someone's abilities, knowledge, skills, physical capabilities or willingness to learn based on their age
- Mocking someone's physical appearance related to aging
- Excluding individuals from training, promotions, meetings or social events due to their age – e.g. assuming that someone is too close to retirement or younger people are not yet ready for leadership roles
- Using age as an excuse to undermine authority
- Making fun of someone's preference, tastes or opinions by attributing them solely to their age or generation
- Belittling or patronising behaviour based on age

### **Harassment relating to sex** may include:

- Making negative or belittling remarks about a person's abilities, behaviour, or appearance based on their sex
- Sexist jokes
- Assuming someone's strengths, weakness or interests based on traditional gender roles
- Dismissing or questioning someone's expertise, authority, or contributions due to their sex
- Giving tasks or roles to individuals based on gendered assumptions, such as expecting women to take on note-taking, organizing, or other administrative tasks by default
- Providing unequal compensation or opportunities for advancement based on sex, rather than qualifications or performance

- Hostility toward pregnancy or parental responsibilities – e.g. assuming women won't be committed to their work after having children

### **Harassment relating to religion or belief** may include:

- Making insulting or offensive remarks about a person's faith, religious practices, or personal beliefs, or suggesting that their beliefs are inferior, irrational, or outdated.
- Making fun of or ridiculing someone's religious practices, clothing, dietary restrictions, prayer habits, holidays, or symbols
- Pressuring someone to participate in religious practices they do not follow or to abandon or hide their own beliefs in the workplace or academic setting
- Deliberately excluding someone from work or social activities because of their faith or beliefs
- Displaying or expressing open hostility toward visible religious symbols, such as crucifixes, hijabs, yarmulkes, or turbans, or insisting they be removed in a way that violates someone's faith
- Imposing one's religious views on others in the workplace or educational setting, or making others feel inferior for not following a particular faith or belief system
- Spreading false or negative stereotypes about a particular religion or belief
- Offering different opportunities, responsibilities, or treatment to individuals based on their religious affiliation or lack of belief

### **Harassment relating to pregnancy/maternity** may include:

- Making derogatory remarks about a person's pregnancy, such as implying that they are not as committed to their work because they are pregnant or treating the pregnancy as an inconvenience to the team
- Criticising or questioning an employee for taking time off for antenatal appointments, illness related to pregnancy, or maternity leave
- Commenting on a pregnant employee's body, touching their stomach without permission, or making remarks about weight gain in a way that makes them feel uncomfortable or self-conscious.
- Making assumptions about future career plans and treating someone unfavourably after maternity leave
- Criticising or making inappropriate remarks about an employee's decision to breastfeed or express milk at work, or making it difficult for them to access suitable facilities for breastfeeding or expressing

### **Harassment relating to marriage/civil partnership** may include:

- Making derogatory or belittling comments about an employee's marriage or civil partnership, or implying stereotypes about married people.
- Showing less respect for civil partnerships compared to marriages, or making comments that imply civil partnerships are less important than marriages.

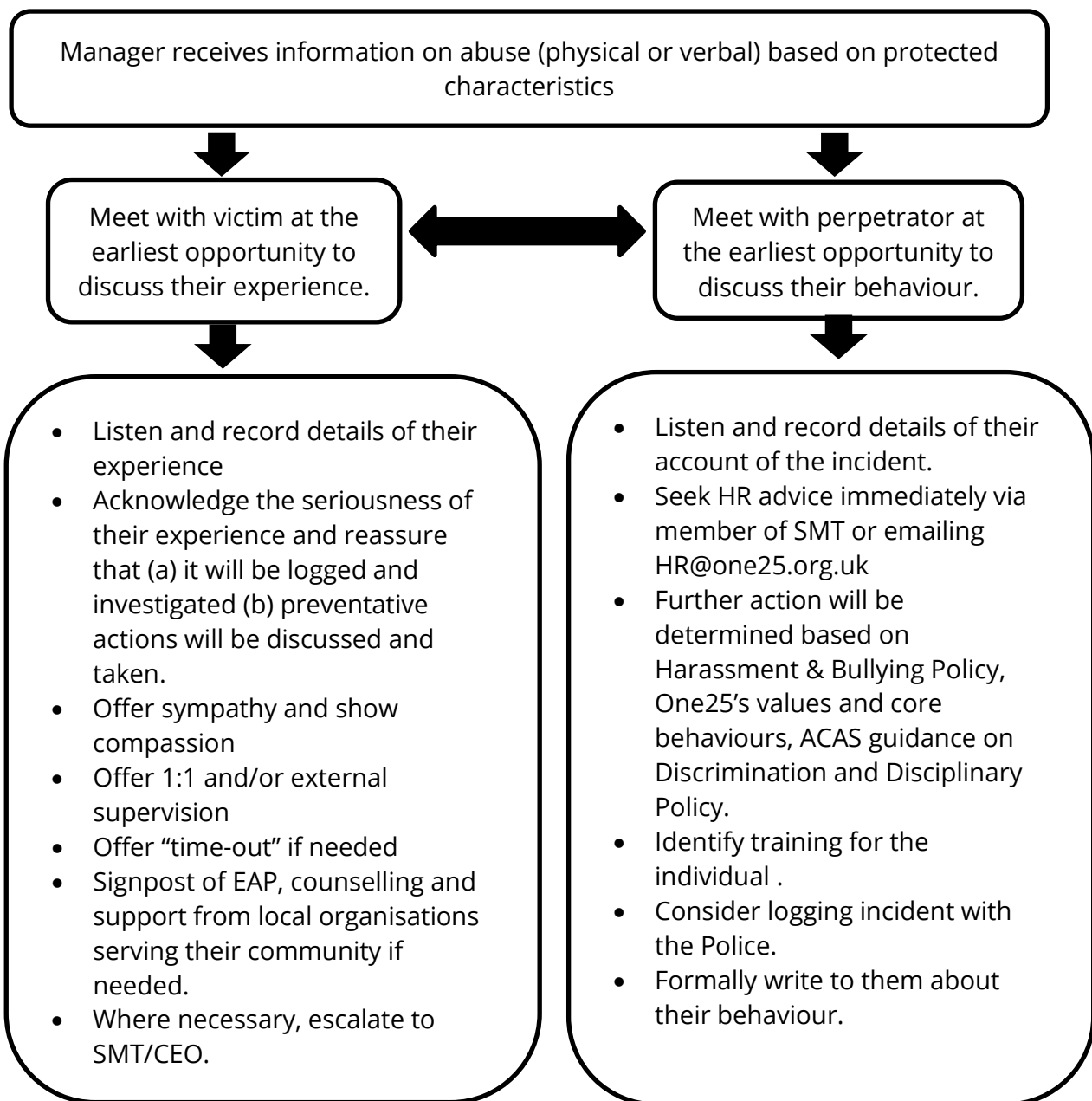
**Reporting harassment, bullying or victimisation**

If you experience or witness harassment, bullying, or victimisation, you should:

- Report the matter to your line manager as soon as possible
- If uncomfortable approaching your manager, or if they are the perpetrator, you may raise the issue directly with HR or a member of the SMT.
- To report anonymously, use digital suggestion box.

All reports will be treated seriously, investigated thoroughly, and dealt with in a confidential and timely manner according to process below:

**Flow chart for managing incidents of harassment and abuse**



Disciplinary action will be taken if the complaint is considered to be justified. Retaliation against anyone for reporting in good faith (victimisation) is a disciplinary offence.

