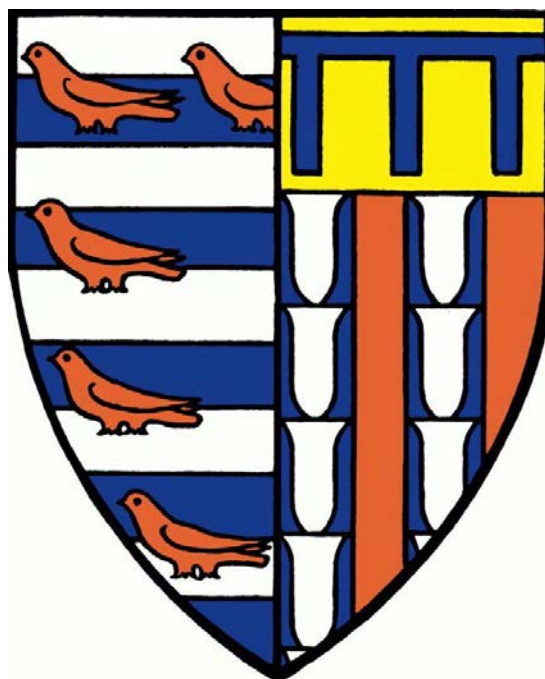


PEMBROKE COLLEGE

CAMBRIDGE



STAFF HANDBOOK

PEMBROKE COLLEGE CAMBRIDGE

STAFF HANDBOOK

INTRODUCTION.....	4
HISTORY OF THE COLLEGE	5
COLLEGE MAP.....	6
1 JOINING PEMBROKE COLLEGE	7
1.1 APPLICATION OR CV	7
1.2 REFERENCES	7
1.3 RIGHT TO WORK IN THE UK.....	7
1.4 INDUCTION	7
1.5 PROBATIONARY PERIOD.....	7
1.6 JOB DESCRIPTION	8
2 GENERAL TERMS AND CONDITIONS.....	9
2.1 HOURS OF WORK.....	9
2.1.1 NORMAL HOURS OF WORK.....	9
2.1.2 OVERTIME.....	9
2.1.3 TIME OFF IN LIEU	9
2.1.4 WORKING TIME REGULATIONS	10
2.2 OTHER EMPLOYMENT	10
2.3 FLEXIBLE WORKING.....	10
2.4 JOB FLEXIBILITY	10
2.5 MOBILITY	10
2.6 SEVERE WEATHER ARRANGEMENTS	11
2.6.1 PROCEDURE.....	11
2.6.2 GUIDANCE NOTES	11
2.7 REMUNERATION.....	12
2.7.1 BASIC PAY.....	12
2.7.2 PAYSLEIPS AND QUERIES	12
2.7.3 SALARY REVIEWS.....	12
2.7.4 OVERPAYMENTS.....	12
2.7.5 PAYE.....	12
2.8 HOLIDAY ENTITLEMENT AND CONDITIONS	13
2.8.1 ANNUAL HOLIDAYS.....	13
2.8.2 PUBLIC/BANK HOLIDAYS.....	13
2.8.3 RULES REGARDING THE BOOKING OF HOLIDAYS	13
2.8.4 JOINING/LEAVING DURING THE HOLIDAY YEAR	13
2.9 SICKNESS/INJURY PAYMENTS AND CONDITIONS	13
2.10 OTHER TIME OFF	14
2.10.1 MATERNITY/ADOPTION/PATERNITY LEAVE.....	14
2.10.2 PARENTAL LEAVE AND EMERGENCY TIME OFF FOR DEPENDANTS.....	14
2.10.3 MEDICAL/DENTAL APPOINTMENTS.....	14
2.10.4 BEREAVEMENT LEAVE.....	14
2.10.5 TIME OFF FOR RELIGIOUS OBSERVANCE	15
2.10.6 TIME OFF FOR PUBLIC DUTIES	15
2.10.7 JURY SERVICE	15
2.10.8 ACTING AS A WITNESS	15
2.10.9 COURT SUMMONS.....	15
2.10.10 VOLUNTARY SERVICE	16
2.10.11 TIME OFF TO CARRY OUT SAFETY REPRESENTATIVE DUTES	16
2.10.12 TIME OFF TO ACT AS A COMPANION OR WITNESS AT A	16
GRIEVANCE/DISCIPLINARY HEARING	16
2.10.13 TIME OFF IN REDUNDANCY SITUATIONS	16
2.10.14 UNAUTHORISED ABSENCE.....	16
2.10.15 UNPAID ABSENCE	16
2.11 EXPENSES AND BUSINESS TRAVEL	16
2.11.1 TRAVEL EXPENSES	16
2.11.2 WORKING OUTSIDE THE UK.....	17
2.12 BENEFITS AND FACILITIES.....	17
2.12.1 PENSION SCHEME.....	17
2.12.2 CONTRACTUAL SICK PAY.....	17
2.12.3 HEALTH CARE INSURANCE	17
2.12.4 LONG SERVICE.....	17
2.12.5 CHILDCARE VOUCHERS	17
2.12.6 GYM.....	17
2.12.7 ATTENDANCE RELATED BONUS PAYMENT	18

3	YOUR CAREER AND DEVELOPMENT AT PEMBROKE COLLEGE	19
3.1	EMPLOYEE TRAINING	19
3.2	TRAINING SUPPORT	19
3.3	PERFORMANCE AND REVIEW	19
3.4	ANNUAL REVIEWS.....	19
3.5	JOB CHANGES/CAPABILITY ISSUES	19
4	YOUR WORKING ENVIRONMENT	20
4.1	HEALTH AND SAFETY POLICY FOR PEMBROKE COLLEGE.....	20
4.2	HOUSEKEEPING AND USE OF RESOURCES.....	20
4.3	ACCIDENT REPORTING AND FIRST AID.....	20
4.4	CLOTHING AND EQUIPMENT.....	21
4.5	USE OF PERSONAL MUSIC SYSTEMS.....	21
4.6	EMERGENCY PROCEDURES	21
4.7	SMOKING.....	21
4.8	ALCOHOL AND DRUGS	21
4.9	HYGIENE.....	22
4.9.1	<i>HYGIENE FOR FOOD HANDLERS/CATERING STAFF</i>	<i>22</i>
4.9.2	<i>LIFTING AND HANDLING TECHNIQUES.....</i>	<i>22</i>
4.10	SECURITY.....	22
4.11	CLOSED CIRCUIT TELEVISION.....	23
4.12	RIGHT OF SEARCH	23
4.13	ACCIDENTAL DAMAGE OR LOSS OF YOUR PROPERTY	23
4.14	LOST PROPERTY.....	23
4.15	REMOVAL OF WASTE OR SCRAP PRODUCTS	23
4.16	PARKING.....	23
5	OTHER RULES AND INFORMATION.....	25
5.1	CONFIDENTIALITY	25
5.2	THE DATA PROTECTION ACT 1998.....	25
5.3	STATEMENTS TO THE MEDIA.....	26
5.4	INTERNAL COMMUNICATIONS.....	26
5.5	COPYRIGHT.....	26
5.6	PERSONNEL INFORMATION AND RECORDS	26
5.7	CHANGES TO PERSONAL DETAILS.....	27
5.8	PERSONAL RELATIONSHIPS.....	27
5.9	IT.....	27
5.9.1	<i>PERMITTED USE</i>	<i>27</i>
5.9.2	<i>ONLY AUTHORISED STAFF MAY USE THE EQUIPMENT.....</i>	<i>27</i>
5.9.3	<i>IMPROPER USE</i>	<i>28</i>
5.9.4	<i>SOCIAL MEDIA</i>	<i>28</i>
5.10	PERSONAL VIEWS DISCLAIMER.....	29
5.10.1	<i>ELECTRONIC COMMUNICATIONS.....</i>	<i>29</i>
5.11	STANDARDS.....	29
5.11.1	<i>PROFESSIONAL CONDUCT.....</i>	<i>29</i>
5.11.2	<i>DRESS CODE AND APPEARANCE</i>	<i>30</i>
5.11.3	<i>GENERAL UPKEEP OF PERSONAL WORK AREAS</i>	<i>30</i>
5.12	COMMUNICATIONS	30
5.12.1	<i>INTERNAL COMMUNICATIONS.....</i>	<i>30</i>
5.12.2	<i>TELEPHONE CALLS/MOBILE PHONES</i>	<i>30</i>
5.12.3	<i>PERSONAL MAIL AND PARCELS.....</i>	<i>30</i>
5.12.4	<i>USE OF COLLEGE FACILITIES FOR PRIVATE PURPOSES.....</i>	<i>31</i>
5.13	MISCELLANEOUS	31
5.13.1	<i>BUYING OR SELLING GOODS.....</i>	<i>31</i>
5.13.2	<i>COLLECTIONS</i>	<i>31</i>
5.13.3	<i>GIFTS.....</i>	<i>31</i>
5.13.4	<i>FRAUD, THEFT AND SUSPICIOUS ACTS</i>	<i>31</i>
5.13.5	<i>PURCHASES ON BEHALF OF PEMBROKE COLLEGE.....</i>	<i>31</i>
6	TERMINATION OF EMPLOYMENT	32
6.1	RESIGNATION	32
6.2	NOTICE PERIODS	32
6.3	GARDEN LEAVE	32
6.4	RETURN OF COLLEGE PROPERTY	32
6.5	REFERENCES	33
6.6	RETIREMENT.....	33

INTRODUCTION

Pembroke College has a long and distinguished history. It is well known for its relaxed but disciplined achievement, in academic life and beyond. The College is committed to building on these traditions of diversity in excellence. But the real heart of the College remains the people who live and work in this environment and it is, therefore, important that staff understand the nature of their employment at Pembroke.

This Handbook is a reference document setting out what our employees should and need to know about their employment. It will help them appreciate their responsibilities to the College and to their fellow employees, as well as their individual rights. It emphasises that all employees will receive fair and consistent treatment at work with regard to standards of performance and conduct.

The Handbook refers to, and complies with, current employment, health & safety and equal opportunity legislation. It sets out how the College's HR policies and procedures are to operate. It should be read in conjunction with your contract of employment and with the original offer letter issued to all members of staff. This handbook is not contractual but is intended as a general guide. Whilst it does not form part of your contract of employment, you should be aware that any breach of the policies, procedures or guidelines it contains or makes reference to could lead to disciplinary action. Please ensure that you read it carefully and fully understand the contents.

Any questions should be discussed with your Head of Department or the HR Manager.

As a reference document, the Handbook is required to be kept up-to-date. Amendments will be issued from time to time and we reserve the right to modify or discontinue the benefits, policies and terms and conditions described in this Handbook. If any part of the handbook is considered to be in conflict with existing law, regulations or other statutory requirements, only the part that is in direct conflict will be invalid.

Notification of any changes or additions will be given by the HR Manager. If it is deemed necessary a period of consultation will be sanctioned.

Any variations to your contractual terms will be notified to you individually.

Pembroke College is committed to the principles of equal opportunity in its employment practices. We aim to ensure that no employee receives less favourable treatment due to a 'protected characteristic' (sex, race, disability, religion or belief, sexual orientation, age, marital status or civil partnership, maternity/pregnancy or gender reassignment) or is disadvantaged by any conditions or requirements being placed on him/her which cannot be justified. Pembroke College will apply employment policies that are fair, equitable and consistent and we look to you to support us in implementing these policies. Pembroke College will not condone any discriminatory act or attitude in the conduct of our business, with our employees, students, clients/customers, suppliers or anyone with whom we deal.

Pembroke College hopes you have a long, successful and happy relationship with us.



PEMBROKE COLLEGE - CAMBRIDGE

HISTORY OF THE COLLEGE

Pembroke College was founded by Marie de St Pol, daughter of Guy de Châtillon and widow of Aymer de Valence, Earl of Pembroke. Pembroke is the third oldest College still in existence, after Peterhouse and Clare. Marie was granted her licence for the foundation by Edward III on Christmas Eve 1347.

The College originally housed up to thirty scholars, and the original buildings – chapel, hall, kitchen, buttery, Master's lodgings and students' rooms – were arranged in a single court (now First Court). All the scholars were male and unmarried and would have been priests. The original statutes also provided for four staff – a manciple, cook, barber and laundress – to look after the needs of this small community.

Marie was closely involved with College affairs in the thirty years up to her death in 1377. She seems to have been something of a disciplinarian: the original Foundation documents had strict penalties for drunkenness and lechery, required that all students' debts were settled within two weeks of the end of term, and gave strict limits on numbers at graduation parties.

Founded on part of its current site, it took over 500 years to accumulate all the land of which is now comprised. Over succeeding centuries, the College buildings spread out from that first court along Pembroke and Trumpington Streets. One of the earliest major changes to the look of the College came in the turbulent years of the mid-seventeenth century. Matthew Wren, Bishop of Ely, was imprisoned for eighteen years for his support of the King during the Civil War. While languishing in the Tower of London, he vowed that if he was ever freed he would build a new chapel for the College. He kept his promise after his release in 1659, and approached his nephew, then known mainly for his mathematical skills, to build the chapel. Pembroke has gloried ever since in possessing the first building designed by Christopher Wren.

Ivy Court was built during the seventeenth century, but it was not until the end of the nineteenth century that Pembroke started to look much like it does today. A major expansion in student numbers at this time brought about a major building programme – a new hall, replacing the small medieval hall, Master's Lodge (N staircase), residential block (Red Buildings) and a new library, all designed by the fashionable architect Alfred Waterhouse. These were followed slightly later by New Court and the Pitt Building. At the same time, Pembroke undergraduates established a mission in south London, at Walworth: this survives today as Pembroke House, one of the few College missions still in existence.

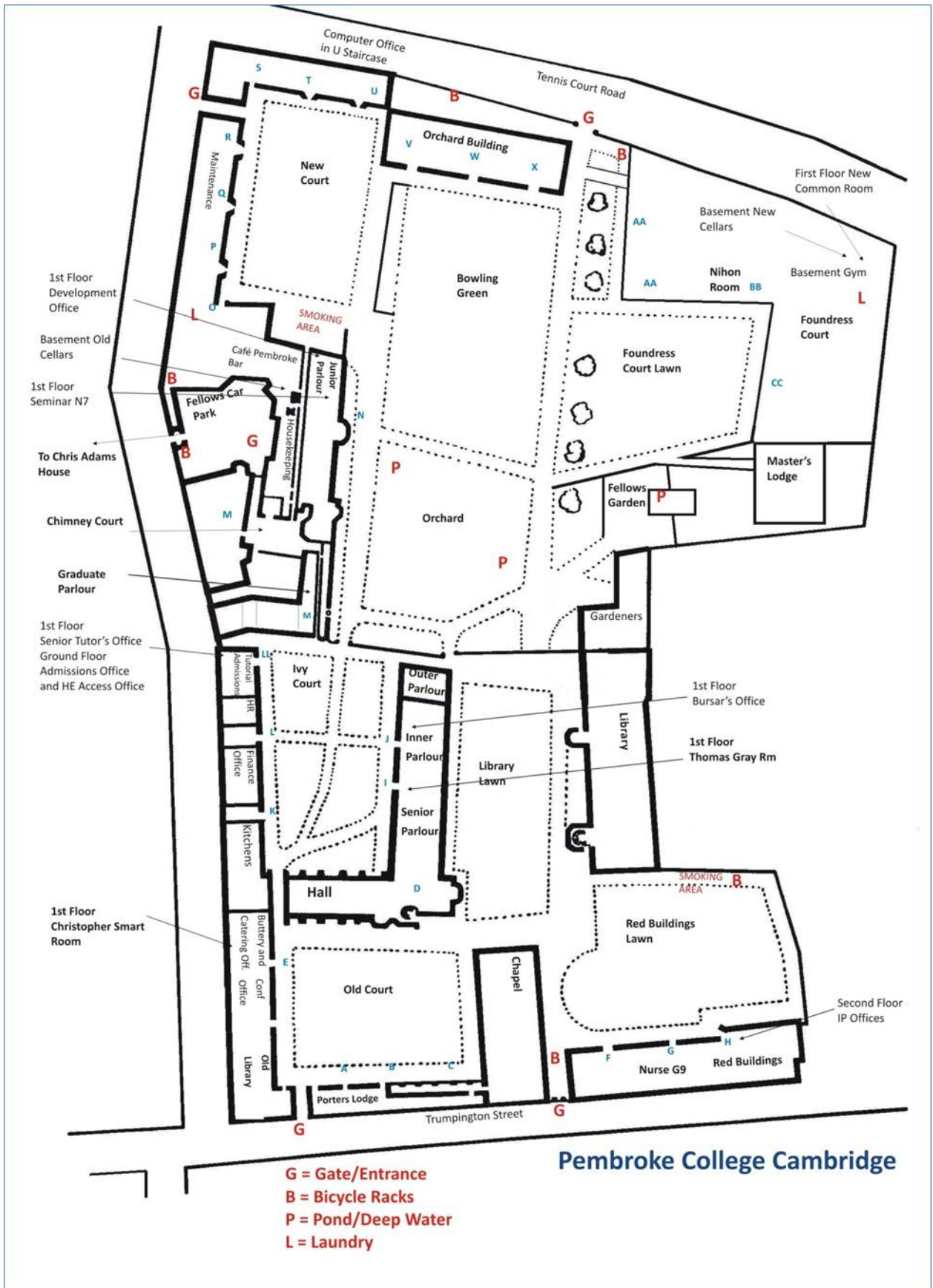
In its early years, Pembroke had a strong reputation for theology: the College produced twenty-two Bishops in 300 years. One of the most famous of these men was Nicholas Ridley, Master during the dangerous times of the Reformation. Ridley's involvement in Protestant politics led first to his imprisonment by Queen Mary and then burning at the stake in Oxford in 1556. His portrait hangs today next to the fireplace in Hall.

In more recent centuries, the College has produced famous scholars in all disciplines. Notable alumni include the physicist George Gabriel Stokes, the poets Edmund Spenser, Thomas Gray and Ted Hughes; politicians William Pitt the Younger and Rab Butler; musicians Sir Arthur Bliss and Emma Johnson; and entertainers Peter Cook, Clive James, Tim Brooke-Taylor, Bill Oddie and Eric Idle. It also has a strong sporting reputation and has nurtured many outstanding sportsmen and women including an England cricket captain, Peter May, an England rugby captain Wavell Wakefield, a two-times Wimbledon finalist, H. W. "Bunny" Austin, and most recently an Olympic rowing silver medalist, Cath Bishop.

By the early twentieth century Pembroke had taken on much of its current physical form. Student numbers had continued to grow, particularly the numbers of graduate students, thus contributing to the reputation of the University of Cambridge as one of the finest research universities in the world. Another highly visible change was the admittance for the first time of women undergraduates in 1984. The growth in numbers led to the building in 1997 of Foundress Court, adding 92 student rooms, allowing the College to house for the first time in many years most Junior Members on site; and to the renovation and extension of the Library, which was completed in 2002.

Today the College comprises approximately 442 undergraduates, 260 graduate students, 70 Fellows, and 145-150 staff. This number is supplemented as necessary at various times of the year by temporary staff. Pembroke contributes to teaching and research across all subjects in the University, and is currently performing very strongly in the academic league-tables. It has a reputation as a friendly college, in which Fellows, students and staff work together to create an environment in which people can excel. The College has also developed extensive development, conference and external study programmes in recent years, which have added much to the financial security of the College and enabled it to undertake many recent initiatives. Surely Marie de St Pol would not recognise the place today – but hopefully she would be pleasantly surprised about the size, scale and character of the College that she founded over 660 years ago.

COLLEGE MAP



1 JOINING PEMBROKE COLLEGE

1.1 APPLICATION OR CV

Your application form and/or CV must have been completed accurately and truthfully. Failure to do so may result in the termination of your employment and may be classed as gross misconduct. If you become aware of any inaccuracy or omission you should advise your Head of Department immediately.

1.2 REFERENCES

All offers of employment are made subject to satisfactory references. We normally take up two references from previous employers (or other relevant sources where employer references are not available). In the event of an unsatisfactory reference being received during or before employment starting, this could result in the withdrawal of our offer, or dismissal (if you have already started working for us). In such cases we will usually discuss the unsatisfactory reference with you before making a decision.

1.3 RIGHT TO WORK IN THE UK

By law, we are required to check that all new employees have the right to work in the UK. Unless you have already provided this information to us, it is essential that you provide one of the following original documents as failure to do so may result in us delaying your joining date and the offer of employment may be withdrawn:

- A passport showing that you are a British citizen (or are named in the passport as a child of a British citizen) or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or a national identity card which identifies you as a national of the EEA or Switzerland (or a child of such a person).
- A Registration Certificate or document certifying Permanent Residence issued by the Home Office to you as a national of the EEA or Switzerland.
- A Permanent Residence card issued by the Home Office to you as a family member of a national of an EEA country or Switzerland.
- A current Biometric Residence Permit issued by the Home Office which gives you the right to stay indefinitely in the UK, or which has no time limit.
- A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.

A copy of this document will be taken and retained on your personal file and the original returned to you. Note that you will not be permitted to start working for us until the right to work checks have been completed to our satisfaction.

Should you cease to be entitled to work in the UK at any time during your employment with us, failure to notify either your manager or the HR Manager may trigger disciplinary proceedings and amount to gross misconduct warranting summary dismissal.

Upon joining us you should also provide a P45; if you cannot do this within your first week, you will be requested to complete a P46 form.

1.4 INDUCTION

During your first week you will receive an introduction to Pembroke College and attend a health and safety briefing. The induction will include a tour of the facilities. You will be asked to fill out required starter documentation and be given time to familiarise yourself with your new surroundings and the requirements of your new role.

A comprehensive induction programme, which will cover your first week with us, will be led by your Head of Department, during which you will be introduced to the key employees and departments with which you will interact and start to understand our processes and procedures.

Pembroke College recognises that starting a new job is stressful. Please do raise any queries or concerns that you may have as soon as possible in order that we may resolve them.

1.5 PROBATIONARY PERIOD

As detailed in your offer letter, all staff are appointed for an initial probationary period, usually six months, although you should refer to your contract for the exact period which applies to your employment. The purpose of the probationary period is to provide formal monitoring of your performance and progress during the early stages of your career at Pembroke to ensure that any training needs are identified and met quickly and to provide you with a defined opportunity to raise any concerns that you have while settling into your job. The notice period for both the employer and employee during the probationary period is one week.