An allegation of bullying or harassment is a serious one. An employee who brings a complaint of bullying or harassment will not suffer any victimisation for having done so but, should their complaint prove to be untrue, malicious and / or made in bad faith, then disciplinary action may be taken against the person making the complaint. This is necessary in order to protect the integrity of this policy.

## Flexible working

You may request to work flexibly. There is not an automatic right for your request to be granted as there may be circumstances when it is not possible to accommodate an employee's desired work pattern.

### Eligibility

- be an employee
- have not made more than one other application to work flexibly in the past twelve months

### Changes that may be requested

Eligible employees will be able to request:

- a change to the hours they work
- a change to the times when they are required to work
- to work from home

### The procedure

- An employee must make an application in writing specifying the proposed change and may only make two applications per year. Those applications which are accepted will result in a permanent change to the employee's own terms and conditions of employment, unless agreed otherwise
- Once the application has been received arrangements will be made to talk privately with you as soon as possible (this may be in a meeting format or in some other way e.g. phone).
- There is no automatic right to be accompanied at any meeting however this may be offered in which case it will need to be a work colleague or a trade union official.

### The decision

One25 is committed to being a flexible employer and will make every effort to accommodate flexible working requests.

There may be some circumstances where it is not possible to approved a flexible working request. In these cases, one of the following reasons (as defined by ACAS) will apply:

- extra costs that will damage the business
- the work cannot be reorganised among other staff
- people cannot be recruited to do the work
- flexible working will affect quality
- flexible working will affect performance
- the business will not be able to meet customer demand
- there's a lack of work to do during the proposed working times
- the business is planning changes to the workforce

The organisation will advise you of the decision including any appeal within two months of the date of the application.

### **Right to appeal**

If your request is rejected, you have the right to appeal.

Your appeal must:

- be in writing and dated;
- set out the grounds on which you are appealing; and
- be sent to the person stated in your outcome letter within 14 days of the date on which you received the written rejection of your request.

The Organisation will arrange for a meeting to take place within 14 days of receipt of your appeal. The meeting will be held at a convenient time for all those attending and, as at the meeting that considered your request, you may be accompanied by a colleague.

An appeal chairperson will be selected, specifically for the appeal and where possible this will be an independent person who was not involved in the original decision, however in a small organisation such as ours this will not always be possible.

You will be informed in writing of the final decision within 14 days of the date of the appeal meeting.

If your appeal is upheld, you will be advised of your new working arrangements, details of any trial period, an explanation of changes to your contract of employment and the date on which they will commence.

Where your flexible working request or appeal are upheld, the changes to your terms of employment will be permanent. You will be able to make a further formal flexible working request provided you have not made more than one other within the preceding 12 months.

If your appeal is rejected, the written decision will give the business reason(s) for the decision and explain why the reason(s) apply in your case. You will not be able to make another formal request until 12 months after the date of your original application.

## **Maternity/Adoption leave and pay**

Note: We have written our family leave policies using gender neutral language wherever possible to ensure inclusivity for LGBTQ+ parents. However, for clarity relating to the legislation for family leave provision, the statutory terms 'maternity' and 'paternity' will still be used in policies and systems where necessary.

### **Eligibility for maternity/adoption leave**

In order to qualify for maternity/adoption leave you must:

- be an employee
- for maternity - notify us at least 15 weeks before your due date of when your baby is due and when you would like to start your maternity leave
- for adoption – notify us within 7 days of being matched with a child of when you would like your leave to start, how much leave you want and the date of placement (the expected or actual date the child is due to be placed with you)
- for maternity - provide proof that you are pregnant by providing a MatB1 form from your GP / midwife
- for adoption – provide proof of the name and address of the agency, the date the child is matched (i.e. the matching certificate), the expected or actual date of placement (e.g. letter from the agency), the relevant UK authority's official notification confirming the parent is allowed to adopt.

### **Eligibility for statutory maternity/adoption pay (SMP/SAP)**

To qualify for SMP/SAP, in addition to the eligibility criteria above, you must also:

- have worked for us continuously for at least 26 weeks up to the 15<sup>th</sup> week before the expected week of childbirth (EWC) or the 7 days of being matched with a child

We will write to you within 28 days of notification confirming your start and end dates.

### **Antenatal care**

All pregnant employees, regardless of their length of service with the One25, are entitled to the necessary paid time off to keep appointments for antenatal care.

### **Adoption appointments**

The primary adopter will be able to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

### **Length of maternity/adoption leave**

Pregnant employees and employees who are adopting have the right to take up to 52 weeks maternity/adoption leave. The first 26 weeks of this period is known as ordinary maternity leave (OML) and ordinary adoption leave (OAL) and the remaining 26 weeks is known as additional maternity leave (AML) and additional adoption leave (AAL). These

terms are important because your rights on returning from maternity/adoption leave are different depending on whether you come back at the end of ordinary maternity/adoption leave, or at the end of additional maternity/adoption leave.

Your maternity leave cannot commence until you are 29 weeks pregnant and must include the 2 weeks following the birth of your baby (compulsory maternity leave – CML). Your adoption leave can start 14 days prior to adoption. You must notify us of your intention to take leave no more than 7 days after being told you have been matched and notify us 28 days before (or as soon as is reasonably practical) when you wish to start claiming statutory adoption pay.

Some surrogate parents will become eligible for adoption leave – speak to your line manager if you think this applies.

### **Contractual and company benefits**

Women are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to remuneration, throughout the 26 weeks OML/OAL period and 26 weeks AML/AOL period. While remuneration will not be due, most women will be entitled to company and statutory maternity pay (SMP) or company and statutory adoption pay (SAP) if they have completed 26 weeks' continuous service into the 15th week before the EWC or from the date the child is placed with them. They must also have received average weekly earnings at or above the lower earnings limit (as set annually by the government) in the last eight weeks' earnings up to and including the 15th week before their EWC.

Company maternity / adoption pay and SMP/SAP are paid in the same way as your salary, directly into your bank/building society account at the time when your salary would be paid. Your payslip will be sent to your home address. They are subject to all normal payroll deductions, including tax and national insurance contributions.

If you do not qualify for company maternity pay and SMP you will be issued with a SMP1 Form which will explain why you do not qualify. The MATB1 Form will also be returned to you if appropriate. These documents are important and must be kept, safely, by you.

If there is not entitlement to company maternity pay and SMP you can consider submitting a claim for maternity allowance. This is processed by the Department for Work and Pensions (Social Security Office) who will need the SMP1 and MATB1 Forms, when considering such a claim. Further details are available from your local benefits office or Job Centre Plus.

Where there is no entitlement to company adoption pay and SAP you should contact your local Job Centre Plus office or benefits office to seek advice.



An employee who wishes to take advantage of contractual sickness benefit during her maternity leave period would have to exercise her right to return to work.

**Statutory and company maternity/adoption rates of pay**

**SMP/SAP:** 90% of average pay for the first 6 weeks followed by 20 weeks at the relevant weekly rate as fixed by the government (or 90% of average weekly earnings if it is a lesser amount).

**One25 company maternity / adoption pay:** One25 tops up SMP/SAP with company maternity / adoption pay for the first 12 weeks of Ordinary Maternity/Adoption Leave to full pay for 6 weeks and then half pay for 6 weeks. This top-up element of maternity / adoption pay must be repaid to One25 should staff fail to return to work after maternity / adoption leave or resign from their post within 3 months of returning from maternity/adoption leave.