At the start of this period, specific work-related objectives may be discussed and agreed with you. Your Head of Department will then give you feedback on a regular basis. If there are any issues that need addressing, these should be highlighted and clear objectives with timescales set, to allow you the opportunity to improve or receive more training, prior to the end of the probationary period. Notes detailing agreed action points should be made by your Head of Department and kept on your personnel file.

All staff undergo a review shortly before the end of their probationary period. This review will give you an opportunity to sit down with your Head of Department to review your work progress, discuss any concerns or difficulties that may be affecting your work and to identify any training needs you may have. Specific work-related objectives may be discussed and agreed with you.

If we are satisfied that you have reached the required standards, this will be confirmed in writing. If, however, you have not reached the required standards and we have concerns about your performance or your suitability for the post, your probationary period may be extended and a development plan may be put into place. A further review will take place shortly before the end of this period and upon reaching the required standards of competence this will be confirmed in writing.

At any point during the probationary period, if we feel that you are unlikely to meet the requirements of the role your employment may be terminated with contractual notice. We reserve the right not to apply our full disciplinary procedure during your probationary period.

Termination will not normally take place, however without a review meeting being conducted. We will give you the opportunity to put forward your views on your own performance in the role and consider additional training, if appropriate.

1.6 JOB DESCRIPTION

A job description for your role detailing the main duties of the position to which you have been appointed will be issued to you with your contract. Amendments may be made from time to time in relation to the changing needs of the College. Changes in duties will not take place without consultation and the opportunity to comment on the proposed change(s). A new job description will be issued to cover any changes.

Please note that we do expect employees to be flexible and you may be requested to take on tasks usually conducted by colleagues (but similar to your own) during times of holiday and/or sickness or in order to help meet deadlines if the need arises.

2 GENERAL TERMS AND CONDITIONS

2.1 HOURS OF WORK

2.1.1 NORMAL HOURS OF WORK

Your hours of work are either specified in your contract or as agreed with your Head of Department. The College aims to encourage flexible working. If you wish to vary your hours, you should discuss your request with your Head of Department. We will try to accommodate your request, although obviously the needs of your department must be met, and for some posts, for example those working on a rota system, this may prove much more difficult than for others.

We place a high emphasis on good time-keeping, as lateness or early departure affects productivity and puts extra burden on your colleagues. You are asked to make every effort to ensure that you comply with our attendance requirements and to ensure that, during working hours, you can be contacted at all times.

You are expected to be at your place of work and prepared to begin work at the start of the working hours set out in your contract. Habitual lateness or early departure may result in deductions from pay, action within the guidelines of our disciplinary procedure, and may ultimately be cause for dismissal.

If you expect to be late on any occasion you should inform the appropriate person to explain the circumstances of the delay and advise your anticipated time of arrival. You are expected to make every possible attempt to attend work when you experience difficulties and disruptions to your normal means of transport, (for example due to strike action, the failure of public or private transport or adverse weather conditions). If you are aware of or experience any difficulties you should notify your Head of Department as soon as possible and explain the reasons for this and, if you are late, you will normally be expected to make up the time on that or a subsequent day.

See below for details regarding absence due to severe weather conditions.

If you are working out of the office during normal operational hours please make sure your Head of Department is aware of your travel arrangements, destination and contact details.

If for any reason you need to leave work due to a personal emergency or illness, you must inform your Head of Department and await permission to leave. Leaving without permission may result in disciplinary action.

In addition, flexibility is important to us in meeting the needs of the College. For this reason you may be required to vary your hours of work, and to work additional hours, should the need arise.

2.1.2 OVERTIME

If, according to your contract of employment, you are entitled to receive payment for overtime worked, any such paid overtime must be agreed and authorised in advance with your Head of Department. Overtime is usually paid at the rate of time and a half of normal rate of pay (for part-time staff, at their normal rate of pay until the hours worked have reached those of normal full-time hours for their department). Any exceptions to this practice are to be discussed, in the first instance, with the HR Manager and will be detailed in your individual Contract of Employment. Authorised overtime claims should be submitted within four weeks of overtime being worked. Payment will be made with salaries on the next payroll run. Claims received more than four weeks after the overtime has been worked may not be paid.

2.1.3 TIME OFF IN LIEU

If you prefer, and your Head of Department agrees, you may take time off in lieu (TOIL) as an alternative. This may not always be possible, and the option to take TOIL may vary from month to month depending on departmental workloads. Time off in lieu must normally be taken within three months of being accrued or as agreed with your Head of Department.

TOIL must be requested on a Leave Form by indicating the time required and the dates when overtime was worked. TOIL can be claimed as follows:

Work undertaken on Monday – Friday before 7pm	@ Single Time
Work undertaken on Monday – Friday after 7pm	@ Time and a half
Work undertaken on weekends and Bank/Public Holidays	@ Time and a half
Work undertaken by shift workers at any time	@ Time and a half

(Note that the enhanced TOIL rates do not apply to Heads of Department – their arrangements are outlined in their contracts of employment). Other arrangements can be agreed in exceptional circumstances between the Head of Department and the employee. All TOIL must be authorised by your Head of Department.

The limit on TOIL accrued at any one time is normally 20 hours. In exceptional circumstances time limits may be extended by Heads of Department.

Pre-agreed time limits for claiming TOIL hours when attending College events should be agreed between the Head of Department and the employee.

2.1.4 WORKING TIME REGULATIONS

The Working Time Regulations limit the hours an employee may work to 48 hours each week (averaged over a rolling 17-week period) and employees may not exceed this limit unless they have 'opted out'. Opting out will require your written consent.

In addition, all employees are entitled to statutory rest periods as follows:

- Daily: a break of at least 20 minutes (30 minutes if you are aged under 18) if the shift is more than 6 hours (4.5 hours if you are aged under 18); and not less than 11 hours consecutive rest in each 24 hour period (not less than 12 hours consecutive rest per day if you are aged under 18).
- Weekly: an uninterrupted weekly rest period of not less than 24 hours (48 hours if you are aged under 18). This can be averaged over a 14 day period and in this case can be taken as either two uninterrupted rest periods, each of no less than 24 hours in each 14 day period or one uninterrupted rest of not less than 48 hours in each 14 day period.

You should ensure that your normal working hours are documented accurately. Employee time and attendance records are retained by the College and will be reviewed on an individual basis.

The College believes that your hours of work will comply with these provisions but if at any time you are concerned about the number of hours you are working, or if you wish to undertake any other paid work in addition to your employment with us, you should immediately advise your Head of Department. Please note that the 48 hour weekly maximum applies to all employment including any outside work undertaken for anyone else. If you already have any other employment, or are considering any additional employment, you must notify the HR Department so that we can discuss any implications arising from the current working time legislation.

2.2 OTHER EMPLOYMENT

Your main employment is with Pembroke College and you may not hold any other paid or unpaid employment without our specific prior written approval. If you wish to take on any other employment, you must notify your Head of Department so that we can discuss any implications arising from the Working Time Regulations or any conflict of interest.

Our basic rules regarding additional work are that you will not:

- Allow your outside activities to interfere with your work for Pembroke College or permit any conflict between your duties and your private interests to impair your ability to carry out those duties effectively
- Make use of or exploit our name or your connection with us to further your own private interests or those of any outside organisation to the prejudice of our interests
- Act in a manner likely to bring the College into disrepute or to affect our reputation for impartiality or integrity.

Any additional work must not involve the use of our time, equipment, property or any other resource or facilities.

2.3 FLEXIBLE WORKING

Provided that you have at least 26 weeks' service at the date of making the request, you are entitled to make a written application for flexible working. Pembroke College will be sympathetic to your circumstances and will give all requests serious consideration but cannot guarantee that your request will be granted. Please refer to our 'Flexible Working Policy' for further details.

2.4 JOB FLEXIBILITY

It is a condition of your employment that you are prepared, if necessary, to transfer temporarily to alternative departments or duties within the College which you might reasonably be expected to undertake and which are within your level of skill/competency. This mobility will normally only be exercised in exceptional circumstances. During holiday periods etc. it may be necessary for you to take over some duties normally performed by colleagues.

2.5 MOBILITY

Although you are usually employed at one particular location, it is a condition of your employment that you are prepared, whenever applicable, to travel to any other of the College's premises within the City of Cambridge. This mobility is essential to the smooth running of the College.

2.6 SEVERE WEATHER ARRANGEMENTS

Although the College acknowledges that it would not be feasible to apply a rigid ruling to cover all cases of absence from work as a result of severe weather conditions, the following procedures and guidelines will apply.

2.6.1 PROCEDURE

- When severe weather conditions occur during the course of the working day:
 - The HR Department will contact all Heads of Department with instruction to allow staff to go home early. Information from the AA, the police and local radio will be taken into consideration in any decision to issue such an instruction. No loss of pay to staff would be involved. If in doubt Heads of Department or their representative should contact the HR Department.
- When severe weather conditions prevail at the start of the working day:
 - It is expected that every member of staff will make all reasonable efforts to get to work, including the use of public transport, or walking.
 - If the severity of the weather prevents the member of staff from reaching work, and they take the decision to stay at home or to return home, they must telephone their department at the earliest opportunity.

2.6.2 GUIDANCE NOTES

- A member of staff who does not attend work because of the severity of the weather conditions must agree with his/her Head of Department (either on that day or later) on the pay arrangement to apply. This may be one of:
 - a. A day's annual leave.
 - b. A day's leave without pay.
 - c. Authorisation to work at home.
- If an employee is unable to attend work during severe weather conditions due to the closure of his/her child's school, please refer to the section "Time off for Dependents" in this Staff Handbook.
- In exceptional circumstances, a Head of Department may make an application to the Bursar, via the HR Department, for consideration that an individual employee, who has made all reasonable efforts to get to work, should be granted an exceptional day's leave.
- While on College property, and especially during periods of severe weather, members of staff must take every available measure to work safely under the prevailing conditions.

Any queries or comments should be addressed to the HR Manager

2.7 REMUNERATION

2.7.1 BASIC PAY

Your pay is as shown in your contract or as subsequently notified to you.

All staff are paid by direct bank transfer each calendar month. Salaries/wages and overtime payments are paid on the 25th (or the last working day before if the 25th falls at a weekend or Bank/Public Holiday). The payment covers the entire month (e.g. 1st to 31st) and your monthly salary is calculated as 1/12th of your annual basic salary. If you join after the first working day of a calendar month you will be paid for each working day you are employed in that month.

2.7.2 PAYSLEIPS AND QUERIES

On joining us you are requested to provide a P45 or P46 and to complete a form giving your name, home address and bank or building society details. Any changes to these should be notified to your Head of Department in writing as soon as they occur. (Please note that it is your responsibility to also ensure that you notify HMRC of any such changes.)

You will receive a payslip showing how the total amount of your pay has been calculated. It will also show any deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance Contributions, etc.

Any queries regarding your payslip should be raised in the first instance with your Head of Department and may subsequently be raised with the Payroll Officer.

2.7.3 SALARY REVIEWS

It is College policy to review pay levels on an annual basis. It should be noted that a pay increase at review is not guaranteed.

2.7.4 OVERPAYMENTS

If you are overpaid for any reason, you should notify your Head of Department. The total amount of the overpayment will normally be deducted from your next salary payment but, if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period. Failure to report an overpayment may result in disciplinary action.

2.7.5 PAYE

If you have a query regarding any tax codings or Income Tax deductions, the telephone and reference code of the Tax Office which deals with our affairs is as follows:

Telephone No:	0300 200 3300
Pembroke College Employer Reference:	126/U33

At the end of each tax year current employees will be given a form P60 showing the total taxable pay received from the College during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them if making enquiries with the HMRC or if completing a self-assessment tax form.

2.8 HOLIDAY ENTITLEMENT AND CONDITIONS

2.8.1 ANNUAL HOLIDAYS

Pembroke College's holiday year begins on 1st October and runs until 30th September the following year.

Your annual holiday entitlement is shown in your individual Contract of Employment. This increases with length of service – see Benefits – Long Service.

It is the College's policy to encourage you to take your holiday entitlement in each holiday year. However with the prior permission of your Head of Department you may carry forward up to a maximum of five days' pro rata holiday. Any annual holiday entitlement carried forward must be taken by 31st December immediately following.

Special rules may apply if you are absent on sick leave and have not taken the minimum statutory entitlement (including any bank/public holidays you have taken as paid time off) by the end of the holiday year. In these circumstances the balance of the statutory entitlement which you have not taken may be carried forward for you to take at a later date, even if this means carrying it forward to the next holiday year. This ruling will only apply if you have adhered to our sickness reporting procedure and have provided the required documentation where applicable.

If you are ill either before or whilst on authorised holiday and not able to take the minimum statutory entitlement (including bank/public holidays you have taken as paid time off) by the end of the holiday year, you may be entitled to request that the period of illness during the previously booked holiday be converted to sick leave, and to take the holiday at a later date. In these circumstances, you should follow the notification procedure set out in our Absence Reporting and Sick Pay Policy.

2.8.2 PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays, and to any additional payment which may be made for working on a public/bank holiday, is shown in your individual Contract of Employment.

2.8.3 RULES REGARDING THE BOOKING OF HOLIDAYS

1. You should complete a Leave Form for all holiday requests and have it signed by your Head of Department before making any firm holiday arrangements. Leave Forms can be obtained from the College Website: <http://www.pem.cam.ac.uk/the-college/human-resources/>
2. Holiday requests will only be considered if you present them on a Leave Form and your Head of Department will allocate agreed holiday dates on a "first come - first served" basis whilst ensuring that departmental efficiency and minimum staffing levels are maintained throughout the year. Therefore, please ensure that you do not make travel arrangements prior to your holiday request being authorised by your Head of Department.
3. You should normally give at least four weeks' notice of your intention to take holiday of one week or more and at least one week's notice for single days.
4. Normally, you may not take more than three working weeks' leave consecutively.
5. You may be required to reserve up to ten days of your annual entitlement to be taken during the Christmas/New Year, Easter or summer vacation periods. Full details of any closure will be given to you at the beginning of the holiday year. If you have insufficient holiday entitlement to cover these periods, you will be required to take these as unpaid leave. In addition, please note that if we decide to close earlier than usual on a normal working day (e.g. Christmas Eve or New Year's Eve), if you wish to take that day as annual leave, you will still be required to book a full day from your annual leave entitlement.

2.8.4 JOINING/LEAVING DURING THE HOLIDAY YEAR

Entitlement to paid holiday accrues throughout the year on a daily basis. If you join or leave our employment during the holiday year, your holiday entitlement for that year will be calculated on a pro-rata basis, rounded to the nearest day. If you work part-time your holiday entitlement will be calculated on a pro-rata basis, rounded up to the nearest half-day. On leaving our employment any holiday entitlement accrued and not taken may be paid. Payment for holiday taken in excess of your entitlement will be deducted from your final salary payment.

2.9 SICKNESS/INJURY PAYMENTS AND CONDITIONS

If you are unable to attend work for any reason, you should follow the notification procedure set out in our Absence Reporting and Sick Pay Policy.

The College is sympathetic to genuine cases of illness or other problems that might make absence unavoidable. However, excessive or unauthorised absence causes disruption to the work of the department, lowers the morale of other staff, and makes the College less able to support genuine cases of long-term illness. Therefore, all absences are taken seriously and unnecessary absence is likely to lead to disciplinary action being taken.

If a member of staff has 5 or more days' absence, other than agreed leave, over a two-month period they will be invited to attend a review meeting.

At this meeting the reasons for the absence will be discussed and an assessment made whether any assistance can be given by Pembroke College to help the employee. Once a full assessment has been made absence targets may be set for the employee and further review meetings arranged. If targets set are not met it is a possibility that the disciplinary process will commence.

Procedures are designed to provide protection to staff who are ill or facing other difficulties and to ensure that any problems staff might be facing at work can be dealt with quickly, whilst also ensuring that departments are able to provide an excellent service without burdening other staff. Please refer to the Absence Reporting and Sick Pay Policy at the back of this handbook for further information.

2.10 OTHER TIME OFF

2.10.1 MATERNITY/ADOPTION/PATERNITY LEAVE

Maternity, adoption, and paternity leave and pay are in accordance with statutory entitlements. Please refer to our policy, a copy of which is available under "Our Policies and Procedures" in this Staff Handbook.

If you or your partner become pregnant or seek to adopt a child, you should notify your Head of Department at an early stage so that your entitlements and obligations can be explained to you.

Pregnant employees are entitled to take time off, with full pay during working hours, to receive ante-natal care. Employees who wish to take time off for this purpose are asked to provide medical certification of the pregnancy, and an appointment card, except for the first appointment.

2.10.2 PARENTAL LEAVE AND EMERGENCY TIME OFF FOR DEPENDANTS

Employees who meet the statutory conditions will be eligible to receive parental leave. Requests for parental leave (which is unpaid) should be discussed with your Head of Department who will identify your entitlement and look at the proposed leave periods dependent upon your and your child's/children's particular circumstances and the needs of the College.

All employees are entitled to reasonable unpaid time off to attend to an emergency relating to a dependant. This right applies irrespective of their length of service or hours worked.

Please refer to our policy, a copy of which is available under "Our Policies and Procedures" in this Staff Handbook for further details on both parental leave and time off for dependants.

In addition to the right to time off for dependents, which covers unforeseen emergencies only, Heads of Departments may authorise paid/unpaid leave of absence to deal with other short-term domestic crises according to the circumstances. A 'crisis' should be regarded as something that occurs suddenly, and cannot be predicted or planned and requires prompt attention. In some circumstances it may be appropriate for the employee to work from home; this is dependent upon the nature of the illness or emergency and the work the employee does for us.

Planned hospital admissions, school closure days, child-minder holidays etc. should normally be covered by annual holiday entitlement or, if the Head of Department agrees and this meets the needs of Pembroke College, may be taken as unpaid leave or the lost time made up outside of normal working hours.

2.10.3 MEDICAL/DENTAL APPOINTMENTS

Please refer to the Absence Reporting and Sick Pay Policy.

2.10.4 BEREAVEMENT LEAVE

Individuals' reactions to bereavement vary greatly and each case will be dealt with on an individual basis. All applications for bereavement leave will be dealt with by the Head of Department and HR Manager.

If you suffer bereavement within your immediate family, we will do our utmost to support you in every way and generally exceptional paid leave will be granted to help you deal with the immediate issues, or to attend the funeral. "Immediate family" is defined as your spouse, civil partner or partner; child or step-child; parent; brother or sister; grandparent or grandchild, uncle or aunt; parent-in-law, brother or sister-in-law, son or daughter-in-law. Additional time off may be granted if extensive travel is necessary.

You will need to inform your Head of Department and the HR Manager of your circumstances and they will agree the leave on an individual basis.

2.10.5 TIME OFF FOR RELIGIOUS OBSERVANCE

If you wish to be absent from work in order to observe your faith on days other than bank and public holidays, such time off should be taken, where possible, from your normal holiday entitlement and by prior agreement with your Head of Department. There is no automatic right to time off for religious holidays, however we will try to ensure that religious groups are not disadvantaged when requesting holiday at a time which is important to them. As with any other form of time off, please give as much notice of your request as you can.

If you require a period of unpaid extended leave for religious reasons, please discuss this with your Head of Department, giving as much notice as possible. Such requests will be given full consideration, but are subject to the needs of the College.

2.10.6 TIME OFF FOR PUBLIC DUTIES

The Employment Rights Act 1996 gives employees the right to have a reasonable amount of time off work (unpaid) to perform public duties.

The public offices which qualify in respect of this provision are as follows:

- Justice of the Peace.
- Members of a Local Authority i.e. local Councillor.
- Members of a Statutory Tribunal.
- Members of a Police Authority.
- Members of the boards of prison visitors.
- Members of health bodies (NHS Trusts, Health Authorities, Health Boards).
- Members of education bodies (managing or governing bodies of local authority educational establishments, grant maintained schools, school councils, self-governing schools, colleges of further education, central institutions).
- Members of the Environmental Agency or the Scottish Environmental Protection Agency.

We will authorise all reasonable requests for time off to perform these duties provided you have notified your Head of Department in advance of your commitments, and that adequate notice has been given. A maximum of 10 days will be allowed per calendar year to perform these duties.

2.10.7 JURY SERVICE

Should you receive a request to serve as a juror, you should inform your Head of Department as soon as possible and show him/her the summons so arrangements can be made to cover your absence. The court questionnaire should be submitted to the HR Manager for completion. In some circumstances, it is possible to request that jury service be deferred: if for business reasons your Head of Department asks you to make such an application please do so as quickly as possible, forwarding the letter that we will give you.

We will maintain your income, up to your basic pay, for a period of 2 weeks by supplementing your juror's allowance. This allowance should be claimed from the court and the corresponding amount will be deducted from your net pay. The court will issue you with a loss of earnings form, which you should pass on to the Payroll Officer for completion. The Bursar will make a decision regarding payment of salary for any jury service lasting in excess of 2 weeks.

Any subsistence, travel allowance and other expenses can only be claimed from the court.

You are expected to attend work on any days/half days on which you are not actually required to serve.

2.10.8 ACTING AS A WITNESS

If you are called to appear as a witness in court for a case that is not connected to your employment, your absence will be classed as authorised and in addition we will maintain your income up to your basic pay for a maximum of three days by supplementing the court's daily allowance. The court will issue you with a loss of earnings form, which you should pass on to the Payroll Officer for signature in order for you to claim this allowance.

You are however required to return to work at such times when you are not needed by the court.

2.10.9 COURT SUMMONS

Paid time off work will not be authorised if you are required to answer civil or criminal charges against you.

All days required attending court and/or meeting solicitors etc. must be taken as annual leave, or alternatively the time made up by agreement with your Head of Department.

2.10.10 VOLUNTARY SERVICE

The College recognises and supports the important role certain voluntary organisations play, such as the Territorial Army and St. John Ambulance, etc. It also recognises that staff who are members of such organisations may need time off to fulfil their duties.

Subject to the prior approval of your Head of Department, and according to the prevailing needs of the College, employees may be allowed up to two weeks' additional paid leave per year to attend approved voluntary services training and activities. Evidence of attendance may be required.

Any further time off will be authorised from your annual holiday entitlement, or will be unpaid.

In the event of call-up by the MOD, your employment will be protected, but you will be paid for this period by the MOD. You are entitled to remain a member of our occupational pension scheme, and provided that you agree to continue to pay your own contributions, the MOD will pay the employer contributions that we would have made.

2.10.11 TIME OFF TO CARRY OUT SAFETY REPRESENTATIVE DUTIES

Safety Representatives will be authorised paid time off to carry out their official duties, including time off to train for such duties. Before undertaking any such duties, representatives must first obtain the prior agreement of their Head of Department, giving as much notice as possible for the required time off.