Type of maternity/adoption leave	Length of time	Pay entitlement*
Ordinary Maternity/Adoption Leave	Weeks 1 to 6	SMP/SAP plus company pay top up to level equal to full pay
	Weeks 7 to 12	SMP/SAP plus company pay top up to level equal to half pay
	Weeks 13 to week 26	SMP / SAP
Additional Maternity/Adoption Leave	26 Weeks	SMP/ SAP for the first 13 weeks only

\* subject to staff returning from maternity as stated above.

**Starting maternity leave**

Week of pregnancy	Action
24	Employee must inform One25: <ul style="list-style-type: none"> <li>• that they are pregnant by producing the MATB1 form from the GP/midwife</li> <li>• when the baby is expected to be born</li> <li>• when they intend their maternity leave to start.</li> </ul>
29	An employee may opt to start maternity leave from this point
36 – 40	Maternity leave will automatically start if employee is absent from work for a pregnancy related illness during this time
40	Maternity leave may start as late as the day of birth

40	Expected week of childbirth
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If you give birth before your intended maternity leave start date, and is after you are 24 weeks pregnant, your maternity leave will start automatically on the day after the birth of the child.

You may change your mind about when you want to start maternity leave provided you give One25 28 days' notice of the change, unless this is not reasonably practicable.

One25 will notify the employee in writing of the date on which they are to return to work after maternity leave within 28 days of receiving notification of their pregnancy.

### **Keeping in touch (KIT) days**

You may wish to continue to keep in touch with One25 during your maternity / adoption leave and/or may want to have the opportunity of attending work, work related events or training courses. If you do wish to do this, you may be able to attend work for up to 10 days without this affecting your maternity leave and pay. To mutually arrange any 'Keeping in Touch' days please speak to your manager. KITdays are optional - both the employee and employer need to agree to them.

One25 also has the right to make reasonable contact with you during this period.

### **Returning to work after maternity/adoption leave**

An employee who wants to come back to work before the end of her ordinary or additional maternity/adoption leave must give One25 8 weeks' notice of the date on which they wish to return to work. They may not, however, return to work within 2 weeks of giving birth.

An employee who returns to work after OML/OAL is entitled to return to the same job, as if they had not been away. An employee returning to work after AML/AAL is entitled to return to the same job unless this is not reasonably practicable. In this case they should be offered a suitable alternative role, where available, on terms and conditions no less favourable to her original job.

### **Disrupted placement during adoption**

Adoption leave is disrupted if it has started but:

- the employee is notified that the placement will not take place;
- the child is returned to the adoption agency after placement; or
- the child dies after placement.

In case of disruption the employee's entitlement to adoption leave and pay (if applicable) will continue for a further eight weeks from the end of the week in which

disruption occurred, unless the employee's entitlement to leave and/or pay would have ended earlier in the normal course of events.

**Redundancy during pregnancy, maternity/adoption/shared parental leave**

In the event that your post is affected by a redundancy situation occurring during your pregnancy, maternity/adoption/shared parental Leave, we'll write to inform you of any proposals we have and we'll invite you to a meeting before we reach any final decision regarding your continued employment. Within a certain timescale, employees who are pregnant, on Adoption, Maternity or Shared Parental Leave will be given first refusal on any suitable alternative vacancies that are appropriate to their skills – please see the redundancy policy for full details.

## **Paternity leave and pay**

Note: We have written our family leave policies using gender neutral language wherever possible to ensure inclusivity for LGBTQ+ parents. However, for clarity relating to the legislation for family leave provision, the statutory terms 'maternity' and 'paternity' will still be used in policies and systems where necessary.

Following the birth or adoption of a child, eligible employees may take paid leave to care for the child or to support the birth parent/primary adopter.

### **Eligibility**

In order to qualify for paternity leave an employee must satisfy the following conditions. They must:

- Be the baby's biological father and/or married to the birth parent/primary adopter or be the birth parent's/primary adopter's partner
- Have or expect to have responsibility for the child's upbringing
- Have worked continuously for One25 for 26 weeks ending with the 15th week before the baby is due or ending with the week in which they are notified of having been matched with a child

Employees must give the CEO a completed self-certificate as evidence of their entitlement to SPP and paternity leave. This must be provided within the timescales as stated below.

### **Ante-natal Appointments**

Fathers or partners are entitled to take unpaid time off work to attend up to two ante-natal appointments.

### **Length of paternity leave**

Eligible employees can choose to take either one week, two separate weeks or two consecutive weeks' paternity leave, but not odd days. This leave may start from:

- The date of the child's birth or placement, or
- A chosen number of days or weeks after the date of the child's birth or placement, or
- A chosen date later than the first day of the week in which the child is expected to be born or placed

Leave can start on any day of the week on or following the child's birth or placement but must be completed:

- Within 56 days of the actual date of birth of the child or placement, or
- If the child is born early, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth

Only one period of leave is available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

### **Statutory paternity pay**

During their paternity leave, most employees will be entitled to statutory paternity pay (SPP) and this will be paid for either one or two consecutive weeks, as the employee chooses. The rate for SPP will be paid at the current rate as set by the government.

### **Notice of intention to take paternity leave**

Employees must inform their manager of their intention to take paternity leave by the end of the 25<sup>th</sup> week of pregnancy, unless this is not reasonably practicable. They must also advise of:

- the week the baby is due
- whether they wish to take one or two weeks' leave
- when they want their leave to start.

If a child is being adopted, an employee should notify their manager no more than seven days after they have been notified they have been matched with a child. If they are adopting a child from overseas, speak to their manager regarding the different notification procedure. They must also advise of:

- the date they were notified that they had been matched with a child
- the date on which the child is expected to be placed for adoption
- whether they wish to take one or two weeks' leave
- when they want their leave to start.

Employees may change their mind about the date on which they want their leave to start providing they give at least 28 days' notice, unless this is not reasonably practicable.

### **Contractual benefits**

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary, throughout their paternity leave.

Employees are entitled to return to the same job following paternity leave.

## **Shared Parental Leave and Pay (SPL and ShPP)**

Note: We have written our family leave policies using gender neutral language wherever possible to ensure inclusivity for LGBTQ+ parents. However, for clarity relating to the legislation for family leave provision, the statutory terms 'maternity' and 'paternity' will still be used in policies and systems where necessary.

SPL is available to all eligible parents of babies due, or children placed for adoption. It provides both parents with the opportunity to consider the best arrangement to care for their child during the child's first year.

SPL aims to provide greater flexibility and to allow both parents to share in the care of a new-born or a child newly placed for adoption during the child's first 12 months. This flexibility means that both parents can be off at the same time, or alternate their leave allowing either parent to return to work for periods in between 'blocks' of leave. It is even possible for just one parent to use the SPL, provided both parents are eligible, in order to take advantage of the greater flexibility it offers.

The amount of leave available is calculated using a parent's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL. This means their partner could begin to take SPL while the parent with maternity/adoption leave entitlement is still on maternity/adoption leave.

SPL allows parents to share the caring responsibilities evenly or have one parent taking the main caring role, depending on their preferences and circumstances. Unlike maternity/adoption leave, eligible employees can stop and start their SPL and return to work between periods of leave with each eligible parent able to submit three notices booking periods of leave.

Employees who meet the eligibility criteria detailed below may apply for SPL and, in some cases, ShPP. In order to qualify for SPL and where applicable ShPP, the employee or their partner must first curtail their maternity or adoption leave. Any remaining untaken entitlement up to 50 weeks leave and pay up to 37 weeks can then be taken as SPL and ShPP respectively.