2.10.12 TIME OFF TO ACT AS A COMPANION OR WITNESS AT A GRIEVANCE/DISCIPLINARY HEARING

Employees who are asked by a fellow employee to act as a companion, or who are called by either the employee or the Head of Department to attend as a witness, at a disciplinary or grievance hearing will be granted paid leave to attend the hearing. If the hearing is held outside of normal working hours, then the employee will normally be paid, or else time in lieu granted.

2.10.13 TIME OFF IN REDUNDANCY SITUATIONS

Employees with two or more years' continuous employment and who are under notice of dismissal for redundancy are entitled to a reasonable amount of time off to look for other work.

2.10.14 UNAUTHORISED ABSENCE

If you are absent from work, other than with the agreement of your Head of Department on approved holiday or other leave or because of sickness that has been notified and certified in accordance with our normal procedures, Pembroke College reserve the right both to treat the absence as unauthorised and not to pay you for the absence.

Since your presence at work is a requirement of your contract, such absence may result in an investigation under our disciplinary procedure, which in turn could result in disciplinary action being taken including the termination of your employment.

2.10.15 UNPAID ABSENCE

Whilst unpaid absence is not encouraged, we understand there may be times when you may need to be away from work for some other reason not covered above. Other than where reasonable unpaid time off is taken to undertake the unexpected care for a dependant, any requests for unpaid leave should be made to your Head of Department. Such requests will only be considered if you have been working for us for more than 12 months, and on an entirely discretionary basis.

2.11 EXPENSES AND BUSINESS TRAVEL

2.11.1 TRAVEL EXPENSES

The expenses procedure is primarily for payments relating to mileage, parking fees, occasional travel and accommodation. Necessary expenses incurred personally in the course of your job will usually be met by the College, provided that:

- The expense is authorised in advance by your Head of Department.
- Receipts are provided and a claim form authorised by your Head of Department is submitted to the Finance Office.

We reserve the right not to pay expenses where supporting vouchers or invoices are not provided or where the date of the expense incurred is more than three months old.

We understand that expenses are a priority and they will be dealt with as promptly as possible. Claim forms can be obtained from your Head of Department, the Finance Office or the College website <http://www.pem.cam.ac.uk/the-college/human-resources/>.

Employees are expected to seek the most economical means of transport within reason to ensure the least cost is incurred by the College. For further details of the expenses which may be claimed, please refer to our expenses policy at the back of this handbook.

If you use your vehicle for business travel (e.g. travelling to appointments, training courses or seminars etc.) you must ensure you take out adequate insurance cover includes business use. Reimbursement for mileage costs should be made through the expenses procedure.

2.11.2 WORKING OUTSIDE THE UK

The nature of some roles at the College may require employees to work outside the UK for a period not exceeding one month at any time.

Details of any work required outside the UK will be discussed with an employee on an individual basis.

2.12 BENEFITS AND FACILITIES

2.12.1 PENSION SCHEME

If you meet the required criteria for age and earnings, you will automatically be enrolled in the College's Defined Contribution Pension Scheme after 3 months' continuous service. However, you can choose to opt into the scheme earlier by notifying the pension provider. You can also opt out by contacting the pension provider or the Payroll Officer if you wish to.

You will be sent the relevant pension information pack shortly before you are eligible to join the scheme. If you have any queries, or require additional information about the pension scheme, please contact the Payroll Officer.

2.12.2 CONTRACTUAL SICK PAY

Please see the Absence and Sick Pay Reporting Policy at the back of this Staff Handbook for details of the College's contractual sick pay scheme. Your entitlement to sick pay will be as specified in your contract of employment.

2.12.3 HEALTH CARE INSURANCE

You and any member of your immediate family are eligible to join our health care insurance scheme and details will be sent to you separately. The College currently subsidises the cost of membership of the scheme, but reserves the right to change the provider of the scheme, or the terms of the scheme, or to withdraw the scheme altogether for future years.

If you have any queries about the health care insurance scheme you should contact the HR Manager.

2.12.4 LONG SERVICE

Pembroke recognises the particular contribution of long-serving members of staff. A reception is held each year to commemorate the achievement of staff who have been employed for ten or more years. In addition, one extra day's paid leave is offered to staff that have completed 10 years' service. Further extra days are offered on the completion of 15, 20 and 25 years' service. These days will be added in the following holiday year's entitlement, e.g. 10 years' service completed in May will entitle the employee to an extra day's paid holiday from the following 1st October. A pro-rata allowance will apply to employees who work part-time. The calculation will be:

Full time holiday allowance plus extra holiday days granted = total number of days
Divided by 5 (equivalent to full time working days)
Multiplied by the number of days worked by the part-time employee
= total allowance for the part-time employee, rounded to the nearest day.

2.12.5 CHILDCARE VOUCHERS

The College participates in the government-sanctioned voucher scheme to assist with the cost of childcare. The scheme works through sacrificing an element of salary to purchase childcare vouchers. These vouchers are non-taxable and exempt from National Insurance. They cover care for children up to 16 years of age. They can be used for a wide range of childcare provision but carers who receive vouchers as payment must either be registered with OFSTED or have approved status.

The scheme is administered by an independent organisation and details are available through the HR Office.

2.12.6 GYM

Pembroke College has a gym on site situated in the basement of Foundress Court. The gym is open for use to both students and staff. Access to the gym is gained via the University Card or a Pembroke College Card but access is only granted after attendance at the induction programme training. Contact the Bursar's Office for further information and guidance.

2.12.7 ATTENDANCE RELATED BONUS PAYMENT

All employees (other than those on Casual Agreements) may, after they have been employed for a continuous qualifying period of 12 months, receive an attendance related bonus which is paid annually in two instalments in July and December. This is a discretionary benefit that may be withdrawn at any time and does not form part of your contract of employment.

The attendance-related bonus will be adjusted if an employee is absent, other than holiday, for more than two weeks during each six month period.

As this attendance related bonus is adjusted to take into account absence from the workplace, it will also apply to eligible employees on Sickness, Maternity, Adoption or Paternity Leave, other than during the two-week period of compulsory maternity leave which will be disregarded for this purpose.

3 YOUR CAREER AND DEVELOPMENT AT PEMBROKE COLLEGE

3.1 EMPLOYEE TRAINING

At the commencement of your employment, training for the specific role will be given. As employment progresses, your skills may be extended to encompass new job activities within the College.

The College may assist in personal development by providing support in the achievement of qualifications, provided that these also benefit the individual in the performance of duties within the College. Further information is available from your Head of Department or the HR Office. Note we regard training as a serious activity which is an integral part of our activities - you should therefore make every attempt to attend any training organised for you.

We aim to promote from within the College whenever possible, and every encouragement and help is given to those who show potential for development to more senior positions. If you are particularly interested in any vacancy and wish to apply please do so through your Head of Department.

3.2 TRAINING SUPPORT

We believe in the development of our employees through work experience, training and further education.

We will normally fund 50% of the fees for tuition, provided that:

- The course is relevant to Pembroke College.
- Your Head of Department approves it.
- You remain in our employment for 12 months after the completion of the course.

We will pay in full the agreed monies for the relevant course. Your contribution to the course fees will then be deducted from your salary each month at a rate agreed with you. Where applicable, we will fund any examination; but you will be required to pay for all examination re-sits. If you fail your exams and choose not to re-take them, you may be required to repay 100% of the monies paid for that year.

If you leave our employment for any reason other than redundancy or sickness during the course, or within 12 months of completing the course, or fail to maintain a minimum of 80% attendance level at the course, then you will be required to repay the full amount of the monies paid by us.

All half/full day release is to be agreed with your Head of Department. This time off is applicable during term times only. Three days' study leave will be given for each examination subject. In addition, you will be given paid/unpaid time off to sit your exams.

3.3 PERFORMANCE AND REVIEW

The College's policy is to monitor work performance on a continuous basis so that each employee's potential can be maximised.

3.4 ANNUAL REVIEWS

All staff will be required to take part in an annual review of their performance, details of which are available separately. This is an important opportunity for you and, normally, your Head of Department to take time to consider your overall performance, review your job description, talk through any problems or difficulties that may be affecting your work and any areas where further training or guidance may be needed and consider your longer-term career plans, so we encourage your full participation in the process. Specific work-related objectives will be discussed and agreed with you and any training and development needs will also be identified.

3.5 JOB CHANGES/CAPABILITY ISSUES

We recognise that during your employment with us your capability to carry out your duties may fluctuate. This can be for a number of reasons, including your job changing over a period of time causing ability, performance or training issues, or you personally change (most commonly because of health or personal reasons) and this impacts on your ability to complete your work successfully.

If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance we expect of you and that you receive adequate training, support and supervision to achieve the required level.

Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.

If the standard of your performance remains unsatisfactory, a performance management plan will normally be put in place, and you will be warned that failure to improve and to maintain the performance required may result in disciplinary action.

4 YOUR WORKING ENVIRONMENT

4.1 HEALTH AND SAFETY POLICY FOR PEMBROKE COLLEGE

Pembroke College has a separate Health & Safety Policy. Copies of this Policy are available in all departments and on the College Website: <http://www.pem.cam.ac.uk/the-college/human-resources/>. All employees should ensure they are familiar with this policy.

The Governing Body regards health and safety matters to be a high priority and an integral part of all its activities, including the maintenance of quality and standards, and aims to provide and maintain a working and educational environment that is safe and without risks to health, adequate as regards welfare facilities, and ensures that persons not in the College's employment are not exposed to risks that may arise from the College's activities. However, you also have a personal responsibility for ensuring adherence to our Health and Safety Policy. You are required to take reasonable care of your own wellbeing and that of all other employees. You must not take any action that could threaten the health or safety of yourself, other employees, students, Fellows or members of the public.

It is our policy to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and that any other person who may be affected by our work activities is protected from risks to their health and safety.

We are committed to effectively managing health and safety risks arising from our work activities and complying with our legal obligations. In particular, we will ensure, so far as is reasonably practicable, that:

- Adequate financial and operational resources are made available for managing health and safety risks.
- Plant and safe systems of work are provided and maintained that are safe and without risks to health.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Such information, instruction, training and supervision as is necessary is provided for the health and safety at work of employees and workers.
- The place of work under our control is maintained in a safe condition and that the means of access to and egress from it are provided and maintained in a safe condition without risks to health.
- The working environment is provided and maintained so that it is safe, without risk to health and adequate with respect to facilities and arrangements for the welfare of employees.

We firmly believe that the success of our policy relies on the full co-operation of all employees; therefore, we will ensure that it is brought to their notice. We will regularly review our health and safety policy to take account of any significant changes in our operations.

4.2 HOUSEKEEPING AND USE OF RESOURCES

Both from the point of view of safety and of appearance, personal and general work areas, the Porter's lodge and the dining areas must be kept clean and tidy at all times.

We also try wherever possible to ensure minimum waste of resources and equipment, to ensure the cost-effective and efficient running of our activities. Employees are asked to take care to avoid unnecessary or extravagant use of services, time, materials and equipment.

The following are illustrations of the ways you can help:

- Turn off any unnecessary lighting and heating. Preserve heat whenever possible.
- Turn off computers and other electrical equipment at the end of the day; do not leave equipment on standby.
- Ask for other work if your job has come to a standstill.
- Start with the minimum of delay after arriving for work and after breaks.