### **What happens to Maternity/Adoption/Paternity Leave?**

Parents will remain entitled to take maternity, adoption and paternity leave. However, a parent entitled to maternity/adoption leave may now choose to reduce their maternity/adoption leave early and opt into SPL.

A birth parent must take at least two weeks' maternity leave following the birth of a child (CML) but can otherwise choose to end their maternity leave at any stage. An adopter can end their adoption leave once they have taken it for two weeks.

**Eligibility criteria**

To trigger the right to SPL for one or both parents, the birth parent/primary adopter must:

- Have a partner who will share responsibility for the child. Partner’s can include the child’s biological father, a spouse or civil partner of the birth parent, or a partner living in an enduring relationship with the birth parent, at the date of birth.
- Be entitled to maternity/adoption leave or to statutory maternity/adoption pay or maternity allowance (if not eligible for maternity/adoption leave)
- Have curtailed, or given notice to reduce, their maternity/adoption leave or their pay/allowance (if not eligible for maternity/adoption pay)

A parent who intends to take SPL must:

- Be an employee
- Share the primary responsibility for the child with the other parent at the time of the birth or placement for adoption
- Have properly notified their employer of their entitlement and have provided the necessary declarations and evidence

In addition, a parent wanting to take SPL is required to satisfy the ‘continuity of employment test’ and their partner must meet the ‘employment and earnings test’.

Continuity of Employment Test	of	the employee has worked for the same employer for at least 26 weeks at the end of their 24 <sup>th</sup> week of pregnancy or the matching date for adoption and is still working for the employer at the end of each leave period.
Employment and Earnings Test	and	in the 66 weeks leading up to the expected due date/matching date, the employee has worked for at least 26 weeks and earned an average of at least £30 a week in any 13 weeks

**Leave**

SPL can:

- start on any day of the week
- only be taken in complete weeks (so if SPL lasts for one week and begins on a Tuesday it will finish on the following Monday)
- be taken using three separate notices to book leave
- be taken by the partner, while the mother is still on maternity/adoption leave if the mother reduces their entitlement to maternity/adoption leave

If an employee is eligible for, and intends to take SPL, they must provide a notice of entitlement to take SPL. The notice of entitlement must be submitted at least eight

weeks before the employee intends to take a period of SPL. The notice of entitlement to take SPL must include:

- how many weeks maternity/adoption leave (or maternity/adoption pay or maternity allowance if the mother was not eligible for maternity/adoption leave) has been/will be taken
- how much leave both parents are entitled to take
- how much leave each parent intends to take
- when they expect to take their leave
- the signatures of both parents

Shared Parental Leave may be taken at any time within the period which begins on the date the child is born/date of the placement and ends 52 weeks after that date. You are entitled to submit three separate notices to book leave. Leave must be taken in complete weeks and may be taken either in a continuous period (e.g. for a period of 6 weeks), which an employer cannot refuse, or in a discontinuous period (e.g. four weeks' SPL followed by three weeks back at work, followed by a further four weeks' SPL), which the employer can refuse. If a request for discontinuous leave is refused then the total amount of leave requested in the notice will automatically become a continuous block. The employee will then have to decide whether to take the leave as a continuous block or to withdraw the request.

### **Shared Parental Pay (ShPP)**

A birth parent/adopter, subject to certain criteria, will be entitled to statutory maternity pay / adoption pay / maternity allowance for up to 39 weeks. If the mother gives notice to reduce their entitlement before they will have received it for 39 weeks, then any remaining weeks could become available as ShPP.

If both parents qualify for ShPP, they must decide who will receive it, or how it will be divided, and they must each inform their employer of their entitlement. To qualify for ShPP, an employee needs to have met the 'continuity of employment test' and their partner must meet the 'employment and earnings test'. In addition, the employee must also have earned above the Lower Earnings Limit (the amount of gross weekly earnings that allow an employee to qualify for certain state benefits) in the eight weeks leading up to the end of the 25<sup>th</sup> week of pregnancy or the matching date and must still be employed with the same employer at the start of the first period of ShPP.

If the employee's employment ends while they are still entitled to some ShPP, then any remaining weeks will usually remain payable unless they start working for someone else.

If the employee intends to claim ShPP, they must give notice, which must include:

- how much ShPP both parents are entitled to take
- how much ShPP each parent intends to take
- when they expect to take ShPP



- a declaration from the employee's partner confirming their agreement to the employee claiming their amount of ShPP.

ShPP is paid at a rate set by the government which is usually changed each year.

### **Shared Parental Leave in Touch (SPLIT) Days**

You may wish to continue to keep in touch with One25 during your shared parental leave and/or may want to have the opportunity of attending certain meetings, work related events or training courses. If you do wish to do this, you will, subject to the company's agreement, be able to attend work and be paid accordingly for up to 20 days without this affecting your shared parental leave and pay. Should you wish to do this please advise your manager to discuss arrangements.

### **When you return**

When you return to work following a period of SPL you are entitled to return to the same job if the combined leave period (comprising of maternity/paternity/adoption and shared parental leave) totalled 26 weeks or less. This is unaffected by unpaid parental leave of up to four weeks being taken as well.

In the case where the number of weeks of maternity/paternity/adoption and SPL exceeds 26 weeks in aggregate, or the total number of unpaid parental week exceeds four weeks, you will be allowed to return to the same job unless it is not reasonably practicable, in which case we must offer a suitable and appropriate job on terms and conditions that are no less favourable.

### **Redundancy during pregnancy, maternity/adoption/shared parental leave**

In the event that your post is affected by a redundancy situation occurring during your pregnancy, maternity/adoption/shared parental Leave, we'll write to inform you of any proposals we have and we'll invite you to a meeting before we reach any final decision regarding your continued employment. Within a certain timescale, employees who are pregnant, on Adoption, Maternity or Shared Parental Leave will be given first refusal on any suitable alternative vacancies that are appropriate to their skills – please see the redundancy policy for full details.

## Unpaid Parental leave

Note: We have written our family leave policies using gender neutral language wherever possible to ensure inclusivity for LGBTQ+ parents. However, for clarity relating to the legislation for family leave provision, the statutory terms 'maternity' and 'paternity' will still be used in policies and systems where necessary.

It is recognised that there will be occasions when parents may wish to take time off to care for or spend time with their child or children. Under UK legislation, parents can therefore take periods of unpaid parental leave up until their children's 18<sup>th</sup> birthday in order to do this.

### Eligibility

In order to qualify for parental leave employees must:

- Have a child or adopted a child and have completed one year's service with One25 by the time they want to take the leave
- Have responsibility for care of a child under 18 years of age (this is defined as being the biological parent, or adoptive parent, or otherwise have legal parental responsibility for the child)
- Be taking the leave to spend time with or otherwise care for the child

You may need to give the CEO evidence to confirm that you are the parent or the person who is legally responsible for the child.

One25 can ask to see evidence of any parental leave that an employee has taken with another employer to ensure compliance.

### Length of leave

Employees get 18 weeks in total for each child. Leave must be taken in blocks or multiples of one week except for parents of disabled children\* who may take leave in blocks or multiples of one day. A maximum of four weeks' parental leave can be taken in respect of any individual child in one year. Employees can choose to take parental leave any time up until the child's eighteenth birthday.