Please refer to your contract of employment for our rules on repayment for loss or damage of College equipment.

4.3 ACCIDENT REPORTING AND FIRST AID

If you have an accident or are taken ill while at work, you should let your Head of Department or Supervisor know as soon as you can. Assistance is available within College from the Nurse and First Aiders. The Nurse is available at set times, Monday to Friday (for current details, consult the glass notice boards outside the kitchen area). A list of current First Aiders is displayed on all College notice boards.

If you are given assistance by a First Aider or the College Nurse because of an accident at work, the First Aider will be required to complete a First Aid Report. This form is given to the HR Department for investigation.

You should report all accidents at work, no matter how minor, to the HR Department, Room L9. Any exposed cut or burn must be covered with a first-aid dressing.

4.4 CLOTHING AND EQUIPMENT

Protective clothing and other equipment that may be issued for your protection because of the nature of your job must be worn and used at all appropriate times and as instructed. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility and you should ensure that it is looked after and kept clean and serviceable.

Protective clothing and equipment will be replaced when necessary due to reasonable wear and tear. If you lose your protective clothing or equipment or damage it to the extent that it cannot be used/worn (or it is not doing the job it was designed for) we will replace this for you, but you will be responsible for meeting the cost of the replacement article. This will be deducted from your pay.

4.5 USE OF PERSONAL MUSIC SYSTEMS

Personal music systems and/or headphones or earpieces may only be used where these will not distract either the wearer or those who work in close proximity to the wearer; adversely impact on job performance or create a health and safety risk due to inattention or impaired hearing. Such equipment may therefore only be used at work with the prior consent, and at the discretion of your Head of Department.

4.6 EMERGENCY PROCEDURES

Full details of the College's emergency procedures are held at the Porters' Lodge.

4.7 SMOKING

You are not permitted to smoke in any office, function room or College building. There are two designated smoking areas within the College grounds (see map page 7 for details). Extra smoking areas may be designated for other College functions.

Smokers may use their standard rest breaks to smoke in the designated areas only, but should not take additional breaks to do so. Please note that failure to observe our "no smoking" policy may lead to disciplinary action being taken.

4.8 ALCOHOL AND DRUGS

We have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and you have a similar responsibility to yourself and your colleagues. The use of alcohol and/or drugs may impair the safe and efficient running of the College and/or the health and safety of our employees is forbidden both during working hours and in the time prior to this where this could affect your ability to work safely. To be unable to work properly, or to cause your fellow workers to have reason to object to your conduct, caused through either alcohol or drug use (including solvent misuse), may lead to action being taken under our disciplinary procedure.

If we suspect that you are under the influence of alcohol or drugs you may be suspended immediately and we may ask for an alcohol or drug test to be carried out by a nominated person on the day suspected or after suspension.

The effects of alcohol and drugs can be numerous:-

(These are examples only and not an exhaustive list).

- Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.).
- Higher accident levels (e.g. at work, elsewhere, driving to and from work).
- Work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

Action will also be taken in the same way if the misuse takes place at a conference, seminar, exhibition or social event either organised by the College, or that you are attending as a representative of Pembroke College.

If you face a situation where you have become dependent on alcohol or drugs, and you bring this to our attention prior to us raising any concerns or taking any disciplinary action, we may help you to seek appropriate treatment and allow time to recover. Disciplinary action may be suspended provided that you follow a suitable course of action outlined in an agreement that can be monitored by your Head of Department. Your duties may be restricted during this period and we will seek to offer alternative tasks

that you are capable of undertaking without risk to your, or others, safety. If we are not able to keep your post open during a prolonged period of absence, or if you are not able to return to the same job after effective treatment or this is not advisable for whatever reason, we may offer suitable alternative employment where possible but cannot guarantee this.

If a prescription drug affects your working capabilities, your Head of Department should be informed as to any risks this may cause to you and those who work with you.

4.9 HYGIENE

- Any exposed cut or burn must be covered with a first-aid dressing.
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported to your Head of Department and the HR Office before commencing work.

4.9.1 HYGIENE FOR FOOD HANDLERS/CATERING STAFF

- You must wash your hands immediately before commencing work and after using the toilet.
- Any cut or burn on the hand or arm must be covered with an approved visible dressing.
- Head or beard coverings and overalls/uniforms, where provided, must be worn at all times and long hair must be tied back.
- No jewellery should be worn, other than plain band wedding rings, without the permission of the Head of Department.
- You should not wear excessive amounts of make-up or perfume. Nail varnish/nail extensions are not permitted.
- If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.
- You must report to your Head of Department or Supervisor before commencing work.

4.9.2 LIFTING AND HANDLING TECHNIQUES

All reasonable effort is made to limit the need for manual handling within the College. However, we do ask that employees take sensible precautions to protect themselves, as set out below:

Wherever possible, design your workload to minimise any lifting, for example, by keeping heavy files and breakable items on the middle and lower shelves, placing the most frequently used files and books closest to your workstation, splitting loads before lifting them, making use of any trolleys that are available for conveying goods.

You should always take care when lifting heavy loads and obtain help if necessary, especially with computers/heavy stationery. When carrying files or boxes, make sure that you can see where you are going, particularly if moving up or down stairs. Always follow these guidelines when:

Lifting

1. Before lifting the object, check there are no sharp or rough parts sticking out.
2. Place your feet slightly apart to give a comfortable stance.
3. Keeping your feet flat on the floor, squat down, keeping your back straight.
4. Take a firm grip of the object and keeping it as near as possible to the body, stand up using your legs to do the work.
5. If the object feels too heavy, or is awkward to manage on your own, **do not attempt to lift it**, get assistance.

Pulling/Pushing. Pushing is much easier than pulling.

1. Always remain upright.
2. Keep your spine straight.
3. Put your hands straight out in front of you and grasp the object firmly.
4. Depending on the direction, lean backwards and/or forwards, transferring the weight to the most backward or forward foot.
5. Remain upright at all times, keeping your spine straight.

Where necessary, employees will be provided with information and training on safe handling.

4.10 SECURITY

If you are issued with keys to our premises, you should never let another person have these unless that person is a Head of Department. If you lose a key you should report this immediately to your Head of Department.

It is the responsibility of all employees to ensure that on leaving the premises windows are shut and secured, internal and external doors are locked, and all computers and electrical equipment shut down and locked away, where appropriate.

4.11 CLOSED CIRCUIT TELEVISION

CCTV records are kept for a period of three months. CCTV coverage can be stored to disc for evidential purposes.

- College security is assisted by CCTV surveillance. The system is monitored.
- The College reserves the right to use any information obtained in this manner in any disciplinary issue.
- Staff who have questions regarding the operation of the CCTV system should speak to the Bursar. Staff who wish to access any personal data about themselves on the CCTV system should complete and return an Access to Personal Data Form (can be downloaded from the College website), with the requisite fee and with as much information as possible to enable the data to be located (including, if possible, details of the relevant camera, date and time).

4.12 RIGHT OF SEARCH

We reserve the right of search to combat theft or the misuse of drugs/alcohol or any other illegal substances on College premises. To this end, we may carry out random checks on visitors' and employees' identities, person and property, including vehicles whilst on College premises, many of which are simple precautionary measures and do not imply suspicion.

Any employee who is searched will have the right to be accompanied by a colleague who is on the premises at the time of the search. We also reserve the right to call the police for assistance at any stage should we believe this to be necessary.

4.13 ACCIDENTAL DAMAGE OR LOSS OF YOUR PROPERTY

We do everything possible to keep College premises secure, but there is always the risk that petty crime will occur. We cannot and do not guarantee the security of your personal belongings nor can we make insurance claims or offer financial compensation if thefts do occur, without evidence of a physical break-in. You should not therefore leave your belongings unattended. Any items of personal or financial value should either be taken home with you at the end of the day or locked away in a drawer, cupboard, filing cabinet or locker. Similarly, we do not accept any liability for cars, other vehicles or bicycles brought onto College premises.

4.14 LOST PROPERTY

Articles of lost property should be handed to the Porters' Lodge who will retain them whilst attempts are made to discover the identity of the owner and inform that person. Lost property items will be kept for one month.

4.15 REMOVAL OF WASTE OR SCRAP PRODUCTS

All materials and equipment kept on College premises remain the property of Pembroke College and may not be removed without the prior approval of a Head of Department.

The College reserves the right to define 'materials' in specific instances, but generally, if it does not belong to you, do not remove it even if you consider it to be scrap or unwanted material. For the avoidance of doubt, any materials or equipment include those which may be deemed to be scrap, broken, obsolete or surplus to requirements.

Unauthorised removal of any College property is regarded as theft. We operate a zero tolerance policy on theft and regard it as gross misconduct. Theft is considered grounds for immediate dismissal and may cause us to bring criminal charges against you.

4.16 PARKING

1. Car Parking

Car parking on-site is extremely limited and under considerable pressure. Not all staff who wish to park on site are able to do so, though some additional parking is available at nearby hostels. Spaces are allocated by the Bursar's Office on the basis of need, taking into account factors such as distance travelled, hours worked and disability. If you wish to apply for a parking space, contact the Bursar's Office. Only staff with permission to park from the Bursar's Office may do so.

2. Bicycles/Motorcycles:

- a. Bicycles should be kept in the designated cycle storage areas.
- b. Motorcycles may be kept in the car park behind the Orchard Building. Please do not leave motorcycles elsewhere as they can constitute a fire hazard.

3. No liability is accepted for damage to private vehicles/bicycles or motorcycles brought onto College premises, however it may be caused. Any vehicle left on College property is left at the owner's risk.
4. Under no circumstances should you park in areas designated for disabled people or visitors unless eligible to do so.

5 OTHER RULES AND INFORMATION

5.1 CONFIDENTIALITY

1. Pembroke College holds confidential information on all employees, Fellows and students. All staff, students, Fellows and customers of the College have a right to confidentiality in their private affairs, their personal information being handled properly and not disclosed irresponsibly or unnecessarily. Therefore, it is important that staff who have access to confidential information ensure that confidentiality is maintained properly at all times.
2. If during the course of your employment you have access to, or reason to handle, personal information, you should make every effort to comply with the Data Protection Act 1998. If you are unsure of the current legal requirements please check with your Head of Department.

In general, all information that:

- a. Has been acquired by you during or in the course of your employment, or has otherwise been acquired by you in confidence and;
- b. Relates to College affairs, College members, employees, Fellows, students or other persons or bodies with whom we have dealings of any sort and;
- c. Has not been made public by, or with, College authority.

will be considered confidential.

Other than in the course of your legitimate work activities, or as required by law or permitted under the Public Interest Disclosure Act 1998, you must not at any time, whether before or after the termination of your employment, disclose such information to any person without the Bursar's written consent.

3. It is also important that good standards of confidentiality are maintained within the College. Please ensure that you pursue your daily work in a way that has regard to the information you hold, see or hear, and make sure that you do not compromise this through your working practices, for example, by leaving papers out in view when visitors are around, or at the end of the day, or discussing confidential information with colleagues. If you are in any doubt about what confidential information is, or how to deal with it, please seek advice from your Head of Department.
4. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with the College, or at any other time upon demand, return to the College any such material in your possession.

You should also endeavour to prevent any such information from unauthorised disclosure or publication. The restrictions in this clause shall cease to apply to such information which comes into the public domain, other than as a result of an unauthorised disclosure by you or any employee or ex-employee of Pembroke College.

5.2 THE DATA PROTECTION ACT 1998

For the purposes of administration, it is necessary that we hold and process personal data on our employees. Data relating to you will be held for the duration of your employment or for any longer period to enable us to answer any question relating to your employment with us.

1. The Data Protection Act protects individuals from having their personal data disclosed without permission, or inaccurate information being held on them. The College holds personal data on all staff (for example personnel and payroll records) and staff may come into contact with the personal data of other people in the course of their work (for example student records).
2. There are eight data protection principles to which all staff must adhere when dealing with personal data. Data must:
 - Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
 - Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
 - Be adequate, relevant and not excessive for those purposes.
 - Be accurate and, where necessary, kept up to date.
 - Only be kept for as long as is necessary for the purpose for which it was obtained.
 - Be processed in accordance with the data subject's rights.
 - Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measure.

- Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
3. You will be expected to assist the College to comply with its obligations under the Data Protection Act when dealing with all data, including manual data and computerised data.
 4. You must only access, vary, erase, copy, or make use of any information in the College's records for the proper discharge of your duties of employment and to the extent that you are authorised to do so. You must not access, vary, erase, copy, or use any information in the College's records in such a way as to place the College in breach of its legal obligations under the Act. Any failure to abide by this provision may result in disciplinary action being taken.
 5. In accepting employment with the College, you give consent to the College to process such data on you as is essential for processing your pay, record keeping, and administrative procedures.
 6. If you have any concerns over the requirements of the Data Protection Act, or over the handling of your own or another person's personal data, please discuss them with your Head of Department, the Senior Tutor, or the College Registrar.
 7. Pembroke College's Data Protection Policy is situated on the Pembroke College Website: the address is: <http://www.pem.cam.ac.uk/the-college/human-resources/>.

5.3 STATEMENTS TO THE MEDIA

No interviews with, or statements to, the media should be given about your employment at the College or on issues surrounding College business without the prior consent of the Master, Bursar or Senior Tutor. You should refer all communications and enquiries from the media to your Head of Department.

Please do not discuss the College or any of its students, whether officially or 'off the record', or endorse any product or service or person without our specific College permission. If approached by a member of the press, do not say "no comment". Take a contact name, telephone number or e-mail address and deadline date (this gives a timeframe within which the College may respond). Ensure that the message is passed on immediately to the Master, Bursar or Senior Tutor.

No publication of any material or opinion based on experience gained with us may be made without the written consent of the Master, Bursar or Senior Tutor.

5.4 INTERNAL COMMUNICATIONS

Good communications are essential to the effective running of the College and we welcome the contributions of all staff to improving communications.

It may not always be possible to communicate issues to all employees at the same time. Face to face sharing of information is encouraged but alternative forms of communication, such as email, intranet and notice boards, may also be utilised to keep you informed. All notices, vacancies, and other information of general interest will be displayed on our intranet/noticeboards. Please do not display any information of your own without gaining the prior permission of your Head of Department.

5.5 COPYRIGHT

All material, whether held on paper, electronically, magnetically or other formats, which was created by you solely for Pembroke College, in the course of your employment, is College property and copyright. At the time of termination of your employment with the College, or at any other time upon demand, you shall return to the College any such material in your possession.

5.6 PERSONNEL INFORMATION AND RECORDS

For the purposes of administration, it is necessary that we hold and process personal data on our employees. Data relating to you will be held for the duration of your employment or for any longer period to enable us to answer any question relating to your employment with us.

Personnel files are kept securely in the HR Office. The information contained in these records includes personal data, sensitive personal data, salary and benefit details, details of jobs held and information on performance and conduct. The information is used to administer salaries and benefits, to assist with appointment decisions and in managing employee performance. It is also used to provide management information. We will not give out your personal details to any external body unless these are required for the purposes of payroll administration, health and safety, e.g. medical condition, or a criminal or PAYE investigation etc. We will only give references for mortgage or other purposes, or employment references, if you have given your permission.

We make every effort to ensure that the information is held securely and we will comply with legislative requirements in terms of allowing you access to the information held about you. Should you wish to view your personnel file, you may do so at any time by sending a request to the HR Manager and enclosing a fee of £10. We will aim to deliver a copy, in your preferred format, of any information requested within 40 days. If any of the information is inaccurate, please let us know and provide full details so that we may correct any error.

We will not ask you for, or record on paper or electronically, personal information which is not necessary for the College to operate effectively. We will also do our best to keep your information safe, accurate and up-to-date.

If during the course of your employment you have access to, or reason to handle, personnel information, you should make every effort to comply with the Data Protection Act. If you are unsure of the current legal requirements please check with the HR Manager.

Please refer to our data protection policy, a copy of which is on the College Website for further details: <http://www.pem.cam.ac.uk/the-college/legal-information/data-protection/>.

5.7 CHANGES TO PERSONAL DETAILS

The Data Protection Act requires that any personal information kept by us is maintained, up to date and accurate.

Please ensure that the HR Department is informed immediately of any changes to your personal details. These include change of name, address, home telephone number, marital status, emergency contacts, gain or loss of a dependant and attainment of a professional qualification or membership of a professional organisation. Please also advise the HR Department of any changes in your personal circumstances which could affect your employment, e.g. changes in health, endorsements on your driving licence (if you are required to drive on business) etc.

Approximately every two years the HR Office will send to all employees a copy of the details held on them on the HR Database. It is the responsibility of each employee to check this information and inform the HR Office of any changes. If there are no changes and the information is correct this should also be acknowledged and the form returned to the HR Department stating this

5.8 PERSONAL RELATIONSHIPS

We recognise that, from time to time, close personal relationships may develop between members of staff and between staff and students. Employees whose personal relationship may potentially adversely impact on their ability to fulfil their roles for us in any way are strongly recommended to advise the HR Manager.

We fully acknowledge the right of employees to privacy in their personal affairs; however, experience has shown that the effect of such relationships may have an adverse impact on the College, especially where a conflict of interest or breach of confidentiality may arise.

Close personal relationships are of concern to us where there may be an abuse of the employee's position of trust, a breach of our required standards of propriety, a compromise of professional standards, and a conflict of interests or a potential breach of confidentiality.

Any such information will be treated in the strictest confidence if requested; the focus will be on determining whether there is potential or actual conflict of interest and if so, to determine what, if any, steps may need to be taken to protect both the individuals and the College. We fully acknowledge the right of employees to privacy in their personal affairs. However, experience has shown that the effect of such relationships may cause a blurring of judgement if conflicts of interest arise.

5.9 IT

Information Technology equipment such as computers and telephones are provided to employees in order to carry out their jobs. The College will replace, supplement or remove equipment from time to time as necessary for maintenance purposes.

5.9.1 PERMITTED USE

To ensure that equipment is available for use when needed, and to ensure that the College's time and money isn't wasted, the following must be observed:-

5.9.2 ONLY AUTHORISED STAFF MAY USE THE EQUIPMENT

1. Only authorised software may be used.
2. Only work-related tasks may be carried out during working hours.
3. Heads of Department may approve personal use of College IT equipment outside working hours.

Computers and telephones are connected to Cambridge and national networks. The rules of those networks also apply, as set out by the University's Information Strategy and Services Syndicate (ISSS) and the University Computing Service – see <http://www.cam.ac.uk/cs/iss/rules/>.

5.9.3 IMPROPER USE

The following are some examples of use that is not permitted. The list is not exhaustive – if you want to do something that is not covered under “Permitted Use”, you must seek permission in advance from your line manager or supervisor. Failure to do so may result in disciplinary action. Acts that severely waste the College's resources, damage its reputation, or damage another individual, may result in disciplinary action.

1. Copying software from or to the equipment without permission from a member of the IT Department.
2. Disabling virus-checking software.
3. Sending messages that constitute bullying or harassment.
4. On-line gambling.
5. Accessing or transmitting pornography (in this context material with a violent or sexual content that offends others).
6. Handling copyright information without the appropriate permission or payment.
7. Transmitting confidential information about other employees, members of the College, the College itself, customers or suppliers to unauthorised persons or by insecure or unauthorised methods.
8. Carrying out any commercial activity.

5.9.4 SOCIAL MEDIA

Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, Twitter, Ning or MySpace); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either via our systems or from home.

Inappropriate comments can adversely affect the reputation of the College, even if it is not directly referenced. It should be noted that if comments/photographs are likely to be construed as linked Pembroke College or, in more direct cases, if comments about Fellows, student, colleagues, or customers could be regarded as abusive, humiliating, discriminatory or derogatory, or could constitute bullying or harassment, we will treat this as a serious disciplinary offence.

In addition, postings to websites should not breach copyright or other law or disclose confidential information, defame the College or its suppliers, clients/customers, Fellows, students or employees, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

The College does not encourage employees to write about their work in any way and would prefer them not to do so. If individuals choose to do so they should not disclose our name nor allow it to be identified by any details at all. Employees should be aware that competitors or other organisations may read employees' personal weblogs, to acquire information on, for example, their work, products, and employee morale.

If something is not public information, it should not be shared. In particular, the following must not be posted on social media:

- Photos, videos and/or sound recordings taken on our property, unless explicit written permission has been given by the Bursar to do so.
- Photos or videos showing any employee or worker in uniform or other clothing that includes our logo and that could reflect negatively on the employee, his/her job, his/her colleagues or the College.
- Our logos, trademarks, graphics, or advertising materials.
- Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the College. This includes manuals; procedures; training documents; sales databases; non-public financial or operational information; personal information regarding other employees, Fellows or students; anything to do with a disciplinary case, grievance or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements.

Any contact relating to a posting that concerns the College should not be responded to, but should be referred to the Bursar.

Even if the College is not mentioned, care should be taken with any views expressed and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer." Writers must not claim or give the impression that they are speaking on behalf of the College.

Note that we may from time to time monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent him/herself or his/her role with us. Employees are also advised that social media sites are not an appropriate place to air business concerns or complaints: these should be raised with a manager or formally through our grievance procedure.

If, however, an employee is asked to contribute to an official weblog on behalf of the College then the specific details will be discussed at the time. If writing any such weblogs, employees will normally be asked to state that any personal views expressed do not necessarily reflect the views of the College. Links to our website are not allowed without the consent of the Bursar.

It is important to note that our clients'/customers' contact details and information remain the property of the College. Upon leaving our employment, for any reason, direct contact from our existing or prospective clients/customers should be directed to the Bursar and any contacts gained whilst in our employment (including those on LinkedIn or any other networking platform) should not be used for any purposes that may be in competition with us. In addition, employees leaving the College will be required to delete all work related data including client/customer contact details from any personal device/equipment (e.g. BlackBerrys).

In summary, the guidance has to be: "If in doubt, check and always think through possible consequences before you post, text or discuss anything on social media."

5.10 PERSONAL VIEWS DISCLAIMER

Care should be taken when using social networking sites (such as Facebook or MySpace) at any time, either via College systems or from home.

Any member of staff who takes part in activities such as internet chat rooms, newsgroups or blogs must state clearly that any views expressed are their own and not the views of their employer or any other party. The College will not be responsible for any action taken against an employee arising from views they express on such sites.