*\*For the purposes of parental leave, a disabled child is one for whom Disability Living Allowance (DLA) or Personal Independence Payment (PIP) has been awarded.*

### Notice of intention to take parental leave

You must inform your line manager of your intention to take parental leave giving 21 days' notice. Parental leave will not be available to deal with a sick child (see Dependency leave policy). Parental leave could be taken in the event that a child has a planned operation, with more than three weeks' notice.

**Return to work after parental leave**

At the end of parental leave, you are guaranteed the right to return to the same job as before if the leave was for a period of four weeks or less. If it was for a longer period you are entitled to return to the same job, or, if that is not reasonably practicable, a similar job which has the same or better status, terms and conditions as the old job.

When parental leave follows maternity/adoption leave, the employee is entitled to return to the same job they had before the leave. If at the end of additional maternity leave, this would not have been reasonably practicable, and it is still not reasonably practicable at the end of parental leave, they are entitled to return to a similar job which has the same or better status, terms and conditions as the old job.

## **Sickness Absence Management Policy**

We may apply this procedure whenever we consider it necessary, including, for example, if you:

- Have been absent due to illness on a number of occasions;
- Have discussed matters at a return-to-work interview that require investigation; and/or
- Have been absent for more than three weeks consecutively.

Unless it is impractical to do so, we will give you two days' written notice of the date, time and place of a sickness absence meeting. We will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called.

You may bring a work colleague or trade union representative to any meeting or appeal under this procedure.

The meeting will be conducted by your manager and may be attended by another member of staff to take notes.

You must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If you or your companion are unable to attend at the time specified you should immediately inform your manager who will seek to agree an alternative time.

A meeting may be adjourned if your manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. You will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

Confirmation of any decision made at a meeting, the reasons for it, and of the right of appeal will be given to you in writing, normally within five days of a sickness absence meeting (unless this timescale is not practicable, in which case it will be provided as soon as is practicable).

If, at any time, your manager considers that you have taken or are taking sickness absence when you are not unwell, this may be dealt with under our Disciplinary Procedure.

### **Stage 1 First Sickness Absence Meeting**

The purpose of a first sickness absence meeting may include:

- a) Discussing the reasons for absence.
- b) Where you are on long-term sickness absence, determining how long the absence is likely to last.
- c) Where you have been absent on a number of occasions, determining the

- likelihood and business impact of further absences.
- d) Considering whether medical advice is required.
  - e) Considering what, if any, measures might improve your health and/or attendance.
  - f) Agreeing a way forward, action that will be taken and a timescale for review and/or a further meeting under the sickness absence procedure. This may include a formal warning that failure to improve attendance could place ongoing employment at risk.

### **Stage 2 Second Sickness Absence Meeting(s)**

Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary. Arrangements for meetings under the second stage of the sickness absence procedure will follow a formal process; you will be invited in writing with at least 48 hours' notice and have the right to be accompanied.

The purpose of further meeting(s) may include:

- a) Discussing the reasons for and impact of your ongoing absence(s).
- b) Where you are on long-term sickness absence, discussing how long your absence is likely to last.
- c) Where you have been absent on a number of occasions, discussing the likelihood of business impact of further absences.
- d) If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
- e) Considering your ability to return to/remain in your job in view both of your capabilities and our business needs and any adjustments that can reasonably be made to your job to enable you to do so.
- f) Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.
- g) Where you are able to return from long-term sick leave, whether to your job or a redeployed job, agreeing a return-to-work programme.
- h) If it is considered that you are unlikely to be able to return to work from long-term absence, whether there are any benefits for which you should be considered.
- i) Agreeing a way forward, action that will be taken and a timescale for review and/or a further meeting(s). This may, depending on steps we have already taken, include warning you that you are at risk of further formal action and/or dismissal.

### **Stage 3 Final Sickness Absence Meeting**

Where you have been warned that you are at risk of dismissal, we may invite you to a meeting under the third stage of the sickness absence procedure. Arrangements for

this meeting will follow a formal process; you will be invited in writing with at least 48 hours' notice and have the right to be accompanied.

The purpose of the meeting will be:

- a) To review the meetings that have taken place and matters discussed with you.
- b) Where you remain on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards your possible return to work or opportunities for return or redeployment.
- c) To consider any further matters that you wish to raise.
- d) To consider whether there is a reasonable likelihood of you returning to work or achieving the desired level of attendance in a reasonable time.
- e) To consider the possible termination of your employment.

Termination will normally be with full notice or payment in lieu of notice.

## **Appeals**

You may appeal against the outcome of any stage of this procedure and you may bring a work colleague or trade union rep to an appeal meeting.

An appeal should be made in writing within five working days, stating the full grounds of appeal, and you will be advised in the outcome letter who the appeal should be addressed to.

The appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.

Where practical, an appeal meeting will be conducted by a manager of the same or more seniority to the individual who conducted the sickness absence meeting; in a small organisation such as ours this may not always be possible.

Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.

Following an appeal the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible within five days of the appeal meeting. There will be no further right of appeal.

The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.

### **Access to Medical Reports**

At any time during this process, there may be certain circumstances where it may be necessary for One25 to obtain a Medical Report from your Doctor / Specialist 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.

It is in the interests of both yourself and One25 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.

Your Doctor / Specialist cannot submit the report to One25 without your consent. You may withhold consent to the report being sought or can request to see the report prior to it being forwarded to One25.

If you indicate that you wish to see the report in advance, One25 will inform you when the Doctor / Specialist has been written to; and the Doctor / Specialist will also be notified that you wish to see the report. You then have 21 days to contact the Doctor / Specialist regarding arrangements to see the report.

Should you indicate that you do not wish to see the report before One25, you still have the right to write to the Doctor / Specialist, if the report has not been provided to One25, and have 21 days to contact the Doctor / Specialist regarding arrangements to see the report. You have the right to ask the Doctor / Specialist for a copy of the report for up to 6 months after it has been supplied. (There may be a charge for this.)

You may ask the Doctor / Specialist to amend any part of the report which you consider to be incorrect or misleading. If the Doctor / Specialist are not in agreement, you may attach a statement of your views with the report. If the Doctor / Specialist think that you or others would be harmed by the report, or any part of the report, it can be withheld from you.

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

Where One25 wishes to obtain a medical report, you will be asked for your written consent. Should you withhold such consent, One25 will take a decision regarding your continuing employment without the benefit of medical opinion.

## Pregnancy Loss Policy

One25 understands how pregnancy loss can be a devastating experience whether it happens to a member of staff, their partner or a surrogate. We understand that pregnancy loss whenever or however it happens is a type of bereavement and that getting the right support at work is crucial. We are committed to giving all affected staff the support that they need.

The purpose of this policy is to define what types of pregnancy loss are covered in this and other policies, provide information about what leave you can take and outline what help is available both inside and outside One25.

### What is pregnancy loss?

- Miscarriage – the spontaneous loss of a pregnancy during the first 24 weeks
- Stillbirth - the loss of a baby from 24 weeks, during labour or birth
- Ectopic pregnancy – when a fertilised egg develops outside the womb
- Molar pregnancy – when an abnormal fertilised egg implants in the uterus
- Neonatal Loss – the loss of a live-born baby up to 28 days after the birth
- Embryo transfer Loss – when an embryo transfer during fertility treatment doesn't result in pregnancy
- Abortion or termination of pregnancy- a medical or surgical procedure to end a pregnancy

### Pregnancy loss from 24 weeks (Stillbirth and Neonatal loss)

The law and your rights are different if you are affected by pregnancy loss from 24 weeks and our policies are different too.