5.10.1 ELECTRONIC COMMUNICATIONS

1. Various means of electronic communication may be made available to employees, e.g. e-mail, social networking, mobile phones and SMS ("texting"). Anything you say or write may appear to the recipient to have been said or written by the College. Any views expressed could therefore be assumed by the recipient to represent the views of the College.
2. If, with permission, you use such systems for private purposes, or if you express personal opinions as part of your work, you should make it clear that nothing you say represents the views of the College.
3. Personal communications sent or received via College systems may be stored and/or logged by the College. They should not be considered private and may be accessed by the College when necessary and when permitted by the Data Protection Act or by the Regulation of Investigatory Powers Act 2000 or by the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.
4. Many forms of electronic communication are as legally binding as letters. Think before you press "Send".
5. Disagreements in electronic conversations can all-too-easily and rapidly descend into abuse. The College strongly advises employees to discontinue such conversations before anything is said that might be regretted. Three e-mails, postings or texts in each direction are usually more than enough. Go and meet with the other person face-to-face instead.
6. Anything written on a web page, or on social networking sites (such as blogs, Twitter, Facebook), could be regarded as a public declaration, equivalent to hanging a poster on the Senate House railings or standing up and making a speech during Formal Hall. Think before you Post.

5.11 STANDARDS

5.11.1 PROFESSIONAL CONDUCT

We aim to encourage the highest professional and ethical standards and require all employees to maintain our good reputation by behaving with responsibility and integrity and acting in a courteous, honest and fair manner towards anyone with whom they deal.

College employees are our best ambassadors and they represent us whenever they meet the public, visitors, our students and alumni. We therefore ask that the dress, appearance, conduct and personal

hygiene of all our employees presents us in a professional light at all times. This includes at events outside of the workplace such as training courses, seminars and conferences, or social functions.

We aim to create pride in the College and generate a feeling of loyalty and trust with everyone with whom we come into contact.

All of our employees must comply with the laws of any country in which they operate, and meet the requirements of any relevant regulatory authorities and/or appropriate codes of practice and conduct. If you are in any doubts as to what is required you should discuss this with your Head of Department.

Whilst you are in our employment, you are strictly forbidden from contacting (whether formally or informally, and by any means) any of our past, current or prospective suppliers, customers/clients for any purpose other than for the legitimate business interests of the College. This includes but is not limited to activities which may be linked to setting up in a competing business or working for a competitor after leaving our employment. We would regard such behaviour as gross misconduct which could result in summary dismissal.

5.11.2 DRESS CODE AND APPEARANCE

Your personal appearance is an important contribution to the image and reputation of the College and we expect that all staff will maintain a high standard of personal presentation including dress, cleanliness and personal hygiene.

Uniforms must be worn where they are provided, as must personal protective equipment where it has been judged essential for safe working, e.g. Catering. In some departments particular standards are required. Your Head of Department should ensure that you receive the information and training you need, but ask if you are in any doubt. Where uniforms are not provided staff should present a professional image with regard to appearance and standards of dress, as appropriate to their responsibilities. We aim to be fair and reasonable and for our requirements to apply with equal formality to both sexes.

Please observe standards of dress and appearance (e.g. hair and body adornment) appropriate to working in a professional environment. In all cases we expect you to be both conventionally dressed and smart. This means that clothes should fit properly and be wrinkle free, with no tears, rips or holes. Clothing that distracts other people is unacceptable, including T-shirts with offensive slogans, graphics or imprints, and tight clothing. These items never generate a professional image. Your dress should be wholly appropriate and should not distract or offend the people you are working with, to the point that it impacts on your ability to perform your role responsibly. Jeans, sportswear, and flip-flops are also not acceptable.

5.11.3 GENERAL UPKEEP OF PERSONAL WORK AREAS

Both from the point of view of safety and of appearance, personal work areas must be kept clean and tidy at all times.

5.12 COMMUNICATIONS

5.12.1 INTERNAL COMMUNICATIONS

1. Good communications are essential to the effective running of any organisation and Pembroke welcomes the contribution of all staff to improving its communications. Information on developments and opportunities within the College can be found on the staff notice board in L staircase, and on the College's website: <http://www.pem.cam.ac.uk/>.
2. Staff meetings are held periodically and all staff are invited to attend. These provide an opportunity to ask questions or raise general issues of concern. Agenda items should be sent to the HR Office at least five days before the meeting. Staff meetings are not an appropriate forum for airing personal or individual matters, which should be raised with your Head of Department or the HR Manager, as appropriate.

5.12.2 TELEPHONE CALLS/MOBILE PHONES

Telephones are essential for College business. Personal calls should be kept to a minimum and the College reserves the right to charge for excessive personal calls made.

Personal mobile phones should only be used for essential calls during normal working hours and their use is not permitted in the Hall or serving areas. If we consider the personal use of a mobile phone to be excessive we reserve the right to require the employee to keep it turned off during working hours.

5.12.3 PERSONAL MAIL AND PARCELS

Personal mail, as distinct from business correspondence, may be sent to the College address, but employees should seek prior authorisation of their Head of Department. Such mail may be opened if it

cannot be identified and we cannot accept responsibility for the safe delivery of the contents to individuals. Parcels must be collected from the Porters Lodge as soon as you are notified they have arrived.

In exceptional circumstances employees are permitted to use the College franking machine, for which payment should be made to the Finance Office immediately after use. A record book showing personal usage will be placed in the Porters Lodge and must be completed each time the franking machine is used.

5.12.4 USE OF COLLEGE FACILITIES FOR PRIVATE PURPOSES

College facilities, such as the photocopier, fax and franking machines and computers are intended for College use only, and may only be used for personal matters with the prior authorisation of your Head of Department.

5.13 MISCELLANEOUS

5.13.1 BUYING OR SELLING GOODS

You are not allowed to buy or sell goods on your own behalf on College premises unless you have the prior authorisation of your Head of Department. This includes catalogue sales and sales of items to benefit charitable or other causes

5.13.2 COLLECTIONS

No collections of any kind are allowed on College premises without the prior authorisation of your Head of Department.

Suppliers or clients/customers should also not be approached for any charitable donations without the previous agreement of your Head of Department.

5.13.3 GIFTS

Note that it is an offence under the Bribery Act 2010 to offer, promise or give a bribe or to receive a bribe. (The latter includes requesting, agreeing to receive or accepting a bribe.)

It is a strict rule therefore that nothing that could be viewed as an inducement, e.g. personal gifts, hospitality or entertainment of any kind, may be accepted from a supplier, client/customer or a prospective supplier without the prior agreement of your Head of Department. The details of any offer of such a gift/hospitality must be declared immediately in the record kept by the HR Department. If you are found to have accepted or given any bribe you will face disciplinary action, which could include dismissal for gross misconduct.

At times of special occasions such as Christmas, small gifts of nominal value may be accepted by prior agreement with your Head of Department. Gifts such as wine or consumables are normally pooled and then distributed amongst all of our staff.

5.13.4 FRAUD, THEFT AND SUSPICIOUS ACTS

If you have knowledge of, or reasonably suspect, any fraud theft or other suspicious act taking place within the College you should report this to your Head of Department, or use our Whistleblowing Policy, a copy of which is included at the back of this Staff Handbook. Equally, if you have knowledge or suspect, that financial proceeds from crime are being passed through the College to cleanse their identity and make them appear to be from legitimate sources, you are required by law to report this to your Head of Department as soon as reasonably practicable after the information comes to your attention. Failure to do so may constitute an offence.

5.13.5 PURCHASES ON BEHALF OF PEMBROKE COLLEGE

Only specified individuals are authorised to purchase goods and/or services on behalf of Pembroke College. If you are unsure whether you have the requisite authority, please speak to your Head of Department before committing us to any expenditure.

6 TERMINATION OF EMPLOYMENT

6.1 RESIGNATION

- Should you wish to terminate your employment, please discuss your decision with your Head of Department prior to submitting your formal notice of resignation. Your notice should be in writing, dated and should be handed to your Head of Department. The period of notice to terminate your employment by either party is specified in your contract of employment. Your Head of Department will complete a Staff Leaver Form for HR and payroll purposes. You will be paid in the next available payroll run after notification, and will be sent a P45 after your final payment is made.
- You may also be asked to attend an exit interview with the HR Manager or another College Officer. Exit interviews can be of great assistance to a department in assessing whether it is providing a supportive and effective working environment, and the co-operation of staff in this process is valued.
- At your request, we may waive the requirement for you to work some or all of the required period of notice. In such circumstances salary will not be payable for the portion of the notice period which is not worked. If you do not provide the required period of notice, or leave before your notice period expires, you will only be paid up to the last day you worked. Holiday entitlement will only accrue up to this date.
- We may require you to take some or all of any outstanding accrued holiday entitlement during your notice period; but also, if you have already booked some holiday during your notice period, then we may require that you do not take holiday booked in your notice period although it had previously been authorised, but work out your complete notice period. Alternatively, if we agree that you take the authorised holiday, we may require you to extend your notice period by the same amount so that you work the full notice period.
- If you commit any act of gross misconduct during your notice period we have the right to terminate your employment summarily without notice.

6.2 NOTICE PERIODS

Your notice period is as set out in your contract of employment.

6.3 GARDEN LEAVE

We may decide that notice is to be taken as 'garden leave', during which time you will continue to receive your salary and benefits, but will not be required to attend our premises, nor will you be permitted to contact our customers, suppliers or your fellow employees.

During a period of Garden Leave you may be required to undertake duties at home (although we do not guarantee that work will be provided or expected). We also reserve the right to change the nature of your work. We may also ask you to resign from any office(s) you hold associated with your employment at Pembroke College.

Should you be put on garden leave, then any accrued but unused holiday entitlement shall be deemed to be taken during your period of garden leave (provided that this is of a long enough duration to cover the total amount of outstanding leave - any remaining balance will be paid in lieu).

Please also note that during a period of Garden Leave you must not work for any other employer or undertake paid work on your own behalf. However, if an employee is already employed elsewhere and has the prior agreement to do this work from the College they may continue to undertake this work without seeking further permission to do so.

6.4 RETURN OF COLLEGE PROPERTY

When your employment with us ends (or immediately on request) please ensure that all College property and information, (including files, keys, mobile telephone, portable computer etc.) which belongs to us is returned to the College. Final payments may be withheld until all items are received and accounted for. You are not entitled to refuse to return our property while waiting to receive your final wage/salary or other payment as such payments will be made to you in the normal way.

Failure to return such items may result in the cost of replacing the items being deducted from any monies owed to you.

Should you leave our employment before the salaries have been processed in the month, your P45 and cheque for the net salary for the time you have worked that month will be posted onto you when the salaries are processed.

6.5 REFERENCES

It is not normal policy to give open “to whom it may concern” references to employees leaving our employment, but we will reply to written requests from prospective employers who should be advised to direct such requests to the HR Office.

Whilst employees may provide personal references for their colleagues, such references should be clearly marked as such, and our headed notepaper or email system must not be used for this purpose.

Pembroke College requires that all references of a professional nature are checked by the HR Department before despatch.

6.6 RETIREMENT

We have no fixed retirement age. You may choose to retire at any time and we encourage you to discuss any thoughts or queries you may have about retirement with us at any stage so that we can both plan for this more effectively.

Should you wish to prepare for retirement by gradually reducing your working hours, we will consider this, subject to the needs of the College. Note that reduced hours would result in a pro-rata reduction in salary and benefits and may impact on your pension; the implications will therefore be fully discussed with you prior to any decision being made.

Where reduced hours are requested, you should consider the impact on the College and how this could be accommodated. Information about the implications of different retirement dates, or a reduction in working hours on pension payments, can be obtained from our pension providers via the Payroll Officer.