If you are the pregnant parent and experience a stillbirth or neonatal loss you are entitled maternity benefits and do not need to use this policy.

All colleagues who experience the loss of a child under 18 (including stillbirth and neonatal loss) are entitled to 4 weeks fully paid parental bereavement leave. This includes all parents including adoptive parents, foster parents and intended parents.

### Pregnancy loss up to 24 weeks (Miscarriage)

All colleagues who have been affected by pregnancy loss (including partners and those affected by loss through fertility treatment from the point of embryo transfer) will be eligible for full paid leave if they are not able to access either Maternity or Parental Bereavement Leave. This includes whether it happens to you, your partner or the surrogate having your baby. There is no limit on the number of times you can take it if you are affected by more than one loss.



We won't assume to know how much leave you might need as everyone's situation is different. It doesn't matter how long you've worked at One25 or how many hours you work; all colleagues are entitled to this leave with full pay. As a guide, we'll generally give up to 5 days paid leave – but some situations may need more, or less.

It's important that you contact your manager as soon as possible if you are affected by pregnancy loss, so that we know what's happening and how we can support you. If you don't feel like you can speak to your manager, remember we have an Employee Assistance Programme (EAP) who can provide staff with support.

Any sickness absence that is recorded as pregnancy related does not count towards absence triggers.

### **Medical Appointments and Support**

We encourage you to speak to a GP if you have experienced pregnancy loss. We know that if you are affected by pregnancy loss you may need time away from work to attend medical appointments or to support your partner and that it may be challenging to arrange appointments around working hours.

We will always agree a reasonable amount of paid time off to attend appointments even if they fall outside of the pregnancy loss leave agreed with your manager.

### **Confidentiality**

If you tell your manager about your own experience or your partners pregnancy loss, they'll keep this confidential and won't share this information unless you say it's okay – except if we've got serious concerns for your safety or that of others.

### **Counselling**

If you want to speak to someone who is specially trained in the kind of pregnancy loss you have experienced, you can contact one of the specialist organisations listed at the end of this policy.

### **IVF and Fertility**

We understand that you may have unique challenges if you experience both pregnancy loss and infertility. We want you to know that this policy still applies if pregnancy loss occurs after you or your partner have had fertility treatment from the point of embryo transfer onwards.

### **Returning to Work**

We know that for some staff the transition back to work may be challenging and the experience will affect people differently both emotionally and physically. There might be reasonable adjustments we can make at work to help you cope if you find things

difficult. These are likely to be temporary changes while you adjust to coming back to work.

Your manager may do a risk assessment to understand more about how your experience might affect you at work and discuss any adjustments you might need. You can also use a Wellbeing Action Plan to identify how your experience has impacted you at work and use this to discuss any changes you might need with your manager.

The reasonable adjustments we can make will depend on your circumstances, but the types of changes that might help could be:

- Changing your start time if you're experiencing disturbed sleep
- Providing more breaks
- Adjusting start and finish times
- Adopting Hybrid Working if you have a suitable role
- Making sure you've got easy access to toilet facilities
- Turning your camera off when on video calls

### **If you need further support**

There are lots of charities and other specialist support groups who offer information and support about pregnancy loss. Here are some that you might find helpful:

- **The Miscarriage Association** – an organisation which offers support and information for those affected by miscarriage, ectopic or molar pregnancy as well as signposting for counselling services.
- **Petals** – provides specialist support and counselling after pregnancy loss
- **Tommy's** - a charity that funds research into pregnancy problems and provides information for parents-to-be.
- **SANDS** can offer you support if your baby dies during pregnancy or after birth.
- **ARC** a national charity offering parents support through antenatal screening and its consequences, including bereavement.
- **Abortion Talk** - a new charity offering people the chance to talk about abortion in a non-judgemental and supportive environment.
- **The Fertility Network** – a charity offering resources and support for those affected by fertility issues
- **The Ectopic Pregnancy Trust** – supporting people with early pregnancy complications

## Disciplinary procedure

It is our intention that all employees are treated fairly and consistently. Every effort will be made to help employees carry out their duties and staff will be given sufficient opportunity to demonstrate commitment to their work and to One25. However, if an employee commits an act of misconduct or is not able to meet the performance requirements of their position, despite support being provided, the following procedure will apply.

### Policy objectives

The purpose of this disciplinary procedure is to:

- ensure consistent and fair treatment of conduct and performance issues, and
- help and encourage employees to achieve and maintain appropriate standards of conduct and performance

This procedure aims to bring about improvements in work and conduct. It is not intended to be a mechanism for dismissing employees, although in some cases this may be the outcome of the procedure.

One25 will not dismiss an employee for a first offence, unless the offence amounts to gross misconduct (see gross misconduct section), in which case the employee will be dismissed without notice or pay in lieu of notice.

### Procedure

If an employee breaches One25 standards of conduct or performance, One25 will carry out the following procedure:

1. Conduct a prompt and proper investigation. What constitutes a 'proper investigation' will depend on the nature of the case and will be at the discretion of One25. If the employee is asked to attend a meeting, One25 will specify whether the meeting is investigatory or disciplinary. In conduct (but not performance) cases, where possible a different manager will carry out the investigation hearing to the disciplinary meeting. Depending on the circumstances, it may be appropriate to briefly suspend the employee with pay from work to enable the investigation to take place. Suspension with pay does not amount to a disciplinary sanction and does not infer guilt or imply that any decision has already been made about the allegations. However, during the period of suspension, the employee will not be entitled to enter One25's premises except at the prior written request or with the prior written consent of One25, and subject to such conditions as One25 may impose. The decision to suspend an employee will be notified by the Manager and confirmed in writing.
2. Give or send the employee a letter, setting out the complaint made against the individual, advising that they must attend a disciplinary meeting to discuss the matter and confirming the time, date and location of the meeting which will be at

least 48 hours away. The letter will also explain the possible outcomes of the disciplinary meeting, including highlighting if dismissal is a potential outcome, and the employee's right of representation by a work colleague or recognised trade union official. If an employee has difficulty understanding the letter, they should ask for an explanation. An employee who has been invited to attend a disciplinary meeting must take all reasonable steps to attend the meeting. The meeting may be postponed by up to 5 working days upon request if the employee's chosen representative is not available. If an employee fails to attend a disciplinary meeting without previously advising One25 of their justifiable reason as to why they cannot attend One25 will make a decision in their absence based on the evidence available. One25 reserves the right to withhold company sick pay if an employee goes absent during the course of any disciplinary action and to make a decision in their absence.

3. Give the employee copies of relevant evidence before the meeting.
4. Give the employee and any permitted companion a reasonable amount of time to consider their response to this information.
5. The reason for the disciplinary meeting (previously confirmed in writing) will be restated at the start of the disciplinary meeting. The employee will have an opportunity to put forward their case in respect of the allegations made. One25 will summarise the main points after discussion and check the employee has nothing further to add before adjourning to make a decision.
6. Give the employee a copy of meeting records.

If matters come to light during a disciplinary meeting which require further investigation, One25 may, at its discretion, adjourn the meeting to enable further investigation to be carried out.

One25 will not undertake any disciplinary action without first completing the above procedure. Each stage of the procedure will be carried out without unreasonable delay.

One25 will keep records of any action taken under these disciplinary procedures. These will be treated as confidential.

Employees have the right to appeal against any formal action taken against them under the procedure and have the right to be accompanied at an appeal meeting.

### **Right to be accompanied**

In any disciplinary meetings under the procedure, including appeals, an employee has the statutory right to be accompanied by a fellow worker or trade union official of their choosing. The employee must advise One25 of who they have chosen as a

companion, if they wish to have one, prior to attending any meeting. The companion may address the hearing to put forward the employee's case, sum up their case, respond on the employee's behalf to any view expressed at the hearing and confer with the employee during the hearing. The companion does not, however, have the right to answer questions on the employee's behalf, address the hearing without the permission of the employee, or prevent anyone, including the employee, from making their contribution to the hearing.

### **Misconduct**

The following are examples likely to result in disciplinary action (this is not an exhaustive list):

- Lateness / poor timekeeping / poor attendance
- Poor performance including failure to maintain work standards
- Poor attitude demonstrated towards work
- Refusal to obey a reasonable instruction
- Neglect, damage and / or abuse of company facilities / property resulting in damage or mess
- Repeated failure to provide appropriate sickness absence documentation
- Rudeness to a client or supplier
- Refusal to wear protective clothing or personal protective equipment
- Interference with any company plant or property
- Disregarding safety instructions or safety precautions
- Infringement of company rules
- Disregarding warning notices
- Continued use of company phones and/or company computer equipment for non-work related matters

### **Gross misconduct**

There are certain actions that constitute misconduct serious enough to justify dismissal without notice or pay in lieu of notice. One25 reserves the right in each case to decide what constitutes gross misconduct. The following are examples of gross misconduct, however these are intended as a guide only and the list is not complete or exhaustive:

- Refusal to accept and act on reasonable instructions from management
- Serious negligence that could or does result in unacceptable loss, damage or injury
- Fighting, assault or threatening / bullying behaviour and / or any violent act
- Theft, fraud or falsification of One25 records or any dishonesty involving One25, its employees, clients or authorised visitors or attempts to commit such offences, including working whilst claiming company sick pay, making false statements on the application form, falsification of time sheets
- Deliberate or reckless damage to the property of One25, its employees,

- customers or authorised visitors
- Being unfit to work through alcohol or illegal drugs or other prohibited substances on company property and / or during company activities
  - Misuse or consumption of One25 owned products, funds or property
  - Inappropriate use of other employee's cash or property
  - Criminal offences against One25 or another employee
  - Disorderly behaviour (including sleeping) likely to cause damage, injury or waste of resources
  - Deliberate and serious contravention of Health and Safety procedures or any action likely to endanger the health and safety of the employee or any other person
  - Possession, sale, transfer or use of any illegal drugs or other prohibited materials including alcohol (unless alcohol is so provided by One25 on special occasions) on company property and / or during company activities
  - Deliberate harassment (including harassment on the grounds of sex, race, disability, age, religion, sexuality, sexual orientation and other prohibited forms of discrimination) or deliberate discrimination of any other member of staff, supplier, client or third party
  - Unauthorised absence of more than 5 working days
  - Bringing One25, its name, employees, volunteers and / or clients into disrepute, including making false statements about any of these.

This list illustrates the type of conduct that normally merits dismissal for a first offence; however other types of offence, such as deliberate unlawful discrimination may be treated as gross misconduct, depending on the seriousness of the case.

If One25 is satisfied, following investigation and a disciplinary hearing, that the employee has committed gross misconduct, One25 will normally dismiss the employee without notice or pay in lieu of notice. In certain circumstances, demotion or suspension without pay may be used as an alternative measure.

### **Possible outcomes of a disciplinary meeting**

For certain first offences, disciplinary action might be considered more appropriate than dismissal. In such cases, One25 may issue a formal warning to an employee, which may be a Written (Stage 1) or Final warning / Disciplinary Suspension (Stage 2) as appropriate.

Depending on the seriousness of the misconduct or poor performance or the disciplinary record of the employee, Stage 1 of the procedure may be omitted.

Should a formal warning for misconduct be on file, any subsequent act of misconduct, if found, is likely to result in an escalation of the disciplinary procedure. Therefore different acts of unrelated misconduct could result in the procedure being escalated. This will not be the case, however, if the previous warning has expired. As required,

One25 will always consider relevant mitigating circumstances presented by the employee during the disciplinary investigation or hearing before making a decision.

### **Stage 1 Written warning**

One25 may issue a Stage 1 warning if the employee's conduct or performance does not meet One25's standards.

If, as a result of a disciplinary hearing, One25 decides to issue such a warning, they will advise the employee of the following in writing:

- the reason for the warning
- that it is the first stage of One25's disciplinary procedure
- the action or improvement (if any) required of the employee
- the timescale for implementing any such action, if appropriate
- the consequences for the employee of not implementing the required action or of further misconduct
- when the warning will cease to have effect, subject to satisfactory conduct or performance—(normally be after six months but a longer period may be stated in exceptional cases)
- the right to appeal, in writing to the CEO within 5 working days of being advised of the warning

### **Stage 2 Final written warning**

One25 may issue a final warning if:

- the required improvement is not achieved within the timescale stated in a Stage 1 warning
- further misconduct or poor performance occurs within the timescale of a Stage 1 warning, irrespective of whether this involves a repetition of the previous conduct or poor performance
- the seriousness of the misconduct or poor performance merits it, regardless of whether any previous warnings have been issued

One25 may issue a final warning. If, as a result of a disciplinary hearing, One25 decides to issue such a warning, they will advise the employee of the following in writing:

- the reason for the final warning / disciplinary suspension
- the action or improvement (if any) required of the employee
- the timescale for implementing any such action, if appropriate
- the fact that this is a final warning and that the next stage of the procedure will be dismissal
- when the warning will cease to have effect, subject to satisfactory conduct or performance (normally be after 12 months but a longer period may be stated in exceptional cases)

- the right to appeal, in writing to the relevant manager within 5 working days of being advised of the warning. This will usually be a manager more senior than who issued the original warning, however, given the size of our organisation, if this is not possible an appropriate alternative manager would be appointed to hear the appeal.

### **Dismissal**

One25 may dismiss an employee if:

- the required improvement is not achieved within the timescale stated in a previous warning
- further misconduct or poor performance occurs during the timescale of a previous warning, irrespective of whether this involves a repetition of the previous conduct or poor performance
- it is reasonably believed that the employee has committed an act of gross misconduct

Unless dismissal is for gross misconduct, the employee will be dismissed with notice or pay in lieu of notice.

If the decision is taken to dismiss the employee, the CEO will advise the employee of the following:

- the reason for the dismissal
- the date on which the dismissal takes effect
- the appropriate period of notice
- the right to appeal, in writing to the CEO within 5 working days of being advised of the dismissal.

All of these matters will be confirmed to the employee in writing.

In exceptional circumstances, One25 may seek the employee's agreement to demotion or other penalty as an alternative to dismissal. Such measures may include:

- A change of duties to avoid a repeat of the performance issues experienced and / or
- A demotion to duties which will endeavour to avoid a repeat of the performance issues experienced and / or
- A reduction in salary / benefits commensurate with a revised role, duties or an entirely new position

If appropriate, a final warning may also be issued or continued in force.



## **Appeals**

Any employee who is dissatisfied with the decision of their disciplinary hearing can appeal against the decision. Appeals should be made in writing to the relevant manager as outlined above, setting out the reasons for the appeal, and delivered to them within five working days of the disciplinary decision. One25 will then invite the employee to an appeal meeting, which will normally take place within five working days, but this may be longer where the appeal chairperson is not available. At the appeal meeting the employee has the right to be accompanied by a work colleague or trade union official. The employee may ask for an adjournment of up to 5 working days if their chosen representative is not available.

The appeal meeting can take place after the disciplinary decision has taken effect.

For all cases, including dismissal, where possible the appeal will be heard by a member of the senior management team / Trustee or a nominated deputy who was not involved in the original meeting or decision. If no independent person is available the appeal will be heard by the CEO or their nominated deputy.

Wherever possible, the appeal decision will be communicated to the employee orally and in writing within three working days of the hearing. An appeal might overturn, uphold or reduce the original disciplinary decision. The decision of the appeal hearing is final.

## **Grievance procedure and solving problems**

If you have a grievance in relation to your employment you should bring that grievance to One25's attention using the following procedure.

The purpose of this grievance procedure is to ensure that any problems you have are dealt with promptly and resolved fairly. It aims to provide you with an opportunity to discuss the problem and find a mutually agreeable solution. The time limits suggested below may vary to allow further investigation of a problem or because of work commitments.

In many cases problems can be resolved quickly through informal discussion. When a problem occurs, your first step should be to speak informally to your line manager. If you feel unable to speak to your manager, for example, because the complaint concerns him or her, then you should speak informally to the CEO. They may need to speak to others who can help find a solution to the problem. If the problem cannot be resolved informally or through mediation, the steps outlined below should be taken.

You may be accompanied by a work colleague or Trade Union representative during any grievance or appeal meeting. You should advise One25 who your companion is prior to the meeting. One25 may use external mediators during the procedure where appropriate.

Grievance records will be kept confidential and copies of meeting records provided to the employee.

### **Stage one: Statement of grievance**

You should formally write to your line manager, the CEO or HR@one25.org.uk setting out the problem and confirm the actions you have taken to date to resolve the situation. You should also state that it is a formal grievance. An appropriate person will be assigned to investigate the situation, consulting with other members of staff where appropriate.

### **Stage two: The meeting**

You will be invited to attend a meeting with the investigator to discuss your grievance. The meeting will be arranged as soon as possible on receipt of your grievance statement.

You must take all reasonable steps to attend the meeting. If you or your chosen companion is unable to attend the meeting at the time proposed, you should suggest an alternative date and reasonable steps will be taken to rearrange the meeting. However the alternative date must not be more than 5 working days after the original proposed date.

In some cases it may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. We will write to you, usually within one week of the final grievance meeting, to inform you of the outcome of your grievance and any further action that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting to give you this information in person.

### **Stage three: Appeal**

If you are dissatisfied with the outcome of the grievance, you have a right to appeal One25's decision. You must notify us of your appeal in writing within five working days of obtaining the written communication of the outcome of Stage Two. You should send your letter to [HR@one25.org.uk](mailto:HR@one25.org.uk) and/or the CEO, together with copies of any correspondence that you want to rely on, setting out the grounds of your appeal.

We will then arrange a meeting as soon as practical to discuss the problem and the action taken so far. Again, this will be with a view to reaching an agreement on how the problem can be resolved. You must take all reasonable steps to attend the meeting. Where possible the appeal will be dealt with by a manager not previously involved in the case. If this is not possible, the appeal will be heard by the CEO.

In the event that the grievance relates to a disciplinary matter, notes of the content of the meeting will be taken and signed by everyone present at the meeting. A copy of these notes will be placed on your personal file.

After the meeting One25 will write to you informing you of our decision.

All decisions arising from the meeting will be final and there is no further right of appeal within One25.

## **Redundancy policy**

We will endeavour, through careful planning, to maintain secure employment for our employees. There are, however, times when we need to be flexible and respond to changes in the marketplace, demand or technological developments, which may affect staffing levels. We may seek to minimise the risk of redundancy through:

- natural turnover
- a recruitment freeze
- retraining or redeployment
- lay-off and short-time working

However, should redundancies become necessary One25 will handle the redundancies in a fair, consistent, objective and sensitive manner free from discrimination. We will endeavour to communicate the situation as early as possible and consult with employees on ways to avoid redundancies.

In the first instance we may seek suitable volunteers for redundancy. One25, however, reserves the right to refuse any volunteer if accepting that person would cause an imbalance in the workforce, or if they have particular skills which would still be required, or if accepting the employee would involve excessive costs.

## **Consultation arrangements**

Consultation will take place with individual employees and employee representatives (as applicable) in accordance with UK legislation, and One25 will endeavour to keep all employees informed of any significant developments as appropriate. Consultation will cover ways of:

- avoiding the dismissals
- reducing the number of employees to be dismissed
- minimising the consequences of the dismissals

In addition, individual consultation meetings with 'at risk' employees will give individual employees the opportunity to discuss their situation with management and for management to reflect on any suggestions made / questions asked and respond accordingly.

## **Selection criteria**

If there are an insufficient number of suitable volunteers, selection for redundancy will be based on One25's assessment of relative capabilities and suitability for the work that remains key to our survival in order to protect future employment. This may take into account some or all of the following criteria:

- disciplinary record
- skills and experience
- level of qualifications relevant to the role

- past performance
- attendance and timekeeping record
- general conduct
- reliability

This list is not exhaustive and One25 reserves the right to apply selection criteria according to circumstances. Any employee selected for redundancy will be given the reasons for their selection in writing.

**Redundancy payments**

There is a statutory redundancy payment formula of ½ a week’s pay for each complete year of service below the age of 22, 1 week’s pay per complete year of service up to the age of 41, and 1½ week’s pay for each year thereafter, up to a maximum of 20 years’ service. A week’s pay is capped at a maximum limit set by the Government.

**Appeals procedure**

Any employee who considers that they have been unfairly dismissed will be entitled to appeal using the procedure shown in the Disciplinary Procedure.

**Alternative work**

We will consider whether employees likely to be affected by redundancy can be offered suitable alternative work.

**Redundancy During Pregnancy, Maternity/Adoption/Shared Parental Leave**

If we are considering making redundancies and any of the affected employees are on maternity, adoption, paternity or shared parental leave, the process is slightly different.

We’ll contact any such employees to inform them about the situation and any proposals we are considering and will invite them to a meeting before we reach any final decision about their continued employment.

Where there are any available, they’ll be given first refusal on any suitable alternative vacancies that are appropriate to their skills for a defined period of time as set out below:

Pregnant employee who takes maternity leave	Starting from when the employee notifies of thier pregnancy until 18 months after the child’s date of birth
Employee who suffers a miscarriage	Starting from when the employee notifies of their pregnancy until two weeks after the pregnancy end for pregnancies ending before 24 weeks. Pregnancies that end after 24 weeks are classed as stillbirths and the employee would be entitled to the same as those who take maternity leave (above)

Employees taking adoption leave	Starting from when the adoption leave commences and ending 18 months after placement
Employee taking shared parental leave (SPL)	If the employee has also taken maternity or adoption leave, the above periods apply.  Otherwise the entitlement commences from the beginning of the SPL. If less than 6 weeks of SPL is taken, the entitlement comes to an end at the end of SPL. If more than 6 continuous weeks are taken, it ends 18 months from the child's date of birth

## Employee confirmation of receipt

I confirm that I have received the One25 Employee Handbook. I accept and agree that I should read and understand the content of these documents and that I am bound by the contents, along with my contract of employment.

Name:

Job title:

Signed:

Date: