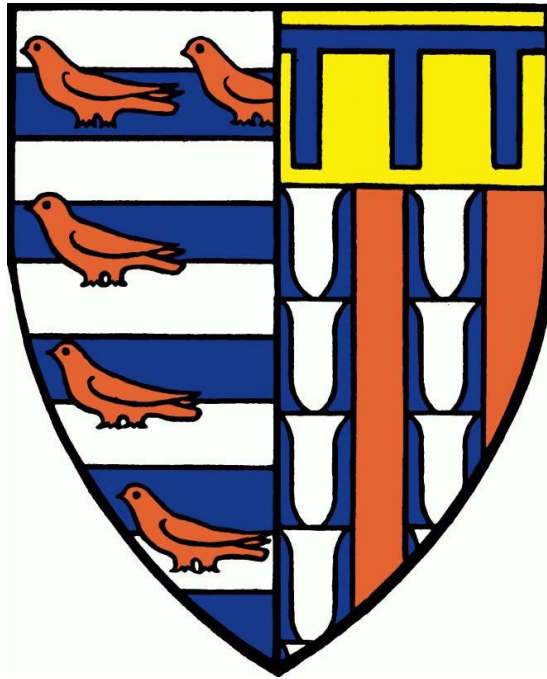


PEMBROKE COLLEGE

CAMBRIDGE



STAFF HANDBOOK

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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 Staff 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 Staff 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 Staff 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 a breach of any of the policies, procedures or guidelines that it contains or makes reference to could lead to disciplinary action. Please therefore ensure that you read it carefully and, if there are any points you do not understand, or you would like any further details, please discuss with your Head of Department or the HR Manager.

From time to time changes to the contents may be necessary, 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. Any variations to your contractual terms will be notified to you individually.

We are committed to the principle of equal opportunity in our employment practices. We aim to ensure that no employee receives less favourable treatment due to race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, maternity/pregnancy or gender reassignment, or is disadvantaged by any conditions or requirements being placed on them which cannot be justified.

We will not condone any discriminatory act or attitude in the conduct of our business with our employees, students, suppliers or anyone with whom we deal and we look to you to support us in implementing these policies.

We hope that you settle quickly into your new role, and that you have a long, successful and happy relationship with us.

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 Cambridge 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 it 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, Nobel Laureates Sir John Sulston and Rodney Porter, ophthalmologist Sir Harold Ridley, audio technology pioneer Ray Dolby, the poets Edmund Spenser, Thomas Gray and Ted Hughes, writers Tom Sharpe, Clive James and Robert Macfarlane; politicians William Pitt the Younger, Rab Butler, Lord Smith of Finsbury and Jo Cox; musicians Sir Arthur Bliss and Emma Johnson; and entertainers Peter Cook, Tim Brooke-Taylor, Bill Oddie, Eric Idle, Tom Hiddleston and Naomie Harris. 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 medallist, 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 significant 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.

In 2017 Pembroke announced its intention to purchase and redevelop land owned by the University, directly across the road from the College. Thanks to a very generous gift of £35 million from Ray Dolby and his family, Pembroke will be able to build Ray and Dagmar Dolby court, which will house 90 students. The Mill Lane Project also includes plans for a new café bar, student facilities, partnership facilities, an art gallery and a second Porters' Lodge. The recent purchase of Emmanuel United Reformed Church, adjacent to this site, will finally provide the College with an auditorium (220 seats), which can support large lectures and musical performances. In February 2019 the College completed the first phase of the project, with the relocation of three departments and the Master's Office across the road into a refurbished 74 Trumpington Street. Planning permission for the project was granted in June 2019. The total cost of the project is estimated at around £75 million. Money for this project, as well as a further £15 million for student support and student activities, is being raised under the banner of the £90 million *The Time and The Place* Campaign. The estimated completion of the project is 2024.

Today the College comprises approximately 442 undergraduates, 260 graduate students, 84 Fellows, and around 220 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 academically. 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 international 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.



1. APPLICATION OR CV

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

2. REFERENCES

All offers of employment are made subject to satisfactory references, and 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 work for us). In such cases, we will usually discuss the unsatisfactory reference with you before making a decision.

3. RIGHT TO WORK IN THE UK AND TAX DECLARATION

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 current or expired 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.
- Other relevant documents identifying you as a British citizen.
- A current passport or a national identity card which identifies you as a national of the EEA or Switzerland (or the 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 Head of Department or the HR Manager may trigger disciplinary proceedings and amount to gross misconduct warranting summary dismissal. Any restrictions on your working hours should be fully complied with.

Upon joining us, you should also provide a P45; if you cannot do this within your first week, you will be requested to sign a declaration about your employment situation (this confirms whether this is your first job since 6 April or your only job, and what taxable benefits or pension payments you have received) and also, we need to know whether any student loan repayments should be deducted from your pay.

4. INDUCTION

In your first week you will receive a comprehensive induction programme led by your Head of Department/Line Manager, 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.

Usually within your first month of employment at Pembroke College you will be invited to attend a further induction programme organised by the HR Department which will include important information relevant to your employment and a health and safety briefing.

We recognise that starting a new job can be stressful. Please do raise any queries or concerns that you may have as soon as possible in order that we may resolve these.

5. PROBATIONARY PERIOD

As detailed in your offer letter, all staff are appointed on the basis of 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 this period is to provide formal monitoring of your performance and progress during the early stages of your career with us, 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/Line Manager 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 personal file.

Shortly before the end of your probationary period, you will be asked to attend a formal review meeting with your Head of Department to discuss your progress, 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, your appointment will be confirmed in writing. If, however, you have not reached the required standards, and we have concerns about your performance, attendance, behaviour or 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 extended period and upon reaching the required standards of competence, attendance and behaviour, your appointment 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 first conducting a review meeting and giving you the opportunity to put forward your views on your performance in the role and consider additional training, if appropriate.

6. JOB DESCRIPTION

You will be provided with a job description which details the main duties of the position to which you have been appointed. We may make amendments to your job description from time to time, in relation to the changing needs of the College and your own abilities. No changes will be made without first consulting you and giving you the opportunity to comment on the 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.

1. NORMAL HOURS OF WORK

Your hours of work are either specified in your contract or as agreed with your Head of Department. We place a high emphasis on good time-keeping, as lateness or early departure affects productivity and puts an additional burden on your colleagues. You are asked to make every effort to ensure you comply with our attendance requirements and 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 your Head of Department/Line Manager 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/Line Manager 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. Absences due to severe travelling difficulties may be authorised as special paid or unpaid leave, or taken as annual leave, providing your Head of Department is satisfied that you have made all reasonable attempts to get to work. 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/Line Manager 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/Line Manager and gain 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 and in supporting staff. For this reason you may be required to vary your hours of work and to work additional hours, should the need arise. Equally, the College is willing to consider flexible working requests on an inclusive basis. See Flexible Working Policy.

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 the 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.

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 on Christmas Day/Boxing Day/New Year's Day	@ Double Time
Work undertaken by shift workers at any other 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.

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. 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. (The entitlement is to 48 hours if you are aged under 18 and this cannot be averaged out over a 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

5. 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.

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 safely.
- 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.

6. SEVERE WEATHER PROCEDURE - GUIDANCE NOTES

A member of staff who does not attend work because of the severity of the weather conditions must agree with their Head of Department (either on that day or later) on the pay arrangement to apply. This may be one of:

- A day's annual leave.
- A day's leave without pay.
- Authorisation to work at home.

If an employee is unable to attend work during severe weather conditions due to the closure of their 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.

1. PAYSLEIPS AND QUERIES

On joining us you are requested to provide a P45 (or to sign a declaration about your employment situation) 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. It is your responsibility to ensure that you also notify HMRC of any such changes. However, we will include details of any changes of employees' addresses on our submission to HMRC and they will note these and update their records. You should continue to notify them of any other changes directly.

You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions made, and the reasons for them (e.g. 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. If you have a query regarding any tax coding or deductions, the address 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
HMRC Website:	www.gov.uk/HMRC

If you are overpaid for any reason you are required to notify your Head of Department. The amount of overpayment will normally be deducted from the following payment, but if this would cause hardship, alternative arrangements to repay may be made. Failure to report an overpayment may result in disciplinary action.

At the end of each tax year current employees will be given a form P60 showing the total pay you have 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 HMRC or if completing a self-assessment form.

Your basic annual leave entitlement together with our holiday year can be found in your individual Contract of Employment. This increases with length of service – see section Benefits/Facilities – Long Service.

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

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. If you work part-time, your holiday entitlement will be calculated on a pro-rata basis based on your contractual hours. If you change your contracted hours on a permanent basis during the year, your new holiday entitlement will be effective from the date of that change.

1. RULES REGARDING THE BOOKING OF HOLIDAYS

- You should complete a Leave Form for all holiday requests and have it signed by your Head of Department/Line Manager before making any firm holiday arrangements. Leave Forms can be obtained from the College Website: <https://www.pem.cam.ac.uk/college/about-pembroke/human-resources>.
- Holiday requests will only be considered if you present them on a Leave Form and your Head of Department/Line Manager 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/Line Manager.
- 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.
- Normally, you may not take more than three working weeks' leave consecutively.
- You may be required to reserve up to ten days of annual entitlement to be taken during 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 days 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. 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 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 required.

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.

3. 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.

4. TIME OFF FOR STUDY/EXAMS – YOUNG PEOPLE

Employees aged 16 or 17 who have not attained the qualifications listed below have the right to reasonable paid time off work to study or undertake training which will lead to a relevant qualification. This applies to those who have not achieved the following:

- Either 5 GCSEs at Grades A*-C (or grades 4-9 under the new grading system).
- A National Vocational Qualification at Level 2.
- A General National Vocational Qualification at Intermediate Level.
- A BTEC First Certificate or Diploma.
- A City & Guilds Diploma of Vocational Education at Intermediate Level.

5. COMPASSIONATE LEAVE

Heads of Department will use their discretion, being as reasonable and as consistent as possible, in allowing Compassionate Leave. Heads of Department will know what the custom and practice has been in the past and apply precedents fairly and consistently. Even so, employees cannot expect to be granted leave automatically. When leave is not granted, they may have to use their holiday allowance.

1. 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 Councillors); members of a Statutory Tribunal; members of a Police Authority; members of the boards of prison visitors; members of health bodies (such as 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. 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 them 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, which you should claim from the court. 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.

3. ACTING AS A WITNESS IN COURT

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

Similar to jury service, there is a half day and full day flat rate payment. You should log your hours and after you have attended court you will know how many hours/how much pay you may claim from the court and what you have lost by not being able to work. You are however required to return to work at such times when you are not needed by the court.

4. COURT SUMMONS

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

All days on which you are required to attend court and/or meet solicitors etc. must be taken as annual leave, or alternatively the time made up by agreement with your Head of Department.

5. VOLUNTARY SERVICE

We recognise and support the important role certain voluntary service organisations play, such as the Army Reserve, Red Cross etc.

Subject to the prior approval of your Head of Department, and according to the prevailing needs of the College, employees will be allowed up to two weeks' additional paid leave per year to attend approved voluntary services training and activities. Any further time off will be authorised from your annual holiday entitlement, or will be unpaid.

In the event of call-up, 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.

6. TIME OFF TO CARRY OUT SAFETY REPRESENTATIVE DUTIES

Recognised Safety Representatives will be authorised paid time off to carry out their official duties. This will include 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.

7. 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, the employee will normally be paid, or else time off in lieu granted.

8. TIME OFF IN A REDUNDANCY SITUATION

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 seek alternative employment.

9. 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, we 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 including the termination of your employment.

10. 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.

1. EXPENSES AND BUSINESS TRAVEL

The expenses procedure is primarily for payments relating to mileage, parking fees, occasional travel and accommodation. Please complete claims on the correct form on a regular monthly basis. All claims must be authorised in advance by your Head of Department.

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: <https://www.pem.cam.ac.uk/college/about-pembroke/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 your insurance cover includes business use. Reimbursement for mileage costs should be made through the expenses procedure.

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.

1. PENSION SCHEME

If you meet the required criteria for age and earnings, the College is required by law to enrol you automatically 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 or Payroll Officer. You can also opt out by contacting the pension provider 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. 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.

3. LONG SERVICE

Pembroke recognises the particular contribution of long-serving members of staff. A reception is held each year to celebrate 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.

4. 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 an induction. Further details and induction dates are available at the Porters' Lodge.

5. CYCLE TO WORK (CYCLEScheme)

Pembroke College promotes the Cycle to Work Scheme. It is designed to promote an environmentally-friendly method of transport into work for employees (but not solely designed for those who cycle to work!). Anyone who wishes to buy a cycle can benefit from this scheme but it must be capable of being ridden by them to work.

Cycles can be purchased via the Cycle scheme, using a number of local bike shops. You must be an employee of the College, with a reasonable expectation of paying for the bike over the 12-month period.

To find out more or to buy vouchers, please visit the website: <http://www.cyclescheme.co.uk/3f2454>.

6. ATTENDANCE RELATED BONUS PAYMENT

All eligible employees (other than those on Casual Worker Agreements) may, after they have been employed for a continuous qualifying period of 6 months, and have been confirmed in post following the successful completion of their probationary period, receive an attendance related bonus which is paid annually in two instalments in July and November. 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 on a daily pro-rata basis if an employee is absent, other than holiday or the other types of leave set out below, for more than 5 days during each six-month period.

The periods used for calculating attendance bonus payments are as follows:

July:	1 st November – 30 th April
November:	1 st May – 31 st October

The above dates are used in the calculation of absence and deductions from the attendance bonus. However, it is a stipulation that to receive any of the attendance bonus payments you must be employed during the months they are paid e.g. July or November.

Absence due to maternity, paternity, adoption, shared parental leave, or bereavement, compassionate leave or sickness due to a disability will not be counted when assessing the entitlement to an attendance related bonus.

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.

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 only fund the first taking of exams; you will be required to pay for any exam 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. You will be required to sign a Training Agreement before the training starts, confirming that you understand and accept the repayment terms.

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 course. It should be noted that if a course contains various elements which run over two annual holiday periods, the three days' study leave will cover all elements. In addition, you will be given paid time off to sit your first exam. Any retakes must be taken from annual leave.

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.

4. ANNUAL REVIEWS

All employees are appointed on an initial probationary period, detailed in their contract of employment. The purpose of this period is to monitor your performance and progress during the early stages of your career with us and to ensure that any training needs are identified and met quickly. A formal development/performance review will take place shortly before the end of your probationary period, and then annually.

This is an important opportunity for you and, normally, your Head of Department/Line Manager 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.

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 changing (most commonly because of health or personal reasons) and this may impact 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.

Any concerns regarding your performance and capability in your role will initially be discussed with you in an informal manner. Training, support or supervision required to assist you in meeting adequate performance will be provided, and an appropriate length of time given for your performance to improve.

If the standard of your performance fails to improve, a performance management plan will normally be put into place to help you reach, and maintain, a satisfactory performance level. Failure to improve or to maintain the performance required will normally result in disciplinary action.

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: <https://www.pem.cam.ac.uk/the-college/human-resources/>. All employees should ensure they are familiar with this policy.

2. HEALTH AND SAFETY POLICY STATEMENT

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. The Governing Body considers health and safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the Governing Body to provide and maintain a working and educational environment that is safe and without risks to health, adequate as regards welfare facilities and that ensures that persons not in the College's employment are not exposed to risks that may arise from the College's activities.

The Governing Body is resolved to provide and maintain equipment and systems of work that are safe and will provide such information, training and supervision as is necessary to achieve this aim.

The Governing Body will provide such resources as may be necessary to enable it and its employees to meet their health and safety responsibilities.

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the Governing Body by:

- Following instructions in the safety rules or notices displayed on College property.
- Complying with any code of practice or guidance that may apply to their work or workplace.
- Taking reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.

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 are 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.

3. CHILDREN IN THE WORKPLACE

The College recognises that there will be times when childcare problems arise, which can cause difficulties for parents/carers of children (those under 18 years of age). However there are health, safety, environment and regulatory concerns that must be addressed when considering the presence of children in the workplace.

Children of members of staff are not allowed into College on a regular basis, during the member of staff's working hours. In extremely rare circumstances, and with the approval of the member of staff's Head of Department, a child may be permitted to enter the College for a very short and unavoidable period of time. In all cases of children in the workplace, the College is not responsible for ensuring the child is safe and well supervised. Parents/carers are fully responsible for the safety and supervision of the child for the entire visit.

4. HOUSEKEEPING AND USE OF RESOURCES

Both from the point of view of safety and of appearance, personal and general work areas, the Porters' 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.

Note that the following provision is an express written term of all employees' contracts of employment: "We may also deduct the full or part cost of the repair or replacement of any equipment, stock or property (including non-statutory safety equipment) that is damaged or lost as the result of your negligence or deliberate vandalism".

Any loss that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work, may render you liable to reimburse the full, or part of, the cost of the loss. A disciplinary hearing and full investigation will be conducted before any deductions from salary are made.

5. ACCIDENT REPORTING AND FIRST AID

If you have an accident or are taken ill while at work, you should let your Head of Department/Line Manager 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 or Porters Lodge).

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 based in 74 Trumpington Street.

6. 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.

7. PROTECTIVE 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. Persistent failure to use protective clothing and equipment may result in disciplinary action.

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.

8. 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.

9. EMERGENCY PROCEDURES

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

10. SMOKING/VAPING

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 11 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.

11. ALCOHOL, DRUGS AND SUBSTANCE ABUSE

We have a duty to ensure, so far as is reasonably practicable, the health and safety and welfare at work of all our employees/workers and similarly you have a responsibility to yourself and your colleagues. Apart from College-arranged celebration drinks and entertaining, you are not permitted to consume alcohol on the premises. You should not consume alcohol before or whilst driving on official business. The use of alcohol, non-prescribed drugs, and the misuse of substances

such as glue or solvents, may impair the safe and efficient running of the College and is forbidden both during working hours and in the time prior to this where it could affect your ability to work safely. If you are unable to work properly, or cause your colleagues to have reason to object to your conduct, through either alcohol, drug use, or substance misuse, this may lead to action being taken against you under the 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. Action will also be taken if the misuse takes place at a conference, exhibition or social event either organised by Pembroke College or that you are attending as a representative of the College.

If you face a situation where you have become dependent on alcohol, drugs or substances, 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, (e.g. makes you tired, drowsy, or dizzy), your Head of Department/Line Manager should be informed as to any risks this may cause to you and those who work with you.

12. 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/Line Manager.
- 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.

13. 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

- Before lifting the object, check there are no sharp or rough parts sticking out.
- Place your feet slightly apart to give a comfortable stance.
- Keeping your feet flat on the floor, squat down, keeping your back straight.
- 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.
- 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.
- Always remain upright.
- Keep your spine straight.
- Put your hands straight out in front of you and grasp the object firmly.
- Depending on the direction, lean backwards and/or forwards, transferring the weight to the most backward or forward foot.
- Remain upright at all times, keeping your spine straight.

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

14. 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/Line Manager.

It is the responsibility of all our 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.

15. CLOSED CIRCUIT TELEVISION

CCTV cameras are in operation in Pembroke College. These have been installed to help protect the assets of Pembroke College, investigate and/or to detect crime, apprehend and/or prosecute offenders, and to protect personal safety. CCTV footage may be used as evidence in criminal proceedings, in disciplinary investigations and hearings, and for safety monitoring. Appropriate signage informing employees, workers and visitors of the CCTV system is in place. CCTV footage is stored securely with only authorised people having access. It is retained in accordance with our impact assessment and only for as long as is necessary.

For further information please see the CCTV Policy and Code of Practice in the Health and Safety Policy and Procedures Handbook, website: <https://www.pem.cam.ac.uk/college/about-pembroke/human-resources>.

16. RIGHT OF SEARCH

We reserve the right of search to combat theft, or the use of drugs or any other illegal substances on College premises. To this end, we may carry out random checks on visitors', workers and employees. We reserve the right to search the person and their property, including lockers and vehicles whilst on our 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.

17. ACCIDENTAL DAMAGE OR LOSS OF YOUR PROPERTY

We do everything possible to keep our 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 or unsecured. Any items of personal or financial value should be kept with you or locked away and 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 our premises.

18. LOST PROPERTY

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

19. 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.

We reserve 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 and includes consumables such as food and beverages.

Unauthorised removal of any College property is regarded as theft. We operate a zero-tolerance policy on theft and regard this as gross misconduct. Theft is grounds for immediate termination of employment and may cause us to bring criminal charges.

20. PARKING

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 HR Office in consultation with the Bursar's Office on the basis of need, considering factors such as distance travelled, hours worked and disability. If you wish to apply for a parking space, contact the HR Office. Only staff with permission to park may do so. No liability is accepted for damage to private vehicles brought onto College premises, however it may be caused.

MOTORCYCLES:

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. No liability is accepted for damage to private motorcycles brought onto College premises, however it may be caused.

Under no circumstances should you park in areas designated for disabled people or visitors unless eligible to do so.

CYCLES:

If you cycle to work you must register your bicycle with the Porters' Lodge. You will be issued with a weatherproof sticker displaying the College and your unique ID number which you should stick to your cycle on the upper section of the main frame as soon as possible. Unregistered cycles left on College grounds may be culled and disposed of.

Cycles parked within the College must only be left in the cycle racks, not propped against walls, and should always be locked securely. Cycles must not be ridden within the main College site. No liability is accepted for damage to private cycles brought onto College premises, however it may be caused.

1. CONFIDENTIALITY

Pembroke College holds confidential information about 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.

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 General Data Protection Regulations (GDPR). If you are unsure of the current legal requirements please check with your Head of Department.

In general, all information that:

- Has been acquired by you during or in the course of your employment, or has otherwise been acquired by you in confidence and;
- Relates to College affairs including minutes of meetings and supporting papers, College members, employees, Fellows, students or other persons or businesses with whom we have dealings of any sort and;
- 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.

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 discuss 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.

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.

The College wishes to ensure that confidential material is disposed of appropriately and has a contract with a confidential shredding company. This is the preferred and most secure method of disposal. Please ask your Head of Department for more information about this service. In-house shredders are provided but are considered to be less reliable as a method of destruction. Please ask your Head of Department if you are in any doubt as to whether to use the contract service or in-house shredders.

2. THE GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018

The College holds personal data about job applicants, employees, clients, suppliers and other individuals for a variety of business purposes.

This policy sets out how the College seeks to protect personal data and ensure all staff understand the rules governing their use of personal data to which they have access in the course of their work.

In particular, this policy requires staff to ensure that the Bursar should be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

The Bursar is responsible for the monitoring and implementation of this policy. If you have any questions about the content of this policy or other comments you should contact the Bursar.

3. SCOPE

This policy applies to all staff, which for these purposes includes employees, temporary and agency workers, other contractors, interns and volunteers. All staff must be familiar with this policy and comply with its terms.

The College may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

4. DEFINITIONS

In this policy:

- "business purposes" means the purposes for which personal data may be used by the College, e.g. personnel, administrative, financial, regulatory, payroll and business development purposes and health and safety;
- "personal data" means information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts. This includes expression of opinion about the individual and any indication of someone else's intentions towards the individual;
- "sensitive personal data" means personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, sexual life, criminal offences, or related proceedings. Any use of sensitive personal data must be strictly controlled in accordance with this policy;
- "processing data" means obtaining, recording, holding or doing anything with data, such as organising, using, altering, retrieving, disclosing or deleting it.

5. GENERAL PRINCIPLES

The College's policy is to process personal data in accordance with the applicable data protection (GDPR) laws and rights of individuals as set out below. All employees have personal responsibility for the practical application of the College's (GDPR) policy.

The College will observe the following principles in respect of the processing of personal data:

- to process personal data fairly and lawfully in line with individuals' rights;
- to make sure that any personal data processed for a specific purpose are adequate, relevant and not excessive for that purpose;
- to keep personal data accurate and up to date;
- to keep personal data for no longer than is necessary;
- to keep personal data secure against loss or misuse;
- not to transfer personal data outside the EEA (which includes the EU countries, Norway, Iceland and Liechtenstein) without adequate protection.

6. FAIR AND LAWFUL PROCESSING

Staff should generally not process personal data unless:

- the individual whose details are being processed has consented to this;
- the processing is necessary to perform the College's legal obligations or exercise legal rights, or
- the processing is otherwise in the College's legitimate interests and does not unduly prejudice the individual's privacy.

When gathering personal data or establishing new data protection (GDPR) activities, staff should ensure that individuals whose data is being processed receive appropriate (GDPR) notices to inform them how the data will be used. There are limited exceptions to this notice requirement. In any case of uncertainty as to whether a notification should be given, staff should contact the Bursar's office.

It will normally be necessary to have an individual's explicit consent to process 'sensitive personal data', unless exceptional circumstances apply or the processing is necessary to comply with a legal requirement. The consent should be informed, which means it needs to identify the relevant data, why it is being processed and to whom it will be disclosed. Staff should contact the Bursar's office for more information on obtaining consent to process sensitive personal data.

7. ACCURACY, ADEQUACY, RELEVANCE AND PROPORTIONALITY

Staff should make sure data processed by them is accurate, adequate, relevant and proportionate for the purpose for which it was obtained. Personal data obtained for one purpose should generally not be used for unconnected purposes unless the individual has agreed to this or would otherwise reasonably expect the data to be used in this way.

Individuals may ask the College to correct personal data relating to them which they consider to be inaccurate. If a member of staff receives such a request and does not agree that the personal data held is inaccurate, they should nevertheless record the fact that it is disputed and inform the Bursar's office.

Staff must ensure that personal data held by the College relating to them is accurate and updated as required. If personal details or circumstances change, staff should inform the Bursar's office so the College's records can be updated.

8. CCTV

We utilise CCTV at our premises for the purposes of crime prevention and protection of our staff, visitors and premises. We recognise that the use of CCTV is potentially intrusive and as such, access to CCTV footage is restricted. You should refer to the CCTV Policy for more detailed information.

9. SECURITY

Staff must keep personal data secure against loss or misuse. Personal data must not be provided to third parties unless it is necessary to do so and in accordance with the data protection (GDPR) principles. Where the College uses external organisations to process personal data on its behalf, additional security arrangements need to be implemented in contracts

with those organisations to safeguard the security of personal data. Staff should consult the Bursar to discuss the necessary steps to ensure compliance when setting up any new agreement or altering any existing agreement.

10. DATA PROCESSORS

Where any personal data that we hold is passed to third parties to process on our behalf, this must only be done where we have satisfied ourselves as to the suitability of such third party and have a formal written agreement in place. All such agreements must be approved by the Bursar and entered on our data processor register.

11. DATA RETENTION

Personal data should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances including the reasons why the personal data were obtained.

12. INTERNATIONAL TRANSFER

Staff should not transfer personal data internationally without first consulting the Bursar. There are restrictions on international transfers of personal data from the UK to other countries because of the need to ensure adequate safeguards are in place to protect the personal data. Staff who are unsure of what arrangements have been or need to be put in place to address this requirement should contact the Bursar.

13. RIGHTS OF INDIVIDUALS

Individuals are entitled (subject to certain exceptions) to request access to information held about them. All such requests should be referred immediately to the Data Protection Officer. This is particularly important because the College must respond to a valid request within the legally prescribed time limits.

Any member of staff who would like to correct or request information that the College holds relating to them should contact the Bursar's office. It should be noted that there are certain restrictions on the information to which individuals are entitled under applicable law.

Staff should not send direct marketing material to someone electronically (e.g. by email) unless they have consented to receiving such communications. Staff should abide by any request from an individual not to use their personal data for direct marketing purposes and should notify the Bursar about any such request. Staff should contact the Bursar for advice on direct marketing before starting any new direct marketing activity.

14. REPORTING BREACHES

Staff have an obligation to immediately report actual or potential data protection (GDPR) compliance failures to the Data Protection Officer as soon as they are identified. This allows the College to:

- investigate the failure and take remedial steps if necessary; and
- make any applicable reports to the Information Commissioner and others. We have a very short period of time to make such reports.

15. CONSEQUENCES OF FAILING TO COMPLY

The College takes compliance with this policy very seriously. Failure to comply puts both staff and the College at risk. The importance of this policy means that failure to comply with any requirement may lead to disciplinary action, which may result in dismissal.

Staff with any questions or concerns about anything in this section of the Staff Handbook should not hesitate to discuss these with the Bursar.

If you have any concerns over the requirements of GDPR, or over the handling of your own or another person's personal data, please discuss them with your Head of Department, or the Data Protection Officer.

Pembroke College's (GDPR) Policy is situated on the Pembroke College Website: the address is:
<https://www.pem.cam.ac.uk/college/about-pembroke/legal-information/data-protection>.

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.

16. SOCIAL MEDIA

For details refer to the Social Media Policy.

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.

Our 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/Line Manager.

You are required to notify the HR Manager immediately if you become aware of any legal proceedings being taken against you (including any motoring offence if you drive a College vehicle for business use or use a College vehicle for personal use), or if any allegations of impropriety or misconduct are made against you that may affect your ability to undertake your work for the College or may affect the College's reputation. If you are charged with a criminal offence you must notify the HR Manager immediately.

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/Line Manager 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. Heads of Department may relax dress code standards in exceptional circumstances for specific tasks.

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.

The Head of Department/Line Manager will advise you if your dress or appearance is not appropriate for working in a professional environment.

Your Head of Department/Line Manager may request that any visible tattoos be covered whilst at work. We aim to be fair and reasonable and for our requirements to apply with equal formality to all genders.

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.

4. STUDENT RELATIONS

We place great emphasis on maintaining good and long-term relationships with our students. You are therefore reminded that you are a representative of Pembroke College when dealing with students and must act in a responsible, courteous and professional manner.

Pembroke College expects employees to behave in-line with their pastoral responsibility towards all students whatever their age.

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, students for any purpose other than for the legitimate business interests of Pembroke 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. PERSONAL RELATIONSHIPS AT WORK

We recognise that, from time to time, close personal relationships may develop between members of staff and between staff and students.

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, a conflict of interests or a potential breach of confidentiality.

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.

Any such information will be treated in the strictest confidence if requested; the focus will be on determining whether there is a 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.

6. GIFTS AND HOSPITALITY

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 or any hospitality or entertainment of any kind), may be accepted from a supplier, student or 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 to 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 will be distributed according to the instruction of the Head of Department.

However, on no account may any inducement be offered to, or received from any client/customer or supplier of goods or services with the intention of gaining a business advantage (i.e. a bribe). If you are found to have accepted or given any bribe you will face disciplinary action, which could include dismissal for gross misconduct. You are also required to disclose any concerns about bribery (or any other unlawful activity), whether in relation to your colleagues, Head of Department, contractors or anyone associated with our College.

7. 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 in 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.

8. DEALING WITH 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 permission. If approached by a member of the press, do not say 'no comment'. Take the contact details and ensure that the message is passed on immediately to the Bursar's Office in the first instance.

No publication of any material or opinion based on experience gained with us may be made without the written consent of the Bursar's office.

9. INTERNAL COMMUNICATIONS

Good communications are essential to the effective running of the College and we welcome the contributions of all staff to improving communications. Information on developments and opportunities within the College can be found on the College's website: <http://www.pem.cam.ac.uk/>.

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.

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, Staff Bulletin and noticeboards, may also be utilised to keep you informed. All notices, vacancies, and other information of general interest will be displayed on our website/noticeboards and placed in the Staff Bulletin if time allows. Please do not display any posters or notices of your own without gaining the prior permission of your Head of Department.

10. 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.

Electronic and personal 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 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 personal file, you may do so at any time by sending a request to the HR Manager. The form is available to download from the College website. 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 what and provide full details so that we may correct this.

We will not ask you for, or record on paper or electronically, personal information which is not necessary for us to operate effectively.

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 reasons (e.g. the provision of details to paramedics about a medical condition or the details of any medication being taken), 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 for this.

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 General Data Protection Regulation (GDPR). If you are unsure of the current legal requirements please check with the HR Manager.

Please refer to our GDPR policy, a copy of which is on the College Website for further details:

<https://www.pem.cam.ac.uk/college/about-pembroke/legal-information/data-protection>.

11. CHANGES TO PERSONAL DETAILS

The Data Protection Act 1998 and General Data Protection Regulation (GDPR) 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; home address; home telephone or personal mobile number; e-mail address; marital status; emergency contacts; gain or loss of a dependant; attainment of a professional qualification or membership of a professional organisation and change of registration number (if you use your car for business use or park it on our premises). 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.

12. USE OF BUSINESS FACILITIES FOR PERSONAL USE

Our facilities (such as the photocopier, fax and franking machines and computers) are intended for business use only and may only be used for personal matters with prior authorisation.

13. PERSONAL MAIL

Personal mail, as distinct from business correspondence, may be sent to the College address, but employees should seek prior authorisation from 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 that they have arrived. Employees are permitted to use the College franking, for which payment should be made to the Porters' Lodge immediately after use. A record book showing personal usage is placed in the Porters' Lodge and must be completed each time the franking machine is used. Porters will not accept parcels that require them to give their own ID for reference.

14. PERSONAL TELEPHONE CALLS

Any telephone calls made from our premises are not regarded as private or confidential and logs of calls showing the numbers dialled may be monitored and checked at any time. Local private calls may be made from the offices without charge but should be kept brief and infrequent. Private long-distance calls within the UK must be avoided except in an emergency; private calls abroad are not permitted. Personal calls should be kept to a minimum and the College reserves the right to charge for excessive personal calls made.

Private incoming calls are permitted, but the frequency and duration of such calls should be kept to a minimum. Reverse charge calls will not be accepted: should it be discovered that personal calls have been received on this basis disciplinary action may be taken and the employee will normally be required to refund the cost of such calls.

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 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.

15. PERSONAL VISITORS

In order to uphold a professional environment, visits of a personal nature from friends or family members (other than in emergencies) are strongly discouraged. If necessary such visits must take place during break times and follow the usual procedure for visitors.

16. BUYING OR SELLING GOODS

You are not allowed to buy or sell goods on your own behalf on our 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.

17. COLLECTIONS

No collections of any kind are allowed on our premises without the prior specific 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.

18. IDEAS AND INVENTIONS

We encourage all our employees to develop new ideas and innovations to the benefit of Pembroke College. Any intellectual property rights subsisting in any idea, work or item created, modified or held by you in the course of your employment will automatically become the property of Pembroke College unless the idea or work falls outside the mainstream of our business interests. We ask that you discuss the existence of such intellectual property with your Head of Department. This would not normally include academic research.

19. PURCHASES ON BEHALF OF PEMBROKE COLLEGE

Specified individuals only 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.

20. 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, which should be in writing, and be dated, 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 Forms 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.

21. RETURN OF COLLEGE PROPERTY AND FINAL PAYMENTS

When your employment with us ends (or immediately on request) please ensure that all College property and information, (including files, keys, mobile telephone, car, laptop (and passwords), credit cards, training manuals, office equipment, university card and swipe card 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 payment for the net salary for the time you have worked that month will be posted to you when the salaries are processed.

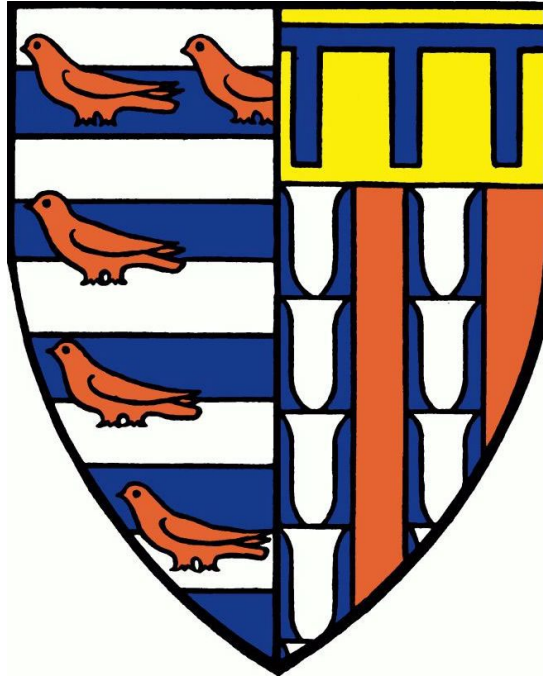
22. REFERENCES

We do not normally give open 'to whom it may concern' references to employees leaving our employment, but will normally 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.

PEMBROKE COLLEGE

CAMBRIDGE



POLICIES AND PROCEDURES

1. INTRODUCTION

We are sympathetic to genuine cases of illness or other problems which might make absence unavoidable. However, excessive or unauthorised absence causes disruption to the business, lowers the morale of other staff and makes us less able to accommodate genuine cases of long-term illness. Therefore, all absences are taken seriously and unacceptable levels of absence are likely to lead to disciplinary action.

This policy is not contractual but sets out the way in which Pembroke College plans to deal with absence from work.

2. SCOPE OF THIS POLICY

This policy applies to all employees, including those on fixed-term contracts. It does not apply to casual workers, agency workers or contractors.

The sick pay scheme applies to absence caused by personal illness or accident, and not to the need to take time off because of the illness or accident of others (e.g. children or parents). These absences are covered under our separate policies on parental leave and time off for dependants.

3. AIMS OF THIS POLICY

This policy aims to minimise the disruption caused by employee absence by setting clear guidelines on absence notification, by encouraging regular communication to assist employees to return to work as soon and as safely as possible, and by assisting Heads of Department or in their absence their deputy to handle absences due to illness or injury in a fair, consistent and effective way.

4. LEGAL CONSIDERATIONS

The following legislation applies to this policy:

- The Social Security Contributions and Benefits Act 1992 (as amended).
- The Employment Rights Act 1996.
- The General Data Protection Regulation.
- The Equality Act 2010.

5. RESPONSIBILITIES

It is the responsibility of Heads of Department or in their absence their deputy to perform return to work interviews with the employees who report to them and to support individuals whilst they are off sick and also upon their return. In addition, Heads of Department or in their absence their deputy are required to complete the correct paperwork and ensure that records are kept up to date in order to manage absence efficiently; bearing in mind the requirement to comply with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) when handling confidential sensitive personal data. Heads of Department or their deputy are not expected to be medical professionals and if specialist advice or guidance is required to manage a case of absence, consent and permission to obtain this should be sought from the employee.

Employees are responsible for following our absence notification procedures, and for informing us of any medical condition that may affect their ability to perform their role safely. For the benefit of their own health and also for those with whom we work, we only encourage employees to return to work when they are fit to do so. Absence leave should only be taken however when genuinely ill and not for any reason other than the employee's own sickness. Other related policies cover different absence situations (please see below).

6. TIME OFF FOR MEDICAL AND DENTAL APPOINTMENTS

Wherever possible, and in order to minimise disruption, employees are asked to make medical and dental appointments either outside of normal working hours, or at the beginning/end of the working day or on a day of the week when their workload tends to be quieter. However, we do realise that this may not always be possible, particularly with hospital appointments.

Employees who need to take time off to attend a medical or dental appointment should notify their Heads of Department or in their absence their deputy giving as much notice as possible. Such time off will be paid, but we do request that the time is made up, with the exception of hospital appointments. The Heads of Department or their deputy may, at their discretion, require the employee to produce an appointment card.

Wherever possible we will be as flexible as we can in accommodating appointments; however we reserve the right to ask an employee to reschedule a routine appointment if its timing would cause disruption to the running of the particular department, or the completion of vital or urgent work.

Employees who have an appointment which is not at the end of the working day will normally be expected to return to work following the appointment.

Any employee who requests or takes time off work for a medical or similar appointment when such an appointment has not in fact been made; who deliberately arranges appointments at times that are clearly inconvenient for us to accommodate; or who fails to give reasonable notice of a pre-scheduled appointment, may be subjected to disciplinary action under our Disciplinary Procedure.

Please note that different rules apply to time off for ante-natal appointments – see our maternity, adoption, paternity and shared parental leave policy, a copy of which is available at the end of the Staff Handbook or on the College website.

7. ILLNESS DURING THE WORKING DAY

An employee, who is unable to complete a shift due to illness, or for any other reason, should notify their Head of Department or in their absence their deputy prior to leaving. If the employee is unable to return to work the following day, they must follow the absence notification procedure set out below.

8. ABSENCE NOTIFICATION

An employee who is unable to attend work for any reason should contact their Head of Department or in their absence their deputy by telephone personally as soon as possible but in any event no later than 30 minutes before their normal start time on their first day of absence. Employees should notify their Head of Department or in their absence their deputy personally unless their illness means that they are unable to do so. In this event, employees should ensure that a relative, neighbour or friend contacts us. Note: text messages are not an acceptable form of notification.

In order to minimise disruption it is important that we receive as much notice of absence as practically possible. In addition, the reason for the absence and an indication of its likely duration should be provided. The reason for the absence will be kept confidential if this is requested. If appropriate, the employee should provide details of any outstanding work that needs to be dealt with during their absence, and should confirm details of how they can be contacted during the absence (particularly if away from home). Where possible employees who regularly use e-mail as part of their daily work should put an appropriate “out of office” message on their individual e-mail account, or arrange for their e-mails to be forwarded to a colleague to be dealt with.

See below (absence whilst on holiday) regarding sickness whilst absent from work on authorised holiday, or just prior to taking authorised holiday.

Absent employees are then responsible for keeping their Head of Department or in their absence their deputy informed of their situation on a regular basis, and the frequency of this contact should be mutually agreed between the two parties concerned. The employee should remain in contact with us, and if away from home at any time during their absence, should provide us with full contact details. We may contact them during a period of absence and, in addition, may visit them at home to discuss their health and progress towards returning to work.

An employee who is absent through sickness or injury for more than seven calendar days must obtain a Statement of Fitness for Work from a doctor and forward it to the Head of Department or in their absence their deputy. The name of the doctor, the surgery and its contact information should be clearly stated.

If a period of medically certified absence is extended by a further Fitness for Work Statement, the Head of Department or in their absence their deputy must be informed on the same day and advised of the extension of the absence. Statements of Fitness for Work should then continue to be sent on a regular basis until such time as the employee is able to return to work. This applies even where any entitlement to sick pay is exhausted.

If a Statement of Fitness for Work indicates that the employee is unable to undertake the full duties of their normal job, but may be able to do some work (either reduced or amended hours, or reduced duties), we will discuss this with them and consider any recommendations or suggestions made by the GP which may facilitate an earlier return to work. However, if appropriate measures cannot be taken for any reason, the employee will remain on sick leave until such time as they are able to return to their full duties. Employees shall not normally return to work during the period covered by a Statement of Fitness for Work, unless the doctor has recommended a phased return.

On return to work after any period of sickness absence, all employees are required to complete a Sickness Self-Certification Absence Form covering the complete period of absence. The Head of Department or in their absence their deputy will conduct a return to work interview and discuss the details with the employee and will counter-sign all forms (provided the information submitted is satisfactory). These forms will then be retained by HR and necessary copies of all forms sent to the Payroll Officer.

Sick pay will not normally be paid for any absences that are due to reasons other than the employee's own illness/injury. Any payments that apply to other absences are detailed in the Parental Leave and Time Off for Dependants Policy.

During any period of sickness employees must not take on any other work, either paid or unpaid, without our consent, irrespective of whether sick pay is still being paid. Employees remain bound by all of the terms and conditions of their contracts of employment.

If therapeutic work is recommended we should be informed and we will take any appropriate steps to provide this ourselves if practicable.

Failure to comply with the above procedures could affect any entitlement to sick pay and, in some instances, could warrant disciplinary action.

9. UNAUTHORISED ABSENCE

If an employee is absent from work without prior notification, we will attempt to contact that person to establish the reason for absence. If we are unable to contact the employee, the following procedure will apply:

- A letter will be sent to the last known address requesting the employee to contact us immediately to provide an explanation of their absence and the date of likely return.
- If the individual fails to contact us, pay will be stopped with effect from the first day of absence from work.
- Failure to provide an explanation for absence may result in disciplinary action, which could ultimately end in dismissal.

10. SICK PAY AND BENEFITS

Contractual sick pay will normally be paid for absences owing to illness or accident, up to a maximum period as follows:

CONTINUOUS SERVICE AS AT FIRST DAY OF ABSENCE

- During Probationary period
- Completion of probationary period/up to one year
- One year but less than three years' service
- Three years but less than five years' service
- Five years' service or more

SICKNESS PAYMENT ALLOWANCE

At a rate equal to normal salary	At a rate equal to half normal salary
SSP only	SSP only
4 weeks	4 weeks
8 weeks	8 weeks
12 weeks	12 weeks
26 weeks	26 weeks

The maximum period of entitlement (which may be made up of one or more periods of absence) will be calculated on a rolling 12-month basis. The entitlement to sick pay will be calculated as at the first date of absence in the current absence period, less any sick pay paid in the twelve-month period prior to that date. For clarification, once the total maximum entitlement has been exhausted, it will not be recalculated during the current absence, irrespective of its duration or irrespective of any increased length of service.

This maximum entitlement will normally apply irrespective of the reason for the illness or accident (including if the absence is due to any injury caused by an accident at work or is related to the type of work done by the employee).

Contractual sick pay will include any Statutory Sick Pay (SSP) payable for that period. Employees who exhaust their entitlement to contractual sick pay may still be entitled to receive SSP (see below).

Sick pay for part-time employees or employees on fixed-term contracts will be on a pro-rata basis to the full-time normal working week/year.

Payment of contractual sick pay depends on us being satisfied that the sick pay system is not being abused. Failure to report the reason for absence or to maintain regular contact could result in non-payment, as could repeated instances of short-term absence (where there appears to be no underlying medical reason for these) or failure to attend an occupational health appointment, if this is requested. Contractual sick pay (but not statutory sick pay) may also be withheld in the following circumstances:

- We believe that sickness is not genuine.
- Where the time off is to undertake surgical or non-surgical procedures that are concerned solely with the enhancement of physical appearance or any illness resulting from complications following this.

Contractual sick pay will not normally be paid during any notice period (irrespective of whether the notice is given by the employee or by us) nor during any absence due to sickness during the course of disciplinary proceedings against the employee or during investigations into alleged breaches by the employee of our rules, procedures or contractual obligations.

The entitlement to contractual sick pay may also be affected if notification of absence is later than the end of the first qualifying day of absence.

In the event of the self-certification of absence form not being countersigned by the Head of Department or in their absence their deputy, the absence will be treated as unauthorised and payment of contractual sick pay will be withheld. An employee who feels that their payment has been unfairly withheld should use our Grievance Procedure.

Statutory leave will continue to accrue during periods of long-term sick leave. Contractual leave in excess of this will cease to accrue after 13 weeks' absence and will only start to accrue again on return to work.

If the employee's absence from work is (or appears to have been) caused by the negligence of a third party in respect of which damages are (or may be) recoverable, they should use all reasonable endeavours to recover damages from the third party. Should the damages exceed the cost of recovery, the employee will be required to refund to the College the part of any damages recovered which relates to sick pay paid during that period of absence.

11. LINKED PERIODS OF ABSENCE

Two or more continuous spells of sickness, each lasting at least four days and which are separated by 56 calendar days or less, are linked together and counted as one. This applies to contractual sick pay and statutory sick pay. For statutory sick

pay this means that an employee who has already had three waiting days in a period of incapacity, and then has a second linked spell within 56 days, will be paid SSP from the first qualifying day in the second spell.

12. STATUTORY SICK PAY (SSP)

Employees are entitled to SSP provided they meet the detailed requirements of the scheme. They cannot get SSP if they are sick for less than four or more days in a row as this does not form a "period of incapacity for work" (PIW).

The following categories of employee are excluded from receiving SSP, if:

- Their average weekly earnings are less than the lower earnings limit for National Insurance contributions. They have already had 28 weeks' SSP from us and this new spell of sickness links to the last one.
- They were not entitled to SSP the last time they were sick, for any reason, and this spell of sickness links to that one.
- They started or returned to work after getting Employment and Support Allowance (ESA) from the Jobcentre Plus and are a 'benefit recipient' who is sick within the first 104 weeks of starting, or returning to, work for us.
- They had a series of linked PIWs lasting more than three years.
- They have not done any work for us under their contract of employment.
- They are away sick during a stoppage of work due to a trade dispute which started before the first day of sickness, unless they have not taken part in the trade dispute and have no direct interest in it.
- They are pregnant and the absence is either wholly or partly because of the pregnancy, and it occurs during the qualifying period for Statutory Maternity Pay (SMP) which commences with:
 - a) The beginning of the week they are first entitled to SMP or the fourth week before their expected week of confinement.
 - b) The beginning of the week they are first entitled to Maternity Allowance (MA) from the Department for Work and Pensions (DWP).
 - c) The beginning of the fourth week before their expected week of confinement if they cannot get SMP or MA.
- They are outside the EU and we are not liable to pay employer's Class 1 NICs, even if their earnings are high enough.
- They are in legal custody.

13. QUALIFYING DAYS FOR SSP

Unless otherwise specified in the employee's contract of employment, the days on which they would normally have worked had they not fallen sick will be identified as their qualifying days for SSP.

14. WAITING DAYS

Employees are eligible for SSP on the fourth qualifying day in a 'period of incapacity for work' (PIW). The first three qualifying days are known as 'waiting days', and there is no entitlement to SSP for these days.

15. DURATION OF PAYMENT

Provided the eligibility criteria are met, SSP is payable for up to 28 weeks of sickness absence in either:

- One period of incapacity for work.
- Any number of periods linked by 56 calendar days (eight weeks) or less. These cannot extend for more than three years.

16. AMOUNT OF SSP

The Government fixes the rate of SSP, which is normally reviewed annually. To be entitled to SSP the employee must earn at least the equivalent of Class One National Insurance Lower Earnings limit. SSP is subject to Income Tax and National Insurance deductions. The amount of SSP will be shown on the employee's payslip.

17. RETURN TO WORK AFTER ABSENCE

It is our policy that all employees are seen informally, by their Head of Department or in their absence their deputy as soon as possible following their return to work after any absence. The reasons for the absence will be discussed in appropriate detail depending on the nature and frequency of the absence(s).

The employee will also be briefed on any developments in their area of work that occurred during the absence. The Head of Department or in their absence their deputy will discuss the workload and how best to minimise any disruption that may have been caused by the absence. They will also need to know whether the employee is fully fit to return or should refrain from any tasks for health reasons.

An employee who, for whatever reason, finds it difficult to discuss the reasons for absence with their Head of Department or in their absence their deputy or who prefers to speak to another Head of Department of the same sex, should ask for this and we will make every effort to comply

18. PHASED RETURN

An employee who returns to work on a phased basis for a temporary period of less than four weeks will normally be paid their full salary for this period. If they wish to continue the reduced (or revised) hours indefinitely, they should make a request for a

permanent change to the contract of employment in accordance with the College's Flexible Working Policy and the HR department will discuss the implications of this with them.

19. MEDICAL REPORTS

We reserve the right, at any time during employment, to require an employee to attend an independent medical examination, or to ask permission to contact their doctor or consultant for a report.

Prior written consent will be requested before we approach any doctor or consultant who is treating the employee, and full details will be provided of the employee's rights and obligations under the Access to Medical Reports Act 1988.

We would normally request such a report in the following circumstances: where an employee complains of an on-going health problem which is affecting their ability to do their job; where an employee claims that any aspect of their job is creating a health problem; where the absence gives us cause for concern; where an employee has been absent for some time and there is doubt about when they may be able to return to work.

We will also normally always request a medical report if we are considering dismissal for either a long-term health problem or for unsatisfactory attendance made up of repeated short absences. In addition, if an employee has any health condition that could be considered a disability under the Equality Act definition, we would wish to seek a report in order to obtain guidance on what, if any, reasonable adjustments should be made to enable the employee to perform their duties satisfactorily.

Employees are required to co-operate with our procedures, including providing medical advice and ensuring we are kept informed of any developments in their treatment or condition.

20. EXCESSIVE ABSENTEEISM

Employees who have a number of short absences that together comprise an unacceptable overall level of absence will be seen by their Head of Department or their deputy/HR Manager to discuss the frequency and reasons for these absences. This will be on grounds of unsatisfactory attendance, and will apply irrespective of whether the absences are believed to be genuine or not.

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 these targets 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 over-burdening other staff.

The Head of Department or in their absence their deputy will explain what we consider to be an "acceptable" level of attendance. What is "acceptable" may be different depending on the nature of the work, the ability of the department to provide cover, the employee's length of service, previous absence history, the reasons given for the absences and the treatment of other employees in similar situations.

If, despite warnings, attendance remains unsatisfactory, this may result in dismissal. Prior to any warning or dismissal, the employee will be invited to attend a formal disciplinary meeting to discuss their attendance. They may be accompanied at this meeting by a Fellow, work colleague or a trade union representative. The reasons for the absence, and the individual's overall level of attendance, will be fully discussed. If a decision is taken to give a warning or to dismiss, this will be confirmed in writing, together with details of any right of appeal and our appeals procedure.

21. LONG TERM SICKNESS

We will normally make arrangements to see employees who are absent from work for a period in excess of 4 weeks. This may be either at work or at their home, to update ourselves on their progress and to ask for permission to obtain a doctor's or consultant's report. Employees may refuse their permission, but it should be emphasised that the request is made to help us manage the situation and it will usually be to their advantage to enable us to get further information about their likely date of return to work, whether any medical restrictions should be placed on their activities, and whether they have any condition which may be classed as a disability.

We will aim to inform an employee who is about to exhaust their entitlement to either SSP or College sick pay. Note that an employee who has exhausted their sick pay is still required to comply with our absence notification procedure and to send in Statements of Fitness for Work to cover their absence.

Employees may, if they choose, request to take some annual leave during periods of sickness absence, or prior to returning to work. An employee who is on sick leave may also choose to cancel any pre-arranged holiday that would otherwise coincide with their sick leave, but should notify their Head of Department as soon as possible of any such request. Employees who are unable to take at least the basic four weeks' statutory holiday entitlement during our holiday year (including any bank/public holidays taken as paid leave) may carry the shortfall forward into the next holiday year but should use this within three months

of their return to work; any annual leave not taken within 15 months of the end of the holiday year in which it accrues (whether or not the employee has returned to work) will normally be lost. Statutory leave will continue to accrue during periods of long-term sick leave. Contractual leave in excess of this will cease to accrue after 13 weeks' absence and will only start to accrue again on return to work.

If the absence continues at a level that we deem unacceptable, or if it becomes evident that there is little likelihood of a return to work, we will reassess the situation and may take a decision to dismiss on grounds of ill-health.

If dismissal is being considered, we will write to the employee, giving advance notice of a formal meeting to discuss the situation. The employee may, if they wish, be accompanied at this meeting by a Fellow, work colleague or a trade union representative.

Before reaching a decision, we will consider the nature of the illness, any advice we have received from a doctor, consultant or occupational health professional as to likely return to work and future capabilities, length of service, previous absence history and performance. If the absence is due to a reason related to a disability, we will also wish to explore any ways of accommodating this.

If a decision is taken to dismiss, this will be confirmed in writing, together with details of any right of appeal and the appeals procedure.

22. HEALTH CHECKS, CONCERNS AND CONTACT WITH INFECTIOUS AND CONTAGIOUS DISEASES

All new employees are required to complete a pre-employment health assessment on accepting our offer of employment and prior to starting work for us. This is aimed at identifying any areas of concern. Night workers are similarly offered a night working assessment either on appointment or on transfer from another shift onto night work.

Thereafter annual assessments (related to their working environment as specified by their job role) are undertaken for those deemed to be at higher risk. Other employees who are considered as low risk may be asked to undertake health checks if there are specific issues.

If, at any time during employment, an employee suspects that they may be suffering from, or is diagnosed as suffering from, any condition which may affect their ability to do their job, they are required to notify their Head of Department or in their absence their deputy in order that we may take all reasonable steps to ensure their well-being at work. This includes notifying us of any medication that the employee is taking which may affect their ability to work safely, or may cause drowsiness or fatigue, especially if their job involves working with machinery or driving.

Any employee who has been in contact with an infectious or contagious disease (including diphtheria, typhoid, paratyphoid, polio or tuberculosis), should report the fact immediately to their Head of Department or in their absence their deputy and then obtain medical advice as to whether it is necessary to remain away from work. Such absence will be treated as paid sick leave.

An employee who has been in contact with measles, mumps, whooping cough, German measles (rubella) or chicken pox need not normally remain away from work.

23. ACCIDENTS WHILST AT WORK

All accidents at work must be reported in order to comply with HSE Regulations (RIDDOR). Ideally these details should be completed at the time of the accident by a First Aider. If not completed at the time of the accident a report must be completed as soon as the employee returns to work.

24. ABSENCE WHILST ON HOLIDAY

An employee who falls sick either prior to commencing planned holiday absence or during a period of paid holiday, such that they would be unfit for work, and who would otherwise be unable to take at least their statutory holiday entitlement under the Working Time Regulations in this holiday year (including any bank/public holidays taken as paid holiday), may request that the period of illness/incapacity during the authorised holiday is converted to sick leave and the holiday taken at a later date.

In this case, the employee is required to phone their Head of Department or in their absence their deputy on each day of the illness/incapacity to confirm that they are ill/injured and, if entitled to contractual sick pay during this period, provide a medical certificate covering the total period of the absence. Note that self-certification may suffice for SSP but is not regarded as sufficient for the payment of contractual sick pay whilst absent on pre-authorised holiday.

An employee, who falls sick on a working day directly before or after a bank or public holiday, or directly before or following absence for authorised holiday, will be required to produce a Fit Note in order to qualify for contractual sick pay. Any cost incurred in securing Fit Note will be borne by the employee. This requirement does not affect Statutory Sick Pay.

25. ELECTIVE SURGERY

For the purposes of this policy, elective surgery is surgery that is not considered to be medically necessary or is for non-medical reasons. Examples might include vasectomies or the removal of bunions or moles. This provision is not intended to cover surgical or non-surgical procedures that are concerned solely with the enhancement of physical appearance for which time away from work should be taken from holiday entitlement or as time off in lieu or unpaid leave.

We accept that there may be circumstances where a Head of Department or in their absence their deputy wishes to exercise their discretion to allow time off for elective surgery depending on the individual circumstances. The employee making the request should discuss the reason for the time off and the underlying circumstances with their Head of Department or in their absence their deputy who may authorise unpaid leave, annual leave, time off in lieu (TOIL) or any combination of these.

An employee who wishes to take time off for elective surgery is required to:

- Inform their Head of Department or in their absence their deputy as soon as the plans have been confirmed.
- Provide a statement from a qualified medical practitioner that elective surgery has been approved and giving the likely duration of recovery.
- Where possible, arrange for the elective surgery at a time that will cause the minimum amount of inconvenience.
- Provide as much notice as possible of the day(s) on which the surgery will take place.

Any information provided to the Head of Department or their deputy will be maintained in strict confidence. The reason for the employee's absence will be disclosed only on a "need-to-know" basis and in consultation with the employee.

Where the outcome of the surgery is unexpected and the employee suffers an injury or illness, our standard sick pay provisions will apply, following receipt of the relevant sickness certificate.

26. FERTILITY TREATMENT

Any employee who may need time off work to undergo fertility treatment (or because their partner is undergoing fertility treatment) should discuss this with their Head of Department or in their absence their deputy. Time off can be taken as annual leave or, alternatively, unpaid leave may be authorised or a form of temporary flexible working may be approved, subject to the needs of the College.

Any employee who may need such time off should inform their Head of Department or in their absence their deputy as soon as the plans have been confirmed; provide a statement from a qualified medical practitioner that fertility treatment has been recommended and approved; and, if requested, produce an appointment card for each occasion on which time off is required. Where possible, appointments should be made for times that will cause the minimum disruption to the working day, and we do ask that the employee provides as much notice as possible of the days and times on which time off is required.

Any information provided to the Head of Department or their deputy will be maintained in strict confidence.

27. ABSENCE RECORDS AND MONITORING

Details of an employee's health, either physical or mental, are categorised as "sensitive personal data" under the Data Protection Act 1998 and General Protection Regulation (GDPR). Health records are therefore kept in a locked filing cabinet in the HR Office.

A record for each employee is kept, detailing the number of days absent, dates and reasons given. These records are kept by the HR Office but the employee and their Head of Department or in their absence their deputy can request to see the individual details at any time.

Certain other health assessments, such as night worker assessments, are held confidentially by the HR Department. Records of any individual referrals and VDU assessments will be retained.

Our overall absence figures and the reasons for these will be reviewed and analysed by the HR Manager on a regular basis to identify any trends or any areas of concern. Where areas of concern are highlighted, we will investigate these to identify the causes and any appropriate action will be taken.

28. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Absence record.
- Flexible Working Policy and request form.
- Maternity, Adoption, Paternity and Shared Parental Leave Policy.
- Parental Leave and Time Off for Dependant's Policy.
- Self-certification of absence form.

29. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

We believe all of our employees and workers have the right to work in an environment free from bullying behaviour and any form of harassment, be it on the grounds of a protected characteristic (race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, gender reassignment) or appearance. Such behaviour will not be tolerated and we seek to ensure that our working environment is sympathetic to everyone with whom we deal in the course of our working activities, and that they are treated with dignity and respect.

This policy is not contractual, but aims to set out how we normally deal with such issues.

2. SCOPE OF THIS POLICY

This policy applies to all employees and workers, at all levels at Pembroke College. It applies equally to an employee bullying or harassing a Head of Department as the other way around. In addition, we aim to ensure that (as far as is practicable) employees are protected from harassment of any kind from clients, customers and other contacts.

3. AIMS OF THIS POLICY

This policy aims to ensure that a zero-tolerance stance on bullying and harassment is adopted by all employees and workers; to provide:

- Guidance and a means by which any employee or worker who feels that they are being subjected to such behaviour may raise this without fear of reprisal.
- A policy under which any problems may be resolved and any further recurrence prevented.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Health and Safety at Work Act 1976
- The Protection from Harassment Act 1997
- The Equality Act 2010 (harassment arising from a protected characteristic).

5. DEFINITIONS

Bullying is defined as persistent behaviour against an individual that is intimidating, degrading, offensive or malicious and undermines the confidence and self-esteem of the recipient.

Harassment is defined as unwanted conduct that either violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. It may be related to any personal characteristic of the individual (whether perceived or real), or by association (e.g. related to the individual's relationship or dealings with others who have that personal characteristic, even if they do not). It may be persistent, or an isolated incident and can take many forms, from relatively mild banter to actual physical violence.

Employees may not always realise that their behaviour constitutes bullying or harassment but they must recognise that what is acceptable to one person may not be acceptable to another. The fact that harassment was not intended does not mean that it cannot have occurred.

Note that the person reporting harassment need not necessarily be the person towards whom the behaviour was directed. For example, a person who overhears comments made to someone else, and who is offended by those comments, may still complain of harassment.

6. RESPONSIBILITY

It is the duty of Head of Department/Line Manager's and to implement this policy, and all employees are expected to comply.

Any Head of Department/Line Manager who becomes aware of behaviour which breaches this policy, irrespective of whether a complaint has been made or not, has a responsibility to take the matter forward through investigation and to ensure it is dealt with confidentially and promptly.

Employees also have a responsibility to behave appropriately in the workplace. They should raise with other employees their concerns if they observe or have evidence of inappropriate behaviour and should respond promptly to any feedback on their own behaviour, be it from a colleague or Head of Department/Line Manager.

7. EXAMPLES OF BULLYING AND HARASSMENT

We outline below the types of behaviour that are unacceptable and the actions employees should take if they feel they are being subjected to bullying or harassment.

The examples below are not exhaustive but give a clear indication of the sorts of actions that constitute bullying or harassment. Serious examples may constitute gross misconduct which could lead to summary dismissal.

- **Unwanted physical conduct** - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
- **Unwanted verbal conduct** - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.
- **Unwanted non-verbal conduct** - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering, whistling, creation or distribution of suggestive or offensive pictures (including "pin-up" calendars) or videos through any means.
- **Bullying** - includes unwanted physical conduct or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.
- **Virtual bullying** - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.
- **Coercion** - including threats of dismissal or loss of promotion etc. for refusal of sexual favours (or promises made in return for sexual favours); pressure to participate in political or religious groups etc.
- **Isolation or non-co-operation at work** - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

Such conduct is employment related if, for example, submission to, or rejection of, the conduct is used as a basis for an employment decision; or if the conduct interferes with the affected person's work performance; or if it creates an intimidating, hostile, humiliating or offensive working environment.

Bullying or harassment can be a single serious incident or persistent and repeated, continuing after the person subjected to it makes it clear that they want it to stop.

All employees should note that any act(s) of bullying or harassment committed by them in the course of their employment will be dealt with under this procedure. This includes not only situations occurring whilst at work, but also at any time on College premises, or externally whilst attending social functions or training courses etc. in the course of their employment. It also covers emails, phone calls and texts made outside of work using either our or the employee's own equipment, as well as abusing employees via social networking sites.

Employees should always consider how their behaviour or conduct would appear to a Head of Department/Line Manager, or if it was reported to the press or on TV, and to refrain from any language or behaviour which would reflect on them unfavourably.

8. WORKING ENVIRONMENT

In addition to bullying and harassment at work being a violation of employment and health and safety laws, and also a contravention of criminal and/or civil law in some circumstances, this type of behaviour can reduce the effectiveness of our College by creating a hostile or threatening environment. The damage, tension and conflict which harassment and bullying creates not only results in poor morale for all, but also in divided teams and reduced productivity. Employees can be subject to fear, stress and anxiety, which not only affect their contribution within the workplace but can also put great strains on their personal and family life, leading to illness, increased absenteeism and higher staff turnover.

Therefore, all employees will be informed of our policy towards bullying and harassment and that all complaints of harassment will be treated very seriously. All Head of Department/Line Manager's must ensure that this policy and procedure is adhered to at all times.

The display of offensive material (including "pin-up" calendars) is not permitted and any such offending material will be removed and destroyed.

9. PROCEDURE FOR DEALING WITH BULLYING OR HARASSMENT

The sensitive nature of complaints of bullying or harassment is recognised and therefore a choice of routes is provided in order to encourage employees and workers to discuss any problems in confidence with someone they trust and feel comfortable talking to. Anyone who believes they have been the subject of harassment or bullying in the course of their work may either initially address the matter informally with their immediate Head of Department/Line Manager or may make a formal complaint using this procedure. If they prefer, one of the following designated people may be contacted as an alternative: Head of Department or the HR Manager. In all cases, the matter will be treated as strictly confidential.

10. DEALING WITH BULLYING AND HARASSMENT AT AN INFORMAL STAGE

An employee or worker who, at any time, feels that they are a victim of minor bullying or harassment should make it clear to the perpetrator as soon as possible that the behaviour is unacceptable to them, explain the effect that the behaviour is having on them and that it must stop. If they feel unable to do this verbally then a written request may be effective.

The following are some words which it may be helpful to use in a letter or in speech:

- Describe the behaviour very precisely, where and when it happened. If you are vague the person causing the problem may be able to pretend that they do not understand what you are talking about.
- Tell the person how you feel about what has happened.
- Describe the effect it is having on you (you may find you are avoiding the person, or working less effectively so that your work performance is affected).
- Say precisely what you want to happen. Including the steps above, you could write or say "on the (day/date) at (time), you (describe the behaviour precisely). Your behaviour made me feel (describe your feelings and reactions). I wish you to stop (the behaviour). You are harassing/bullying me and I have made a written record of the details. If this behaviour towards me is repeated I may make a formal complaint.

Alternatively, one of the people designated above may be requested to approach the person on the individual's behalf or to help them in taking such action.

The employee or worker may wish to keep a written record of the details of any incidents of perceived bullying (including date; time; place; name of person allegedly harassing the individual; what happened including verbatim quotes of relevant comments where possible; how the individual felt at the time; names of any witnesses and any action taken), and retain any texts, emails, voice messages or other evidence that may support their allegations.

11. FORMAL PROCEDURE

Where informal methods fail, or serious bullying or harassment occurs, a formal written complaint should be made and, if necessary, assistance should be sought from one of the people designated above. Whilst recognising the employee or worker's feelings and the effect the alleged behaviour may have had on them, it is important to establish the facts and they will be asked to provide details of the allegations, i.e.:

- What happened?
- Where did it occur?
- Who was involved?
- Was this the first incident?
- When did it occur?
- Were there any witnesses?
- Has any action been taken to prevent further repetition of the behaviour?

This complaint may be made to either to your Head of Department or the HR Manager.

The employee or worker may, if they wish, be supported throughout the procedure and at any meetings by any of the people designated above or by a colleague of their choice.

The person receiving the complaint will carry out a thorough investigation as quickly as possible. When asking questions it is important for Heads of Department to be sensitive and to take care not to phrase questions in a way that implies that the bullying/harassment may in some way have been directly or indirectly invited and to avoid remarks that appear to trivialise the experience or suggest that it was imaginary. The intention of the alleged bully/harasser is irrelevant; it is the effect on the complainant that is important.

All employees (and also any external parties) involved in the investigation are expected to respect the need for confidentiality. Failure on the part of employees (whether recipient, perpetrator or witnesses) to do so will be considered a disciplinary offence. Copies of statements made by witnesses will be made available to both the person making the complaint and the alleged bully/harasser, but the names of the witnesses may be withheld if they request to remain anonymous, and particularly if they have a genuine belief or fear of reprisal.

If the alleged bully/harasser is an employee, the Head of Department dealing with the complaint will invoke the Disciplinary Procedure to ensure that an employee accused of this behaviour has every opportunity to defend or explain their actions. The employee will be entitled to be accompanied at any disciplinary hearing. Common responses to allegations of bullying/harassment include denial or disbelief that the behaviour was offensive or was not welcome. None of this alters the fact that a complaint has been made which may lead to disciplinary action.

The severity of the penalty imposed upon an employee believed to be guilty of bullying/harassment will be consistent with other disciplinary offences. Where the bully/harasser is given a warning short of dismissal, discussions will take place with the person making the complaint, and, where necessary, any reasonable steps will be taken to alter working practices to minimise contact between the affected employees.

An employee who receives a warning or is dismissed for bullying or harassment may appeal against the penalty in accordance with our Disciplinary Procedure. In serious cases, for example rape or assault, criminal charges may be appropriate and it may be necessary to refer the case to the Police.

Where the complaint is made against a client/customer, supplier or other College contact, this will be investigated and such steps will be taken as are reasonably practicable to protect the employee or worker.

Anyone who brings a complaint of bullying or harassment will not suffer victimisation for having brought the complaint. The complainant should not be moved except at their request or in exceptional circumstances. Following the investigation, if the complaint is untrue and has been brought in bad faith disciplinary action may be taken.

12. FOLLOWING THE INVESTIGATION

Once the case has been resolved and time has been given to allow relationships to stabilise and return to normal in the workplace, contact should be maintained with the affected employees informally. If further problems of bullying, harassment or victimisation are being encountered, or the employee or worker continues to suffer stress or anxiety, immediate action should be taken to investigate or find a solution.

13. GRIEVANCE PROCEDURE

Our Bullying and Harassment Policy is intended to give guidance and support, taking into account the sensitivity and serious nature of such issues. However, an employee or worker who is not happy with the outcome of a complaint raised under this policy (or who feels, after time, that the situation has either not improved or has deteriorated again), may use the Grievance Procedure instead. Our Grievance Procedure may be used as an alternative procedure, but not as an additional procedure for the same issue.

14. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Disciplinary Procedure.
- Equal Opportunity Policy.
- Grievance Procedure.
- Whistleblowing Policy.

15. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.



1. INTRODUCTION

The purpose of this Policy and Code of Practice is to ensure that the College uses CCTV responsibly and with effective safeguards. The intention is:

1. To create a safer working environment for staff and students in the College.
2. To protect property belonging to the College, its students and staff.
3. To provide evidence in support of any internal or external enquiry, disciplinary proceedings or prosecution, especially if associated with the security of the College site and members of the College community, criminal activity committed on College property, or the misuse of College property or equipment.

The cameras should not face into College buildings, except where agreed in advance with student representatives via the College's Consultative Committee except in exceptional circumstances. Cameras stream video to dedicated CCTV servers, from where they can be viewed on a real time basis in the Porter's Lodge, Library, and other approved locations. Recordings are made onto the hard disks of the CCTV servers for replay in the event of an incident.

This Policy and Code of Practice sets out the appropriate actions and procedures, which must be followed to comply with the relevant data protection legislation in respect of the use of CCTV surveillance systems managed by the College. This policy and code of conduct intends:

1. To inform all who come onto the College site that CCTV is in use.
2. To keep CCTV data secure and controlled by authorised personnel.
3. To maintain all CCTV equipment in working order.
4. To provide retention of CCTV data within the stated purpose only.
5. To state the manner and means of destroying stored CCTV data.
6. To prevent access by unauthorised individuals or third parties.

2. RESPONSIBILITIES

The system is operated by the College and is in use all year round. The Bursar has overall responsibility for the implementation and use of the system. The IT Director and IT department ensures all equipment is maintained and in a suitable condition. The Porters, Library Staff, IT staff, and other College Officers will interrogate the system and its data. Operation of the system is restricted to those named above.

3. STAFF WHO USE THE CCTV SYSTEM HAVE THE FOLLOWING RESPONSIBILITIES:

1. To uphold the arrangements of this Policy and Code of Practice.
2. To handle CCTV data securely and responsibly, within the aims of the Policy and Code of Practice.
3. To be aware that they could be committing a criminal offence if they misuse CCTV data.
4. To report any breach of procedure to the Bursar or College Data Protection Lead.
5. To attend training / refresher sessions as required.

4. SITING THE CAMERAS

Prior to any camera installation the Bursar and the College Data Protection Lead will ensure that the installation complies with the relevant data protection legislation and the CCTV Policy and Code of Practice. It is essential that the location of the equipment is carefully considered; the way in which CCTV captures data will need to consider the privacy of all individuals. All camera locations are visible to public and staff. Signs have been erected at the main entrance to notify all those who enter that they are entering an area that is covered by CCTV cameras.

5. PROCESSING CCTV DATA FOR AN IN-PROGRESS INCIDENT

The following procedures concern the viewing and use of the CCTV data in response to an in-progress incident in the College.

1. The Porters, Library staff and IT staff may directly view the live feeds from any camera during their working hours.
2. In response to an in-progress incident the above staff may view recently recorded data to ascertain facts necessary to respond to the event.
3. No recordings or copies of CCTV data is permitted; if this is necessary then the following policy for processing CCTV data for past incidents must be followed.

6. PROCESSING CCTV DATA FOR PAST INCIDENTS

The following procedures concerning the use and retention of recordings should be followed to provide an acceptable level of security and accountability, and to ensure the acceptance of recordings in support of criminal proceedings.

1. Recordings for most cameras are retained on the CCTV server for up to 30 days and are then overwritten.

2. Recordings for cameras covering long term student storage areas (trunk stores, etc.) are retained on the CCTV server for up to 90 days and are then overwritten.
3. Requests for the retention and/or disclosure of CCTV material should be made to the Head Porter and be recorded on the CCTV Request form (Appendix A).
4. The Head Porter may view or authorise a Porter to view past recordings stored on the service to establish if the CCTV system has recorded images relevant to a request for disclosure or retention, and for this reason alone. All viewings of recordings, and the reason for viewing, must be logged in the CCTV Log held by the Head Porter.
5. If it appears that relevant material is held and that CCTV recordings need retaining or disclosing permission must be sought from two authorised College Officers, or one authorised College Officer and the Head Porter. Authorised College Officers in this regard are the College Data Protection Lead, the College Proctor, the Senior Tutor and the Bursar. As part of this process authorised College Officers may view the CCTV material in question.
6. Once a valid request has been made the IT department will process the footage and generate a master copy of the recording.
7. A copy of the relevant part of the recordings will be stored on digital media. The CCTV request form should be held with the digital media in a secure format and handed to the Head Porter immediately.
8. The Head Porter, or a nominated deputy, should mark each item of digital media with a unique reference number.
9. All digital media will be securely stored by the Head Porter until they are no longer needed by the college, are passed to the Police or are passed to a third party with approval of the College Data Protection Lead.
10. The IT Department is responsible for destroying all digital copies when they are no longer needed for evidence. Digital copies should be destroyed, by appropriate means for the specific media and disposed of in the confidential waste container. Each disposal should be noted in the CCTV Log.
11. The Head Porter, or a nominated deputy, is responsible for ensuring that the CCTV log is kept up to date.

7. ACCESS TO AND DISCLOSURE OF CCTV DATA TO THIRD PARTIES

Access to, and disclosure of, CCTV data is restricted and carefully controlled to ensure privacy of individuals, but also to ensure that the continuity of evidence remains intact should the data be required for evidential purposes.

IT staff need access to CCTV data for maintaining the CCTV system. Individuals requesting access to CCTV data should complete a CCTV Request form (Appendix A). Any request by a third party to view a CCTV recording **must be approved** by the College Data Protection Lead in consultation with the Bursar, who will determine whether disclosure is necessary, legitimate and lawful. All unsuccessful requests will be retained for 3 months.

Once this has been actioned the details should be recorded in the CCTV Log held by the Head Porter. Any digital media that is requested by the Police in connection with a criminal enquiry will be released against an Officer's signature and the completion of CCTV Request form (Appendix A), after authorisation by the Bursar in connection with staff matters and by the Senior Tutor in respect of students.

Any individual wishing to make a subject access request is asked to review the Colleges Data Protection policy at <http://www.pem.cam.ac.uk/the-college/legal-information/data-protection/>.

On no account may CCTV data be viewed by any unauthorised person, or removed from the College without the specific approval of the Senior Tutor, College Data Protection Lead, Bursar or Head Porter. Staff will be informed that any misuse or unauthorised access of live CCTV data will be considered as a serious disciplinary matter.

If the College is asked to retain a recording for evidential purposes, the Head Porter will take possession and securely store the relevant digital media for as long as is required, which would normally be until one month after the finalisation of any court proceedings.

8. COMPLAINTS PROCEDURE

Any individual who has concerns about the CCTV system or the control of it at Pembroke College is requested to write to the Bursar or the College Data Protection Lead outlining the reason for the complaint.

9. INFORMATION AND TRAINING

A copy of this Policy and Code of Practice will be published also in the Health and Safety Policy.

All Porters will be trained in the practical use of the CCTV system. The Head Porter, Senior Porters and IT Personnel will receive additional training in the storage, capture and recording of CCTV data. The Bursar, Head Porter, Senior Porters and IT Staff will be issued with a copy of the Information Commissioner's CCTV Code of Practice.

10. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

**APPENDIX A**

REQUEST ID:

*Office Use Only***CCTV FORM**

1. REQUESTERS PERSONAL DETAILS	
Applicant's full name:	Applicant's postal address:
Applicant's email address:	
2. INFORMATION REQUIRED	
To help us find the CCTV data you require, please complete the following section.	
Location/position of CCTV camera:	Date and time of incident:
Brief description of the incident to be retrieved, the appearance of any individuals and likely activities captured by CCTV:	
Please give all information that might assist us in finding the incident	
Purpose of the request: (e.g. Subject Access Request / Evidence for investigation / Police Request / Disciplinary)	
If the purpose of the request is a subject access request ensure the College Data Protection Lead is consulted, for all other requests consult the Bursar.	
3. WORKFLOW (Office Use Only)	
Name/Role of Approvers:	Approval status (Confirmed/Denied):
Name/Role of individual consulting CCTV record:	Date Copies Made:
Digital Media Reference Number(s):	
Digital Media Destruction Date:	Digital Media Destruction Actioned By:
Name of recipient(s):	Organisation of Recipient(s):
Badge Number of Recipient(s):	Purpose of release:
Optional – If digital media is being released to the Police service	

1. INTRODUCTION

In any organisation there is a need for rules and standards. It is important that any breaches of our rules, or failure to achieve and maintain satisfactory standards of conduct, attendance or job performance, are dealt with effectively, fairly and consistently.

This procedure is non-contractual, and sets out the procedure The College will normally follow, although we reserve the right, at our discretion, to vary, replace or terminate the procedure at any stage.

The policy has been written with reference to the ACAS Code of Practice on Disciplinary and Grievance Procedures, and all Heads of Department are reminded of the requirement to comply with this.

2. SCOPE OF THIS PROCEDURE

This procedure applies to all employees, other than those in their probationary period. It does not apply to dismissals due to long-term ill-health, redundancy or the non-renewal of fixed-term contracts on their expiry.

3. AIMS OF THIS PROCEDURE

This procedure aims to help and encourage all of our employees to achieve and maintain satisfactory standards of conduct and performance and to ensure (as far as possible) consistent and fair treatment for all.

4. LEGAL CONSIDERATIONS

The following legislation applies to this procedure:

- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2008
- The Equality Act 2010
- The Data Protection Act 1998 and General Data Protection Regulation (GDPR)
- The ACAS Code of Practice on Disciplinary and Grievance Procedures.

Whilst not a legal requirement, failure to follow the Code will be taken into account in any subsequent tribunal proceedings.

5. CORE PRINCIPLES – GENERAL

The following core principles should be followed by those dealing with disciplinary matters:

- No disciplinary action will be taken without full and proper investigation, undertaken by an appropriate level of management.
- In misconduct cases, where practicable, different people will carry out the investigation and disciplinary hearings. An investigatory meeting will not by itself result in any disciplinary action. The investigating Head of Department will endeavour to establish the facts promptly before memory fades, and take statements from any witnesses. Note the right to be accompanied by a colleague or union representative does not apply to meetings held at the investigatory stage.
- Where the issue is one of unsatisfactory attendance, the matter will be dealt with under this procedure. However, we recognise that short-term absences due to health conditions may not be the result of a deliberate act on the part of the employee, and in such circumstances the matter may be referred to as an “incapability” issue to reflect this distinction.
- Each step in the procedure will be taken without unreasonable delay, the timing and location of any meetings will be reasonable and any meeting will be held in as private a location as possible without interruptions.
- A fair disciplinary process will always be followed, up to and including cases of dismissal for gross misconduct.
- Where appropriate, and depending on the severity of the offence, we may omit any of the stages within the Disciplinary Procedure detailed below. It should be noted that, despite ongoing disciplinary action, an individual may be dismissed for another unrelated disciplinary matter if sufficiently serious. It is recognised that the circumstances of each case will be different and that each case therefore should be treated on its merits.
- A right to appeal will apply at every formal stage of this procedure.

6. CORE PRINCIPLES - SUSPENSION

The following should be noted re suspension:

Except for paid suspension (used purely as a precautionary measure to allow a fair and impartial investigation to take place, and without any prejudgement of the outcome of any subsequent disciplinary hearing), no action will be taken against an employee until a disciplinary hearing has been held.

7. CORE PRINCIPLES – INVITATION TO THE HEARING

When inviting an employee to a disciplinary hearing:

The employee will always be given written notice of an invitation to any disciplinary hearing of which they are the subject, and will be advised of the nature of the complaint against them, the circumstances that have led to us contemplating the need for disciplinary action or dismissal and the procedure to be followed. Full copies of any written evidence will normally be provided in advance of the hearing, although we may withhold the identity of a witness or redact witness evidence, if we believe it to be appropriate and necessary to protect the witness.

The employee will be given sufficient information and time to enable them to prepare a response. This may vary depending on the circumstances of each case but is not likely to be less than 24 hours.

If either the employee or their chosen companion is unable to attend any meeting under this procedure for a reason that was not foreseeable at the time the meeting was arranged, then we will attempt to rearrange the meeting for a date within five working days of the original planned date. However, the employee is expected to take all reasonable steps to attend the hearing on the appointed date and at the appointed time. Where an employee persistently is unable or unwilling to attend an agreed disciplinary meeting, without good reason, a decision may be made in the employee's absence based on the evidence available.

8. CORE PRINCIPLES – AT THE HEARING

The following should be borne in mind at the hearing:

At all formal stages of this procedure, the person chairing the meeting is advised to be accompanied by a suitable employee of the College who will act as a witness and to ensure the meeting is taped correctly. Where no internal person of sufficient seniority or confidential status is available, or where preferred, an external party may be invited to attend in this capacity.

Under no circumstances should any meeting or conversation be recorded without the prior permission of those present. Where consent is not given by all parties an appropriate person will be appointed to take written notes of the meeting.

The employee will have the right to be accompanied by a Fellow of the College, work colleague, a representative of a trade union (who must be certified in writing by that union as having experience of, or having received training in, acting as a worker's companion at disciplinary or grievance hearings) or an official employed by a trade union. The employee should tell the person conducting the hearing in advance whom they have requested to act as a companion. If the employee does not wish to be accompanied this should be noted. Fellow workers may not be compelled to attend as a companion.

The companion is there to act as a witness to what was said, to provide moral support and to assist and advise the employee in presenting their case. They may address the hearing (provided the employee wishes this), ask questions on behalf of the employee and confer with the employee but not answer questions on behalf of the employee, nor may the companion prevent the employer from explaining its case.

If the employee is disabled, reasonable adjustments will be made to ensure (as far as possible) that they are not disadvantaged at the hearing. This may include the provision of further assistance (e.g. a signer or other support) where necessary. Arrangements may also be made to assist any employee who does not have English as his or her first language and who may need an interpreter.

The person conducting the disciplinary hearing will outline the complaint against the employee and go through the evidence that has been gathered. The employee will be given the opportunity to present any information in their defence, explain or comment before any decision is made. Either party may ask questions, call witnesses, submit witness statements and also question any witnesses called by the other party. If the employee wishes to call any witnesses, they should notify the person conducting the hearing in advance. Witnesses cannot be compelled to attend.

A disciplinary hearing may be adjourned at any stage by the person conducting the hearing, in order to calm a tense situation, to check out facts or to take advice. Such adjournments will be kept brief wherever possible in order not to hold up the resolution of the hearing but may be extended where particular information needs to be checked in the interests of fairness or consistency. An adjournment may also be appropriate if a grievance is raised during the disciplinary proceedings that has a strong bearing on the matter to be decided.

9. CORE PRINCIPLES – MAKING A DECISION

It is important to remember that the circumstances of each case will be different and that each case therefore should be treated on its merits. Before making any decision on disciplinary action, we will consider the employee's disciplinary and general record, any similar precedents, any mitigating circumstances or explanations given by the employee, what would be reasonable under the circumstances and whether any training, additional support or adjustments to the role or workload are necessary.

An employee who is given a disciplinary warning or improvement note will be told where their performance or conduct falls short of what we consider to be satisfactory, what improvement is required, and over what timescale this is to be achieved. For employees who are under-performing, a review date will be set and we will also confirm any support, including any training that we will provide to assist the employee.

A decision to dismiss should only be taken by someone with the authority to do so. The reasons for dismissal will be confirmed in writing, together with the date on which the employment will end, the appropriate period of notice and the right of appeal.

10. CORE PRINCIPLES – AFTER THE HEARING

After the hearing, the following should be noted:

Any warning or improvement note will be confirmed in writing to the employee. It will identify the next stage in the procedure (should the employee fail to reach a satisfactory standard or commit a further act of misconduct), specify for how long the warning will stand, and will inform the employee of his or her right of appeal.

If the employee's standard of work or conduct remains unsatisfactory, and, after warnings, remains below the level that is acceptable, they may be dismissed.

11. EXAMPLES OF GENERAL MISCONDUCT

The following is a non-exhaustive list of examples of offences which amount to misconduct falling short of gross misconduct:

- Unauthorised absence from work.
- Unsatisfactory time-keeping or attendance.
- Unsatisfactory job performance.
- Time wasting.
- Failure to follow a reasonable management instruction.
- Minor contravention of health and safety regulations.
- Disruptive, abusive, truculent or provocative behaviour.
- Unauthorised use of our telephone, e-mail and/or internet facilities.
- Failure to wear personal protective equipment (PPE), if issued.
- Minor damage to College property.
- Minor breach of College rules and/or policies.
- Leaving work without permission.
- Failing to follow our absence notification procedures.
- Persistent absence/sickness, excluding people with documented chronic conditions.
- Taking extended breaks.
- Disrupting College business by receiving and making what we consider to be excessive personal telephone calls, irrespective of whether this is on a personal mobile phone or our telephones.
- Failure to clock in and out of our premises, where required.
- Failure to notify us promptly of any endorsements to the driving licence or any diagnosis of a health condition that may affect the driver's ability to drive safely (if the employee drives on business).
- Minor breach of our cash handling procedures (including cash discrepancies and breaching till/safe operation rules).

12. EXAMPLES OF GROSS MISCONDUCT

An employee will not normally be dismissed for a first incident of misconduct, unless it amounts to gross misconduct, in which case summary dismissal without notice and without the need for any prior warnings may take place.

The list below is not exhaustive but is a guide to the type of offence which may normally result in summary dismissal (i.e. dismissal without notice or pay in lieu of notice):

- Theft, fraud or falsification of records e.g. Pembroke College documentation, expense claims or attendance/sick records, shared parental leave declarations etc.
- Being under the influence of alcohol during working time, or reporting for work whilst under the influence of alcohol.
- Being in possession of, or under the influence of, or attempting to deal in non-medically prescribed drugs.
- Assault or fighting, either on our premises or whilst engaged on our business or where the act committed irrevocably damages the required trust and mutual confidence between Pembroke College and the employee.
- Violent, abusive or intimidating conduct.
- Act of unlawful discrimination, harassment, bullying or offensive behaviour.
- Misuse of property belonging to Pembroke College or of our name.
- Malicious damage to property belonging to Pembroke College, our clients/customers or other employees.
- Flagrant disregard of our procedures, rules and regulations.
- Any action in serious breach of legislative requirements which may affect the College.
- Gross negligence.
- Use of foul language or any act that violates commonly accepted standards of behaviour.
- Actions which damage the reputation of Pembroke College or bring it into disrepute - this includes taking part in activities which result in adverse publicity for the College, or which cause us to lose faith in the employee's integrity.
- Any action constituting a criminal offence which makes the employee unsuitable for employment with us.
- Unauthorised use or disclosure of confidential information.
- The inclusion of incorrect or misleading information on the employee's job application documentation (including CV, letter of application or our application form) or the provision of false references.
- Serious breach of Health and Safety rules, whether or not this resulted in an accident.
- The acceptance or giving of anything that could be construed as a bribe.
- Acts of dishonesty.
- Undertaking private work on our premises and/or during working hours without express permission.
- Accepting gifts from outside organisations which have not been approved by Pembroke College.

- Using a hand-held mobile phone whilst driving or in control of a College vehicle at any time, or whilst driving or in control of any vehicle whilst on our business.
- Smoking in an unauthorised area where this constitutes a serious risk to health and safety.
- Driving whilst under the influence of unlawful drugs or alcohol.
- Sleeping on duty.
- Inappropriate use of the Internet or computer misuse in breach of our policies. This includes deliberately accessing Internet sites containing pornographic, offensive or obscene material and/or downloading, displaying, archiving, storing, distributing, purchasing, intending to purchase, editing or recording such material, or the inappropriate use of social media. Should accessing such material be necessary in the course of your duties, please notify your Head of Department.
- Setting off an alarm, such as a burglar or fire alarm, deliberately and without good cause.
- Gambling, bribery or corruption.
- Loading unauthorised software.
- The taking of unauthorised copies of software for use within the office or outside.
- The unauthorised use of another employee's or user's password or keys to gain access to confidential information.
- Contacting (formally or informally and by any means) any of our past, current or prospective suppliers, customers or clients for any purpose other than for the legitimate business interests of Pembroke College - this includes (but is not limited to) any activities which we consider may be linked to an intention of setting up in a competing business or working for a competitor after leaving our employment.
- Failure to notify us promptly of any driving ban or any diagnosis of a health condition that may result in a driving ban (if the employee drives on business).
- Serious breach of our cash handling procedures (including cash discrepancies and breaching till/safe operation rules).

13. INFORMAL COUNSELLING

We recognise that cases of minor misconduct or poor performance may best be resolved through informal counselling, goal or target setting, advice or training and these do not form a formal part of this procedure.

Where an improvement is required, we will ensure that the employee understands what is required, how this will be measured, and over what period. Any agreed action plan should be confirmed in writing.

Where a sustained improvement is not apparent, or where matters are more serious or the issue is one of misconduct, the formal Disciplinary Procedure will be used.

14. SUSPENSION

We reserve the right to suspend the employee at any stage of this procedure. Suspension will be on full basic pay and will be for as short a period as possible in order to carry out any investigation of an alleged serious offence or to prevent any recurrence. Such suspension is not disciplinary action and does not involve any pre-judgement.

If suspended, the employee must be available to attend any fact-finding interview called during the suspension period. Contact will be maintained with the employee throughout the period of suspension to keep them informed of the investigation. An employee who is suspended will only be allowed to contact Pembroke College through a nominated person. Heads of Department are permitted to authorise suspension.

15. STAGES OF THE FORMAL DISCIPLINARY PROCEDURE

Our procedure contains the following stages:

Verbal warning	For unsatisfactory performance or misconduct of a relatively minor nature
First written warning (or improvement note)	For incidents of misconduct or unsatisfactory performance
Final written warning	For further continued unsatisfactory performance, further misconduct or if an incident of serious misconduct occurs
Dismissal with notice	For continued unsatisfactory performance or conduct

16. GROSS MISCONDUCT AND SUMMARY DISMISSAL

Certain offences may be regarded as so serious as to render the employee liable to summary dismissal without prior warning (see examples above). A dismissal for gross misconduct will only be made following a disciplinary hearing and will be confirmed in writing, giving the reasons for dismissal, confirming that the employment terminates immediately without notice or pay in lieu of notice, and outlining the employee's right of appeal.

17. PENALTIES OTHER THAN DISMISSAL

There may be circumstances where we consider alternative disciplinary action to dismissal to be appropriate. Such action could include, demotion (which may result in a reduction in pay for the employee), or transfer to another position which may result in a reduction in pay.

18. DURATION AND REMOVAL OF WARNINGS

Warnings will remain 'active' for the following periods unless a different period is confirmed in writing to the employee:

Verbal warning: six months from the date the warning is first notified to the employee (either verbally or in writing) or such other period as may be specified

First written warning or improvement note - twelve months from the date the warning is first notified to the employee (either verbally or in writing) or such other period as may be specified

Final written warning - twelve months from the date the warning is first notified to the employee (either verbally or in writing), or indefinite, depending on the circumstances resulting in the warning.

Following completion of the appropriate period, the warning will no longer be active and will normally be disregarded for the purposes of any future disciplinary action. Records of disciplinary warnings will however be retained on file for purposes of disclosure as required by regulation 11 of the Transfer of Undertakings (Protection of Employment) Regulations 2006.

A copy of the written confirmation of any warnings, improvement notes, dismissal, suspension or other disciplinary penalty (plus any appeal documentation) will be given to the employee and a copy placed on the employee's personnel file. Such documentation will be regarded as confidential.

19. AUTHORITY TO GIVE DISCIPLINARY WARNINGS AND TO DISMISS

The following are authorised by Pembroke College to give warnings or dismiss as follows:

Verbal warning:	Selected Head of Department.
First or final written warning or improvement note	Selected Head of Department
Dismissal or other penalty such as disciplinary/transfer or demotion/reduction of pay	Selected Head of Department/Bursar

20. APPEALS

An employee who feels that a disciplinary warning, improvement note or dismissal is unfair may appeal against this. Such appeals should be lodged, in writing, without unreasonable delay (we would expect this to be within seven calendar days of the decision being notified to the employee). The employee should clearly state the grounds on which the appeal is made (e.g. the finding is unfair, the penalty too harsh, new evidence comes to light, or because of a procedural defect).

An appeal hearing will be arranged without unreasonable delay. Where possible, the appeal will normally be heard by a member of staff senior to the person making the original decision and not previously connected with the disciplinary process so that an independent decision may be made. If this is not possible, a further independent party or other external party may be requested to attend the hearing and advise.

The person conducting the appeal is advised to be accompanied by a suitable employee of Pembroke College who will act as a witness and ensure the meeting is taped correctly. Where no internal person of sufficient seniority or confidential status is available, or where preferred, an external party may be invited to attend in this capacity.

The employee may, if they wish, be accompanied by a work colleague, a trade union representative (who must be certified in writing by that union as having experience of, or having received training in, acting as a worker's companion at disciplinary or grievance hearings) or by an official employed by a trade union at any appeal hearing. The employee should tell the person conducting the appeal hearing in advance whom they have chosen as a companion. As with a disciplinary hearing, the companion will be able to address the hearing, ask questions on behalf of the employee and to confer with the employee but not to answer questions on behalf of the employee.

If either the employee or their chosen companion is unable to attend an appeal meeting arranged under this procedure for a reason which was not foreseeable at the time the meeting was arranged, we will attempt to rearrange the meeting for a date within five days of the original planned date.

If the employee is disabled, reasonable adjustments will be made (as far as possible) to ensure that they are not disadvantaged at the hearing. This may include the provision of further assistance where necessary. Arrangements may also be made to assist any employee who does not have English as his or her first language and who may need an interpreter.

The grounds of the appeal will be considered when deciding the extent of any new investigation: it may be that a complete re-hearing will be held should there be any suspected procedural defects.

The employee will be notified of the appeal decision in writing: whatever decision is taken at the appeal hearing will be final.

21. AUTHORITY TO HEAR APPEALS

The following are authorised by Pembroke College to hear appeals as follows:

Verbal warning	Bursar/Deputy Bursar
First or final written warning or improvement note	Bursar/Deputy Bursar
Dismissal or other penalty such as disciplinary transfer or demotion/loss of pay	Bursar/Deputy Bursar

22. PROBATIONARY EMPLOYEES

Employees who are still within their probationary period are not covered by this procedure. If a probationary employee is not performing satisfactorily or there are incidences of minor misconduct, they will normally be seen informally by their Head of Department/Line Manager, informed of any shortcomings in performance or conduct, offered training and support (where appropriate) and warned that failure to improve may result in dismissal. If there is doubt about the employee's ability to reach a satisfactory standard, the probationary period may be extended, in which case the employee will be told of this and a new date set for the expiry of the probationary period. If the employee is unable to reach and/or maintain a satisfactory standard of performance or conduct, they will normally be invited to a formal meeting (with the right to be accompanied) prior to a decision being taken concerning their continued employment.

A probationary employee who commits an act of gross misconduct will be summarily dismissed.

23. ABSENCE DURING DISCIPLINARY PROCEEDINGS

We recognise that disciplinary situations can be stressful for both the employee involved and also any other employees who are asked to give witness statements or to participate in the procedure in any way. However, we believe that in most cases this stress is best alleviated, and working relationships maintained, by completing the Disciplinary Procedure quickly.

Where an employee or worker is unfit for work, this does not necessarily mean they are unfit to attend an investigatory meeting or a disciplinary hearing and employees must make every effort to co-operate with us in completing the disciplinary process.

If an employee is absent due to illness or other reasons such as maternity/adoption/paternity/shared parental or other leave, we will consider, in consultation with the employee (and/or his GP in the case of illness), whether there are any reasonable adjustments that can be made to enable the case to be progressed (e.g. by allowing the employee to make further written submissions, by conference call or by holding the meeting at a different venue).

If, after an attempt to contact the employee or worker, we reasonably believe that they are unlikely to attend a meeting in the near future or to provide any further information, we may decide the matter without the employee or worker's further input, based on the evidence and information available to us. Unless the employee has already been informed of this, we will write to inform the employee of our intentions to proceed in their absence before taking any decisions.

24. MEDIATION

We recognise that encouraging positive working relationships between individuals will have a positive impact on our staff and their general wellbeing. We are committed to supporting staff and Heads of Department to work together to resolve disputes and workplace conflicts in order to maintain high levels of morale, staff engagement and effective performance.

There may be circumstances where we consider that it may be beneficial to use mediation to help resolve an issue. Mediation is not suitable in all circumstances and will not necessarily be offered, but where appropriate and offered, may be introduced at any stage of the process where both parties agree that this could be an effective approach.

Mediation in the workplace is a confidential and voluntary process in which an independent and neutral person helps employees, in dispute, to explore and understand their differences in order that they may find their own solutions to their differences and may also agree a way forward. During the process, individuals are encouraged to identify their own solutions and agreements.

The mediator is impartial to the conflict and seeks to help all parties equally. They do not express opinions or make judgements about who is right and who is wrong. They will not offer suggestions or solutions to the situation. It is for the parties to discuss suggestions and solutions. The mediation service is voluntary and anybody can request an initial confidential meeting with a trained mediator.

Where mediation is introduced before or during the disciplinary process, the disciplinary procedure may be adjourned whilst the mediation is being undertaken. Should mediation prove unsuccessful, the Disciplinary Procedure will be resumed.

25. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Absence Reporting and Sick Pay Policy.
- Bullying and Harassment Policy.
- Alcohol, Drugs and Misuse of Substances.
- Grievance Procedure.

26. IMPLEMENTATION, MONITORING AND REVIEW OF THIS PROCEDURE

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

Every week more than 20 people are killed and 250 seriously injured in 'at work' road accidents in the UK. This figure excludes accidents that occur whilst commuting to/from work.

This policy is non-contractual but seeks to set out how Pembroke College aims to manage driving on business.

2. SCOPE OF THIS POLICY

This policy applies to all Fellows, students, employees and workers and volunteers who drive on College business, whether in a vehicle owned or leased by Pembroke College or in their own vehicles. It includes those whose business travel is infrequent and those who use their own vehicles or hired vehicles to travel to/from clients, training courses, seminars or work-related functions of any kind.

3. AIMS OF THIS POLICY

We aim to ensure that those who drive on business do so safely, and that any risks are identified and reduced as far as is reasonably practicable.

In order to do this, we will:

- Maintain relevant records about those who drive on business, including their annual business mileage; where and when they travel on business; any endorsements on their licences and any health conditions that may affect their ability to drive safely.
- Carry out health and safety risk assessments and establish what their risks and exposures are, and how they can minimise these (this will include route and delivery point assessments).
- Undertake regular checks of driving licences and company vehicles.
- Require those who claim expenses for driving their own vehicle to confirm that their vehicle is taxed, MOT'd (where appropriate) and insured for business use.
- Regularly review our accident reporting procedures and ensure that any accidents whilst driving on business, including in private or hired vehicles, are promptly reported to us.
- Provide safety instruction and driving assessments where we feel this to be necessary.
- Regularly review the time spent driving on business, and ensure that working time and breaks comply with the Road Transport (Working Time) Regulations (or Working Time Regulations for those who drive infrequently on business).

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Health and Safety at Work etc. Act 1974.
- The Road Traffic Act 1991.
- The Working Time Regulations 1998.
- The Management of Health and Safety at Work Regulations 1999.
- The Road Transport (Working Time) Regulations 2005.
- The Corporate Manslaughter and Homicide Act 2007.
- The Drug Driving (Specified Limits) (England and Wales) Regulations 2014.
- The Smoke-free (Private Vehicles) Regulations 2015.

5. DEFINITIONS

For the purposes of this policy the following definitions apply:

- A "company vehicle" is any car or van that is provided by Pembroke College.
- "Driving on Business" includes any journeys made by an employee or worker driving either a company vehicle or their own personal vehicle and covers all journeys other than those between home and their normal place of work.

6. RESPONSIBILITIES

Fellows, students and employees are required to support this policy fully and to ensure that all practical measures are taken and appropriate resources in the form of equipment, personnel and time are made available in respect of enhancing safety whilst driving at work.

Head of Department/Line Manager's must:

- Bring this policy to the attention of all those who report to them and who are permitted to drive on business and ensure that it is adhered to.
- Ensure that anyone who drives on business is insured to do so.

Drivers are expected to make themselves familiar with this policy, to ensure that they practise safe methods of driving at all times, and to inform their Head of Department immediately of any driving offences, health conditions that may affect their ability to drive safely and/or any concerns about their ability to make a particular journey safely for any reason.

7. REGISTER OF AUTHORISED DRIVERS

All employees who drive on College business, whether in a vehicle that is owned or leased by Pembroke College or a private or hire vehicle, must hold a full, valid driving licence and must complete and sign a copy of the Driver Safety Checklist which is available from the HR Office. HR will need to photocopy their full driving licence. A DVLA authorisation form must also be completed and signed for the HR Office. Drivers of private vehicles must also ensure that their insurance covers them for business use. This is a pre-condition to claiming business mileage or other driving-related expenses and is the responsibility of employees. Driving licences will be rechecked annually.

8. RISK ASSESSMENTS AND EYESIGHT TESTS

Drivers who are identified as being potentially more at risk may require a Risk Assessment to be carried out. Urgent action will be taken for drivers with severe pain or a medical history of lower back injury; an inappropriate vehicle; high driving exposure or other risk factor. These drivers will be offered support until their risk is deemed to be low. Where appropriate, this may include additional training; medical guidance; reduced exposure to driving; change of daily tasks; or specialist advice (e.g. ergonomist, physiotherapist).

We may require all employees who drive on College business, whether this be in their own vehicle or one leased, hired or owned by Pembroke College to have their eyesight checked. If this is a requirement the cost of any eyesight test will be met by Pembroke College through the Corporate Eye Test Scheme.

9. DRIVING STANDARDS

Drivers must drive with due care and attention, respecting all local and national traffic regulations and speed limits. They are required to take note of the condition of the vehicle, its loading, the weather and road conditions etc., and take all sensible steps to ensure the safety of the vehicle, its passengers and other road users at all times.

All drivers are reminded of the necessity to carry out regular checks on vehicles, including tyre condition, lights, lubricant levels, level of screen wash and any other check required for the safe operation of the vehicle whilst it is on the road.

The wearing of seatbelts by drivers should be in accordance with the law.

The driver is also responsible for ensuring the maximum safety of the vehicle and contents when it is parked. They must ensure that the vehicle is locked and secure, the alarm is switched on and the parking brake is applied.

10. MINIMISING STRESS AND FATIGUE

Drivers should not put pressure on themselves to undertake a journey that may cause undue fatigue.

Guidance will also be provided on the importance of ergonomics, as the lack of correct comfort and position whilst driving can lead to poor posture, tiredness, irritability and lack of concentration. The correct footwear will be stressed as an important part of driving ergonomics.

Drivers should try not to drive when they would normally sleep, i.e. early morning or late at night. They should take regular breaks (a minimum break of 15 minutes is recommended after every two hours of driving) and should stop to eat and drink, rather than eating whilst they drive. If feeling tired, they should stop in a safe place and rest for at least 15 minutes, and have a drink containing caffeine if necessary. Loud music and letting air into the car are not effective ways for counteracting signs of fatigue.

Where possible, and where other authorised drivers are travelling together, the driving should be shared.

Those who only drive rarely on business are required to use their common sense and ensure that they take a break in their journey if necessary. Such employees are also expected to avoid driving long journeys if alternative transport is available. Note that all travelling time (except for that between home and work) is regarded as working time under the Working Time Regulations 1998. Drivers of vehicles over 3.5 tonnes maximum weight are covered by the [Road Transport \(Working Time\) Regulations 2005](#), and should ensure that they comply with the requirements set out in these for breaks and working hours. Drivers must comply with all legal requirements which regulate maximum permitted driving hours.

11. JOURNEY PLANNING

Our Heads of Department will encourage the proper planning of journeys to avoid known problem areas and minimise driver stress. Predicted weather conditions should be considered and planned journey times should be realistic. Any employee who we believe to be guilty of driving unlawfully or without courtesy to other road users will be subject to disciplinary action. Drivers should ensure that routes are well planned in advance wherever possible, especially if travelling alone, after dark or in adverse weather conditions and that they have suitable means for contacting us in case of emergency.

Drivers are also required to set their radios to pick up any traffic warnings re accidents etc. so that they may avoid those areas altogether.

12. PERSONAL SAFETY

Drivers should be alert for potentially dangerous or competitive situations and avoid them. If such a situation is encountered, they are advised to stay calm and not to react to provocation.

Drivers should use well-lit and frequently used car parking areas. All valuables should be removed from view and, on returning to the vehicle; the driver should check for signs of tampering before getting in.

Vehicles should be locked when left unattended or in slow-moving traffic and should be regularly filled with fuel. Drivers should be aware of other drivers signalling faults about the vehicle. Before commencing a journey, it is a good idea to check that brake lights are functioning.

Drivers should consider keeping useful items in their car such as a torch, a personal alarm, a map, a coat or blanket, a box of tissues, useful telephone numbers, a charged mobile phone (or car charger) an ice-scraper and a de-mister sponge or cloth.

13. BREAKDOWN GUIDANCE

Drivers of vehicles owned or leased by us will be issued with the procedures to be adopted in case of breakdown. Risk assessments will review the need for such items as a warning triangle, high visibility clothing to use in case of breakdown, first aid kits or fire extinguishers for vehicles.

Drivers should try to prevent breakdowns by regularly and appropriately maintaining their vehicles and by carefully planning their journey. Cars should be serviced in accordance with manufacturer instructions. Drivers of private vehicles should consider taking out membership of a recovery service. All drivers should ensure that they leave appropriate contact and location details with their Head of Department.

In the event of a breakdown at night, hazard warning lights and sidelights should be used to warn other road users of the obstruction in the road. Lifts should not be accepted from strangers. While waiting for the breakdown services to arrive drivers should stay close to the vehicle but well back from the road. If an unknown vehicle draws up, the driver should get back into the vehicle and lock it. For breakdowns on the motorway, drivers should try to park on the hard shoulder to avoid obstructing the lanes.

14. DRIVING WITH COURTESY AND CARE

Whilst on business, all drivers are representatives of Pembroke College and as such their behaviour reflects on our image and reputation. Drivers are expected to be courteous and abide by the Highway Code and other road traffic laws in place (especially speed restrictions).

15. MOBILE PHONES

It is a legal requirement that mobile phones must **not** be used to make or receive calls or text messages whilst driving or temporarily stationary in busy traffic (even if the traffic is not moving). Nor must mobile phones be used whilst driving to access any sort of data (e.g. via the Internet), nor to send or receive text messages or other images.

Drivers should ensure that they do not answer mobile phone calls whilst driving and that voicemail messages are attended to during motoring rest breaks. In addition, other Pembroke College employees are advised not to contact colleagues on their mobile phones if they know they will be driving. **This rule also applies to those with "hands-free" equipment.** A driver who needs to use a mobile phone should be properly parked with the engine switched off.

Any drivers who are fined for using a mobile phone whilst driving will be required to pay such fines themselves and may face disciplinary action.

Mobile phones may be issued to staff who do not normally have them, as a means of contacting us in case of breakdown, accident, or other risk (e.g. when travelling at night and in unsafe areas).

16. SMOKING

Smoking is not permitted in the College Van or any vehicles leased by Pembroke College, nor is the use of e-cigarettes permitted. All of our vehicles have a "no smoking" sticker clearly displayed inside the vehicle. For more guidance, see our smoking policy.

17. HEALTH CONDITIONS AND MEDICATION

Any physical disability or illness that could affect a driver's ability to drive safely must be reported immediately to the HR Manager. Equally, an employee who is concerned that any prescribed drugs may affect their ability to drive safely (e.g. by making them drowsy or slowing their reactions) should always read the label on the medicine, be aware of any possible side effects and must report any concerns to the HR Manager prior to undertaking any driving on business. The HR Manager will decide whether the driver should be temporarily allocated other duties that do not involve driving.

Failure to comply with either of the above requirements will result in disciplinary action, which may include dismissal if the failure to report presents a serious risk to Pembroke College.

18. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

It is a strict rule that employees whose work involves driving should not consume alcohol during working hours, and should be aware that heavy drinking during the previous evening can affect their ability to drive safely and may leave them over the legal limit through to the next morning.

Whilst driving on business, drivers are expected at all times to keep well within the legal limits for the level of alcohol in the blood whilst driving, including the 'morning after' effects of intoxicating substances in the bloodstream. Note: the drivers' breath alcohol level should not exceed 35ug/100ml; their blood alcohol level should not exceed 80 mg/100ml. Research shows that reactions are impaired and driving ability is reduced even when alcohol levels are well below the legal limit.

Employees who drive in England and Wales should also note that it is an offence to drive, attempt to drive or be in charge of a motor vehicle on a road or other public place with more than the permitted amount of any one of 16 controlled drugs in the driver's blood. Whilst the list of drugs includes illegal drugs (such as cocaine), drivers should note that it also includes drugs found in some medicines which are either legally prescribed or available over the counter. There is therefore a risk that drivers may inadvertently break the law when taking certain commonly used medicines, although they will have a defence if they have taken such drugs legitimately, following the advice of a healthcare professional, but not if they have ignored advice about the dosage or about the amount of time that should lapse between taking the drug and driving. All drivers should therefore ensure that they declare to us any medication they are taking which contains any of the drugs listed below, and also to keep evidence of any legally prescribed medicines with them to speed up the investigation process should they be stopped.

The controlled drugs (and the limits, in micrograms per litre of blood) are as follows:

• Benzylecgonine	50
• Clonazepam	50
• Cocaine	10
• Delta-9-Tetrahydrocannabinol	2
• Diazepam	550
• Flunitrazepam	300
• Ketamine	20
• Lorazepam	100
• Lysergic Acid Diethylamide	1
• Methadone	500
• Methylamphetamine	10
• Methylenedioxymethamphetamine	10
• 6-Monoacetylmorphine	5
• Morphine	80
• Oxazepam	300
• Temazepam	1000

The consumption of alcohol and/or use of illegal substances is strictly forbidden either just prior to, or whilst driving a company vehicle (or a personal or hire vehicle on business) and will be regarded as gross misconduct, and will normally result in summary dismissal. Driving whilst under the influence of illegal drugs or other intoxicating chemicals will also be classed as gross misconduct.

Any misuse of prescribed drugs while driving the College Van (or a personal or hire vehicle on business), which has any potential adverse effect on the employee's fitness to drive will also render the employee liable to disciplinary action.

We reserve the right to request anyone who drives on business to undertake a drugs/alcohol test at any time.

19. PARKING ON OUR PREMISES

Vehicles parked on our premises are parked at the owner's risk. We accept no responsibility for any damage caused to vehicles parked on our premises, however caused. There must be no discharging of tanks on the premises. Drivers must drive and park carefully with respect for their fellow drivers.

20. AUDITING OF VEHICLES

Regular audits will be undertaken of vehicles owned/leased by Pembroke College. Audits will cover the condition and roadworthiness of the vehicle as well as a check of safety equipment. These checks will be carried out by the Porters' Lodge/Maintenance Department.

Drivers of College vehicles are required to undertake a pre-journey check including a visual check of the vehicle, tyre conditions, windows, and lights. An inspection sheet will be given to all users by the Porters' Lodge when collecting the vehicle keys.

21. ACCIDENT REPORTING

Drivers are required to report all accidents and 'near misses' whilst driving on College business, whether in their own vehicle, in a leased or hired vehicle, or in the College Van.

Drivers of the College Van or any vehicle owned or leased by the College will be supplied with instructions on what to do in case of an accident and given a checklist to be completed at the site of an accident or, where this is not possible due to conditions or injury, then as soon as possible following the accident.

22. LICENCE CHECKS AND DRIVING OFFENCES

We will undertake periodic checks of all drivers' licences from time to time. In addition, we may contact the DVLA or use an independent verification or advisory service to check an employee's driving status or to take advice if we are concerned about the risk of driving with any health condition.

Drivers are required to immediately notify us of any speeding or other offences which may result in points on their licence. 'Points swapping' (getting colleagues or other family members to accept points from those who are closer to a driving ban) is illegal and lying about who was driving is seen as 'perverting the course of justice' and could lead to a prison sentence. Insurers view points swapping as fraud and this could invalidate a policy in serious cases. Points-swapping is considered to be gross misconduct and may result in dismissal.

23. REIMBURSEMENT OF EXPENSES

College business mileage will be reimbursed in line with our expenses policy. The journey from a driver's home to their usual place of work does not constitute business mileage.

24. FINES

Pembroke College does not accept responsibility for any speeding or parking fines and requires that the driver should pay any such fines themselves. Where fines are levied directly against the College, the amount of the fine will be deducted from the employee's next salary payment.

In addition, employees driving vehicles which are owned or leased by us are also responsible for funding the excess on any insurance claim relating to them in the event of an accident caused by careless driving or negligence. In such cases a full disciplinary investigation will take place before imposing such a penalty and the employee will be notified before any deductions are made from pay.

25. ALTERNATIVE MEANS OF TRANSPORT

We will examine alternative means of transport and encourage these to be used where practical. Where possible, we encourage the use of public transport, air or rail travel.

In order to reduce travel to external meetings, video and tele-conferencing may be used as an alternative means of communication.

26. COMMUNICATION AND ENFORCEMENT OF THIS POLICY

All those who drive on College business will be given a copy of this policy and may be reminded of it from time to time through memos, emails, consultation groups, seminars, training and development/performance reviews.

27. BREACH OF THIS POLICY

We will treat offences under the policy as a disciplinary or capability issue within our Disciplinary Procedure. Where warnings have been issued and an employee fails to improve and puts our vehicles, themselves or members of the public at risk, then ultimately this may lead to dismissal.

28. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

The College is committed to ensuring that all employees, job applicants, customers/clients, students and other people with whom we deal are treated fairly and are not subjected to unfair or unlawful discrimination.

This policy is not contractual, but aims to set out the way in which Pembroke College aims to manage equal opportunities.

2. SCOPE OF THIS POLICY

This policy applies to all employees, including those on part-time, apprentice, or fixed-term contracts, as well as other workers and agency staff.

3. AIMS OF THIS POLICY

The policy is designed to ensure that current and potential employees are offered the same opportunities regardless of a protected characteristic (race, sex, age, religion or belief, sexual orientation, disability, marital status or civil partnership, pregnancy/maternity, gender reassignment) or indeed any other characteristic unrelated to the performance of the job. We seek to ensure that no-one suffers, either directly or indirectly, as a result of unlawful discrimination. This extends beyond the individual's own characteristics to cover discrimination by association and by perception.

We recognise that an effective Equal Opportunities Policy will help all staff to develop to their full potential, which is clearly in the best interests of both staff and the College. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity.

We expect everyone who works for us to be treated, and to treat others, with respect. Our aim is to provide a working environment free from harassment, intimidation or discrimination in any form that may affect the dignity of the individual.

We further recognise the benefits of employing individuals from a range of backgrounds as this creates a workforce where creativity and valuing difference in others thrives. We value the wealth of experience within the community in which we operate and aspire to have a workforce that reflects this.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Rehabilitation of Offenders Act 1974.
- The Protection from Harassment Act 1997.
- The Human Rights Act 1998.
- The Sex Discrimination (Gender Reassignment) Regulations 1999.
- The Racial and Religious Hatred Act 2006.
- The Equality Act 2010.
- The Enterprise and Regulatory Reform Act 2013.
- Any Codes of Practice issued by the Equality and Human Rights Commission.
- Plus any amendments to the above legislation.

5. DEFINITIONS

Discrimination may be direct or indirect and can take different forms, for example:

- Treating any individual less favourably than another on grounds of a protected characteristic (sex, race, age, disability, religion or belief, sexual orientation, marital status or civil partnership, pregnancy/maternity or gender reassignment);
- Expecting a person, solely on the grounds stated above, to comply with requirements that are different to the requirements for others, for any reason whatsoever;
- Imposing on an individual requirements that are, in effect, more onerous than they are on others. This would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular group to comply than others not of that group;
- Harassment, e.g. unwanted conduct which has "the purpose, intentionally or unintentionally, of violating dignity, or which creates an intimidating, hostile, degrading, humiliating or offensive environment" for the individual;
- Victimisation, e.g. treating a person less favourably because they have committed a "protected act". "Protected acts" include previous legal proceedings brought against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer or their alleged discriminatory practices;
- Discrimination by association, e.g. someone is discriminated against because they associate with someone who possesses a protected characteristic;
- Discrimination by perception, e.g. discrimination on the grounds that the person is perceived as belonging to a particular group, e.g. sexual orientation, religion or belief, irrespective of whether or not this is correct;
- Any other act or omission of an act, which has the effect of disadvantaging one person against another, purely on the above grounds.

On all occasions where those in control of employees are required to make judgements between them, for example disciplinary matters, selection for training, promotion, pay increases, awards, etc., it is essential that merit, experience, skills and temperament are considered as objectively as possible.

6. RESPONSIBILITY FOR THIS POLICY

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the HR Manager of Pembroke College. Heads of Department have a crucial role to play in promoting equality of opportunity in their own areas of responsibility.

All staff, irrespective of their job or seniority, will be given guidance and instruction through our induction and other training as to their responsibility and role in promoting equality of opportunity and not discriminating unfairly or harassing colleagues, job applicants or ex-employees, nor encouraging others to do so, or tolerating such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination or harassment. Employees should be aware that not only is the employer liable for any cases of discrimination or harassment that occur, but individuals also may be held personally liable for their own acts and behaviour.

7. RECRUITMENT AND SELECTION

We aim through written instruction, appropriate training and supervision, to ensure that all those who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction with our recruitment policy.

Selection will be conducted on an objective basis and will focus on the applicants' suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and the potential of individuals to do their jobs.

Job Descriptions/Person Specifications will be reviewed to ensure that criteria are not applied which are discriminatory, either directly or indirectly, and that they do not impose any condition or requirement which cannot be justified by the demands of the post. Questions asked of candidates will relate to information that will help us to assess their ability to do the job. Questions about marriage plans, family intentions, religious or political commitments, caring responsibilities, intention to join our pension scheme or to opt out, or about any other issues which may give rise to suspicions of unlawful discrimination should not be asked. Selection tests will be specifically related to the job and measure an individual's actual, or inherent, ability to do or train for the job.

Job adverts should encourage applications from a broad spectrum of candidates and should not be stereotyped. All adverts will state: "Pembroke College is an equal opportunity employer".

8. TRAINING AND DEVELOPMENT

All employees will be encouraged to discuss their career prospects and training needs with their Head of Department. Opportunities for promotion and training will be communicated and made available to all staff on a fair and equal basis.

The provision of training will be reviewed to ensure that part-time employees, shift workers, remote workers or those returning to work following a break are able to benefit from training. No age limits apply for entry to training or development schemes which are open to all employees.

9. TERMS AND CONDITIONS OF EMPLOYMENT

The College will ensure that all policies, including compensation, benefits and any other relevant issues associated with terms and conditions of employment, are formulated and applied without regard to a protected characteristic (sex, race, disability, religion or belief, sexual orientation, age, marital status or civil partnership, pregnancy/maternity, gender reassignment) or indeed any other characteristic unrelated to the performance of the job. These will be reviewed regularly to ensure there is no discrimination.

10. GRIEVANCES, DISPUTES AND DISCIPLINARY PROCEDURE

An employee who believes they have been discriminated against, and has not been able to resolve this informally, is advised to use the internal Grievance Procedure. An employee who brings a complaint of discrimination must not be less favourably treated.

Bullying or harassment will not be tolerated and any individual employee who feels that they have been subjected to bullying or harassment should refer to our bullying and harassment policy. Equally, anyone who witnesses incidents of bullying or harassment should report them to their Head of Department or an appropriate senior member of staff.

When dealing with general disciplinary matters, care is to be taken that employees or workers who have, are perceived to have or are associated with someone who has a protected characteristic, are not dismissed or disciplined for performance or behaviour which may be overlooked or condoned in other employees or workers.

11. REFERENCES

We will not discriminate against individuals who have left our employment by providing references that are not based on factual information nor fail to provide one based on a protected characteristic.

12. RETIREMENT

We have no fixed retirement age and anyone who wishes to work beyond state pension age may choose to do so.

13. POSITIVE ACTION

We also recognise that passive policies will not reverse the discrimination experienced by many groups of people. To this end, if certain groups are under-represented within our College we will actively seek to encourage applications from those groups.

The decision as to which applicant is offered a post (either by recruitment or promotion) must be based entirely on the merit of the individual.

14. COMMUNICATION OF THIS POLICY

All job applicants, employees, workers and volunteers will be made aware of this policy.

15. HR POLICIES AND PROCEDURES

Our HR policies and procedures will be reviewed regularly to improve, amend or adapt current practices in order to promote equality of opportunity within the College.

Relevant data will be collected to support this. Personal details provided by employees or job applicants for the purposes of equal opportunity monitoring are confidential, and will be kept apart from all other records and not used for any other purpose.

16. IMPLEMENTATION, MONITORING AND REVIEW OF THIS PROCEDURE

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

In accordance with our general culture, this policy does not prescribe limits upon expenditure, but instead expects employees to exercise judgement and take responsibility for ensuring their expenses are reasonable, necessary and justifiable. Expenses must be incurred wholly, exclusively and necessarily for the College to be recoverable and tax efficient.

This policy is not contractual but sets out the way in which we reimburse expenses.

2. SCOPE OF THIS POLICY

This policy applies to all employees. Employees will be reimbursed for all reasonable business-related expenditure incurred whilst engaged upon authorised business and in the performance of their duties.

3. AIMS OF THIS POLICY

This policy aims to set out clear rules relating to the reimbursement of expenses that are applied fairly and consistently across the College. The level of expenditure should ensure the effective conduct of the College and enable the employee to enjoy reasonable standards and not be out of pocket.

If either the nature or level of expenditure is irregular, authorisation must be obtained from the Head of Department before it is incurred.

We undertake to reimburse expenses promptly and, in turn, require our employees to submit claims within prescribed timescales, using the appropriate forms. Falsification of expenses will constitute gross misconduct and will result in disciplinary action that may lead to dismissal.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Prevention of Corruption Act 1906.
- The Income Tax (Earnings and Pensions) Act 2003.
- The Bribery Act 2010.

Plus related tax guidance from HMRC.

5. PROCEDURE

A record of all business expenses should be kept by each individual employee and must be supported by receipts where these are provided (original VAT receipts where available). Photocopies of receipts or credit card statements are not generally allowable. It is accepted that in exceptional circumstances it may not be possible to obtain receipts, but it is expected that this will be very much the exception.

Expenses should be claimed at the end of each month, using the expenses claim form (available from the Finance Office), and should be given or sent to the employee's Head of Department. Claim forms should be completed in full, using the appropriate coding, and providing sufficient relevant detail. VAT details should also be completed to enable us to check and authorise forms quickly.

Receipts should be attached to the hard copy. Employees who email their expenses claim should also send a hard copy, signed and with the receipts attached, to the Finance department who are only authorised to release payment on receipt of this.

On receipt of a claim, the Head of Department will then check it and authorise payment. Expenses will be reimbursed by "BACS payment".

Advances for anticipated expenditure will only be made in exceptional circumstances if approved by a Head of Department and the Finance Manager, providing that the employee has no other outstanding advances. An expense claim in respect of the advance must be made within one month of the advance being issued.

Any queries relating to expenses should be raised with the employee's Head of Department in the first instance. In the event of an unresolved dispute, the matter may be taken up through our Grievance Procedure.

6. TRAVEL FARES

Flights, rail fares, taxi or other public transport fares associated with business travel may be claimed.

Employees should use the most cost-effective mode of transport, and make arrangements to "double-up" with colleagues on journeys by car. However we accept that there may be occasions where the cheapest mode of transport may not be practical or the most cost-effective in overall terms. On each occasion the employee should judge whether the additional cost is justifiable (e.g. on the basis of time that could be saved or better utilised).

7. FOREIGN TRAVEL

All foreign travel must be booked through the employee's department using an approved supplier.

Flights and other travel fares should be selected on the basis of the most appropriate times, cost and destination. The offer of incentive points (e.g. Avios points or air miles) or other incentives should not influence the choice.

Employees travelling abroad must ensure the following:

- Their passport is valid.
- Sufficient time is allowed to obtain a visa if required.
- They have any required vaccinations.
- They carry a copy of their European Health Insurance Card (EHIC) if travelling within the EU and/or a copy of our travel insurance policy.
- They have sufficient currency in cash in case of emergencies.
- If appropriate, their travel arrangements to the airport allow sufficient time for specified check in times and procedures.

8. RAIL FARES

Rail travel should be in standard class, using off-peak saver fares where possible. Rail fares should always be bought in advance or at the station: higher fares charged on board (e.g. for travelling at peak time with an off-peak ticket) will not be reimbursed.

9. TAXI FARES AND PUBLIC TRANSPORT

Taxi fares or other public transport fares associated with business travel will be reimbursed provided that a specific business reason is provided. All claims for taxi fares must be supported by a receipt.

Expenses for taxi journeys related to social events, even if work related, will not be reimbursed unless prior authorisation is obtained.

Expenses incurred between home and place of work are NOT normally allowable. Such expenses, if authorised, will be taxed, unless the employee is required to work later than normal (at least until after 9.00pm), the journey is not a regular one, public transport has either ceased or it is unreasonable to expect them to use it, and the number of journeys is no more than 60 in a year.

10. MILEAGE

Employees who use their own vehicles for business travel may claim reimbursement for business mileage in accordance with HMRC's approved mileage rates in force at the time. Such drivers must ensure that their vehicles are insured for College use and may be asked to provide a copy of their insurance documentation to verify this. Mileage should be calculated from the base location with the departure and destination detailed on the claim form. With the exception of home-based workers, mileage from home to the office, or vice versa, cannot be reclaimed. Employees should keep an accurate record of all business mileage as this is required both for self-assessment tax purposes and the completion of the P11D form at the end of the tax year. In addition, parking costs, road tolls and congestion charges may be claimed.

Fines for road traffic offences will not under any circumstances be met by Pembroke College. Any parking tickets, speeding fines, fines for using mobile phones whilst driving or other fines settled by us will be deducted from the employee's next expenses claim or salary payment unless we are reimbursed before this. Driving offences which contravene our driving on business policy may be dealt with under our Disciplinary Procedure and may lead to dismissal.

11. HIRE CARS

It may on occasion be more efficient or necessary to hire a vehicle. Anyone requesting a hire vehicle is required to obtain prior authorisation from their Head of Department.

Vehicles hired must be reasonable and appropriate. Fully comprehensive insurance cover must be obtained for business use.

During journeys by car the driver is responsible for the following:

- Inspecting the hire vehicle thoroughly before and after use and reporting any damage to the hire company (it may be sensible to take photos of any dents/scratches on receipt of the vehicle).
- Planning the journey in advance to allow sufficient time, especially in an unfamiliar location or when travelling abroad and driving on a different side of the road.
- Ensuring that they have their driving licence at all times during the journey.
- Taking the satellite navigation appliance.
- Not smoking in the hire vehicle, nor allowing others to do so.
- Not driving if taking medication that may affect the ability to drive safely, or when feeling unwell.
- Avoiding the use of mobile phones and not using a hand-held mobile phone whilst driving.
- Taking regular breaks during long journeys (every 2 hours).
- Not consuming any alcohol prior to or during the journey.

- Ensuring that the recommended speed limit is not exceeded (we will not pay for any speeding fines incurred, and these are the sole responsibility of the driver).
- Not parking illegally or without paying the stipulated parking fee (any parking fines incurred will not be paid by the College and are the sole responsibility of the driver).
- Ensuring that the required insurance documents are carried at all times.
- If the agreement requires this, ensuring that the vehicle is fully refuelled before returning it to the hire company.

Any employee driving a hire car on business must also comply with our driving on business policy.

The hire charges (including insurance) and the cost of fuel used for business purposes will be reimbursed on production of receipts. Parking costs will also be reimbursed.

12. HOTEL ACCOMMODATION

Where a trip cannot be reasonably completed in a day, or where it is in the interests of the College for the employee to travel the day before or afterwards, the cost of hotel accommodation may be claimed.

Accommodation in a reasonable value hotel (e.g. "Premier Inn" or other similar quality), breakfast, dinner and a short telephone call home are acceptable expenses for an overnight stay. Telephone calls from hotel rooms should be kept to an absolute minimum. Laundry costs cannot be reclaimed unless travelling away from home for a minimum of one week. We will not reimburse the cost of newspapers, in-room videos or minibar costs. Accounts should be settled with the hotel and reclaimed as expenses.

13. MEALS AND REFRESHMENTS

The cost of meals may be claimed for journeys requiring the employee to be absent from their normal place of work for periods in excess of four hours.

The cost of entertaining other employees of the College will not be reimbursed, unless they are attending client meetings or functions, and this has been authorised in advance.

14. ENTERTAINING

Expenses may be claimed for reasonable costs associated with external entertaining in pursuit of the generation of new business or to maintain good relationships, but should be approved first by the Head of Department.

Any invitation must serve the purpose of creating, retaining or enhancing relationships. The reason for the invitation and the business associates present must be stated on the expenses claim form or added onto the receipt.

Employees must ensure that any hospitality to clients/customers:

- Is consistent with good business practice and local law.
- Has a business purpose.
- Is not an improper business inducement, and could not be seen as such.
- Would not embarrass Pembroke College if disclosed publicly.
- Is not in poor taste or at a venue that would reflect poorly on Pembroke College (e.g. unsavoury or sexually oriented events, or events otherwise in violation of our commitment to mutual respect).
- Does not recur frequently enough to suggest an improper motive.

Such hospitality must be modest in cost, quantity and frequency.

15. PHONE CALLS AND BROADBAND

The actual cost of business calls made from a home telephone line or a personal mobile phone will be reimbursed, subject to the itemised phone bill being submitted, clearly identifying the calls reclaimed.

Employees who regularly use their home phone may also claim a portion of the rental costs. Rental costs reimbursed will be included on P11Ds and will be taxable as a benefit in kind.

Broadband costs will not normally be reimbursed, unless the employee incurs additional costs (for example where a monthly permitted usage is exceeded because of uploading/downloading documents for work purposes).

16. PROFESSIONAL SUBSCRIPTIONS

Professional subscriptions will only be paid if they are considered to be essential to the job role. The payment of such subscriptions must be authorised by the employee's Head of Department.

An employee who leaves our employment during the period of a subscription may be required to reimburse the cost equivalent to the unexpired portion of the subscription.

17. MISCELLANEOUS EXPENDITURE

Small items of essential consumables or business stationery (such as milk, tea and stamps) should be reclaimed through "the expenses procedure".

18. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Driving on Business Policy.
- Expenses claim form.
- Recruitment and Selection Policy.

19. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

The College recognises the benefits both to the College and to our employees of enabling them to organise their working patterns to accommodate other aspects of their lives more effectively, whether this be childcare or other caring responsibilities, or any other commitments or lifestyle choices. However, flexible working of any kind is not an automatic entitlement and it should be emphasised that it may not be suitable for some roles or at certain times. We will therefore treat each request for flexible working on an individual basis, and if another employee has requested, or had authorised, permission to work flexibly this does not confer any obligation to make or authorise further requests from other employees.

All requests for changes to an employee's current contractual working arrangement, whether to be a non-contractual change (e.g. for a short-term, fixed period of time) or a permanent contractual change, should be submitted as a flexible working request.

This policy is not contractual but indicates the way in which Pembroke College intends to deal with such requests.

2. SCOPE OF THIS POLICY

This policy covers all employees with a minimum of 26 weeks' service who may wish to request a more flexible way of working.

3. AIMS OF THIS POLICY

This policy aims to set out a clear procedure to enable employees who wish to make a flexible working request to do so and to enable Head of Department to handle such requests in a fair and consistent manner.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Employment Rights Act 1996.
- The Employment Act 2002.
- The Employment Relations Act 2004.
- The Children and Families Act 2014.

In addition, the ACAS Code of Practice for Handling Requests to Work Flexibly in a Reasonable Manner should be taken into consideration.

5. FORMS OF FLEXIBLE WORKING

Flexible working in this context can include a whole range of working options affecting the hours or location of work, including flexi-time, staggered hours, time off in lieu, compressed working hours, shift swapping, self-rostering, annualised hours, job sharing, part-time working, term-time working or home working. The most common of these are part-time work, job sharing and flexi-time. Many of these offer non-financial benefits which give the employee greater control of their life and enable a more satisfactory lifestyle to be achieved.

6. ELIGIBILITY TO REQUEST FLEXIBLE WORKING

In order to qualify for the statutory right to request flexible working, the employee must have completed at least 26 weeks' continuous service at the date the request is made and not have made another application to work flexibly under the right during the past twelve months (regardless of the outcome).

Wherever possible some mutually beneficial arrangement will be discussed and considered.

7. PROCEDURE FOR MAKING REQUESTS

The employee may request a change to their contracted hours of work, times of work and/or place of work.

Individual requests should be made in writing and sent to the employee's Head of Department. The request should be made on a form available from the HR Department, and the individual should specify the working pattern they wish to adopt and if possible, should explain the likely impact on Pembroke College, including suggestions as to how the request could be accommodated. The employee must also specify when they would like the change to take place. The request must be dated, must state that it is a flexible working application and confirm if and when any previous flexible working applications have been made.

Once an employee has put a request in writing and if the College is happy to simply accept this, we will confirm this in writing. If we wish to discuss the request, we will invite the employee to attend a meeting (at which they may be accompanied by a work colleague) to discuss how the request will work in practice, e.g. if the request is for part time work, how will the other hours/tasks be covered? Alternative options may be put forward for discussion by either side.

To improve the chances of success, the working pattern should be carefully planned; the requirements of the role be carefully considered and cover during working hours and breaks taken into consideration.

We will consider the benefits of the requested changes in working conditions for the employee and the College as well as any adverse business impact of implementing the changes, whilst ensuring there is no unlawful discrimination. Requests will be dealt with in a reasonable manner and within a 'reasonable' period of time. A decision will be given as soon as possible, and will be confirmed in writing.

If the request is refused, a specific reason will be given, which will be at least one of the reasons set out below, together with an explanation as to why that reason applies.

Employees whose request is refused can appeal against the decision. Appeals should be made in writing within seven calendar days of receiving the original decision and addressed to the HR Manager, setting out the grounds for the appeal, and be dated. Such employees will then be invited to a further meeting to discuss this and a decision confirmed in writing. The employee may choose to be accompanied at this meeting by a colleague. The appeal meeting decision is final.

If the employee fails to attend a first meeting or an appeal meeting to discuss their application and then also fails to attend a re-arranged meeting without good reason, we will consider their request to be withdrawn.

The whole process, including any appeal, will be resolved within three months of receipt of the request, unless a longer period has been jointly agreed.

Where possible, any meetings will be held in a private place to enable a confidential discussion.

8. GROUNDS FOR REFUSING A REQUEST

Pembroke College may decline the request based on one or more of the following reasons:

- Detrimental effect on our ability to meet client/customer demand.
- Inability to reorganise work within available staffing.
- Inability to recruit additional staff.
- Detrimental impact on quality.
- Detrimental impact on performance.
- Burden of additional cost to the business.
- Insufficient work during the period the employee proposes to work.
- Planned structural changes to the College.

9. REDUCED HOURS

Employees should note that a reduction in hours will lead to a pro rata reduction in pay and benefits. A change in work pattern of the same hours will not normally alter other terms and conditions. Exact agreements will be discussed according to particular situations and circumstances and any agreed changes confirmed in writing. Each agreed arrangement is specific to the individual and does not set a precedent for any future requests from other employees.

10. HEALTH AND SAFETY

All arrangements must comply with the Working Time Regulations and also with in-house health and safety considerations. Risk assessments will be carried out where appropriate.

11. TRIAL PERIODS AND CONTRACTUAL CHANGES

Each situation will be specific and success may be difficult to predict, therefore some arrangements may be agreed on a trial basis initially. This will particularly apply in circumstances such as where the request is made following bereavement or to cope with short-term care issues, to undertake a short course of study, or where we are unsure as to whether we can sustain the revised working arrangements. Any such arrangements will specify an agreed duration and then, unless the employee reverts to their previous working arrangements, if deemed worth continuing, may be either confirmed as a permanent alteration or may be subject to on-going regular reviews which are yearly.

Regular reviews may result in the termination of a flexible arrangement which has been agreed on a trial basis, for College, economic or other reasons. Reasonable notice will be given by either party in the event of a necessary change or termination.

Where a change to the contract is agreed on a permanent basis, the employee should consider that this is a permanent change and that only one flexible working request may be made in each twelve-month period.

Employees who have been granted flexible arrangements on a permanent basis will not have the automatic right to insist on a return to full-time working, or a return to their previous hours or pattern of working, whatever these were, if their circumstances change. Therefore any proposal for change should be fully considered, especially where this may result in a reduction in salary.

12. CONFLICTING REQUESTS

Where more than one person within a team requests flexible working all requests will be given fair consideration. Care will be taken not to inadvertently discriminate against particular employees because of any protected characteristic and we note that flexible working may well be a "reasonable adjustment" for a disabled employee.

Requests will normally be considered in the order they are received. Each case will be judged on its merits and we will consider the effect on the business case and the possible impact of refusing a request. Employees should note that where one or more employees within a team have already been granted a flexible working request, the business context in which the second request is made will be different, and this will be taken into account when considering further requests. If we are unable to agree to a request because a number of other employees are already working flexibly and any further flexible working arrangements will impact adversely upon the business, we may discuss the situation with other employees in case they are willing to change their contracts to other arrangements, thereby enabling us to grant new requests to work flexibly.

However the degree of flexibility awarded may not be the same in each case as each request will be judged on its merits and according to the individual circumstances.

13. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Equal Opportunity Policy.
- Flexible Working Request Form.
- Maternity, Adoption, Paternity and Shared Parental Leave Policy.
- Parental Leave and Time Off for Dependants Policy.

14. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

The College Grievance Procedure is designed to ensure that any questions and problems that arise at work, and that are not resolved informally, are quickly discussed and resolved as fairly and consistently as possible, and we therefore encourage its use.

This procedure is non-contractual but is designed to indicate how such matters should be dealt with within the College although we reserve the right at our discretion to vary, replace or terminate the procedure at any stage.

2. SCOPE OF THIS POLICY

This procedure covers all employees and workers, including those who are still within their probationary periods, or on casual contracts. It does not apply to agency workers or self-employed contractors.

3. AIMS OF THIS PROCEDURE

This procedure aims to encourage the early resolution of any work-related issues, and to ensure that these are resolved fairly and consistently.

The focus of the Grievance Procedure is to achieve resolution, not to apportion blame.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this procedure:

- The Employment Rights Act 1996.
- The Employment Relations Act 1999.
- The Employment Act 2008.
- The Equality Act 2010
- The ACAS Code of Practice on Disciplinary and Grievance Procedures.

Whilst not a legal requirement, failure to follow the ACAS Code will be considered in any subsequent tribunal proceedings.

5. DEFINITIONS

Grievances are concerns, problems or complaints that are work-related. They may relate to action which has already been taken or which is contemplated in relation to an employee or worker, or may include the actions of third parties such as colleagues. They may relate to a wide range of issues including, but not limited to, terms and conditions of employment (or their perceived unfair or inconsistent application), health and safety, work relations, new working practices, working environment, organisational change, equal opportunities or bullying/harassment.

If the grievance relates to bullying/harassment, our bullying and harassment policy may be more appropriate.

6. STAGES OF THE PROCEDURE

Our Grievance Procedure enables any grievances to be raised and settled as quickly and as near to the point of origin as possible. Clearly many issues will, and indeed should, be resolved informally without the need for the formal procedure. However should an informal approach not result in the required resolution, the procedure set out below should be used.

STAGE ONE

An employee or worker who has a grievance, and who has not been able to resolve this informally, should set out in writing the details of the grievance, giving the full grounds for the complaint and details of the resolution being sought, and send this to their Head of Department. If the complaint is against the Head of Department or the complainant is a Head of Department then this should be sent to the HR Manager.

The complaint should be dated and should state that the concern is being raised formally under our Grievance Procedure. We will then arrange to meet with the employee or worker to hear the grievance. If the employee or worker has not stated what outcome they are seeking, clarification may be sought before proceeding. At this meeting the employee or worker will be given full opportunity to state their case, to present any additional information and to answer questions before any decision is made.

After considering the points raised, and having undertaken any further investigation considered appropriate, the outcome will be confirmed in writing, together with any action intended to be taken to resolve the grievance. The right to appeal against this outcome will also be outlined in writing.

STAGE TWO

Failing a satisfactory solution at stage one, the employee or worker may appeal to the Bursar. The appeal should be lodged in writing if possible and should be received by the nominated person within seven calendar days of receipt of our letter. The employee or worker should state the specific grounds for the appeal and not simply state that they are unhappy with the outcome.

The person hearing the appeal will arrange to meet with the employee or worker as soon as is reasonably practicable to discuss the grievance and again full opportunity will be provided to state the case, provide further information and answer questions. The person hearing the appeal will attempt to resolve the matter to the satisfaction of both the employee or worker and the College. Whatever decision is taken by him or her will be final and will be confirmed in writing.

Should the grievance relate to the behaviour or decisions made by the employee's Head of Department, then the matter should be raised at stage two. In this case if the person hearing the grievance is unable to resolve it, the right of appeal will be to another Head of Department, if practicable.

7. GUIDELINES

Grievances should be raised and the above procedure followed without unreasonable delay at any stage.

At all formal stages of this procedure, the person hearing a grievance is advised to be accompanied by a suitable employee of Pembroke College who will act as a witness and take full notes of everything that is said. Where no internal person of sufficient seniority or confidential status is available, or where preferred, an external party may be invited to attend in this capacity.

At all stages of this procedure the individual raising the grievance may choose to be accompanied by either a Fellow of the College, work colleague, a trade union representative (who must be certified in writing by the union as having experience of, or having received training in, acting as a worker's companion at disciplinary or grievance hearings) or an official employed by a trade union. The employee or worker raising the grievance should tell the person conducting the hearing in advance whom they have chosen as a companion. If the employee does not wish to be accompanied this should be noted. Fellow workers may not be compelled to attend as a companion.

The companion is there to act as a witness to what was said, to provide moral support and to assist and advise the person in presenting their case. They may address the meeting (provided the person wishes this), ask questions on their behalf and confer with the individual raising the grievance but not answer questions on their behalf. The companion is also not permitted to prevent us from explaining our case.

The individual raising the grievance should make every effort to attend the meeting. If however they or their chosen companion is unable to attend any meeting under this procedure for a reason which was not foreseeable at the time the meeting was arranged, we will attempt to rearrange the meeting for a date within five days of the original scheduled date.

The timing and location of meetings will be reasonable and we will aim to ensure that the procedure is followed without unreasonable delay. Meetings will be confidential, and held in an appropriate location which may be offsite.

At the grievance meeting, the individual raising the grievance will be invited to re-state the grievance and explain how they would like it to be resolved. Full opportunity will be provided to present any information and answer questions before any decision is made.

The person conducting the meeting may adjourn the meeting at any stage in order to calm a tense situation, to investigate further or take advice. We will not tolerate abusive or insulting behaviour from anyone taking part in or conducting Grievance Procedures and may treat any such behaviour as misconduct under the Disciplinary Procedure.

Reasonable adjustments will be made to ensure that any disabled individual is not disadvantaged in any way at the meeting. They should inform us of any particular requirements (e.g. for a signer or other support) where necessary. Arrangements may also be made to assist any person who does not have English as his or her first language and who may need an interpreter.

To ensure that any issue raised is resolved effectively, all parties should aim to:

- Focus on the facts and ignore rumours or hearsay.
- Limit the issue to those involved and maintain confidentiality at all times.
- Work only to resolve the issue and actively pursue a positive outcome.
- Reflect on their own role and involvement.
- Demonstrate understanding, empathy and flexibility to ensure that the other person's perspective is accommodated.
- Strengthen relationships once the outcome is known and positively apply any learning points for the future.

When considering a suitable resolution, the person hearing the grievance will consider whether similar grievances have been raised before, how they have been resolved and any follow-up action that was taken.

8. RECORDS

All meetings will be audio recorded and typed minutes will be produced. One copy of the minutes will be given to the person raising the grievance and one will be kept on file. Such documents will be regarded as confidential.

9. DISCRIMINATION AND DISCIPLINARY OFFENCES

An employee or worker who believes that they are subject to conduct or capability related disciplinary action which is unlawfully discriminatory, or who feels that the action is being taken for reasons other than conduct or capability, should use our grievance procedure rather than appealing within the Disciplinary Procedure. In such cases, the disciplinary process will normally be suspended whilst the grievance is investigated and resolved.

10. ABSENCE

We recognise that grievances can be stressful for both the employee raising the grievance and also any other employees against whom a complaint is made. However, we believe that in most cases this stress is best alleviated, and working relationships maintained, by completing the Grievance Procedure quickly.

Where an employee or worker is unable to work, this does not necessarily mean they are unable to attend an investigatory meeting or a grievance hearing and employees must make every effort to co-operate with us in completing the grievance process.

If an employee is absent due to illness or other reasons such as maternity/adoption/paternity/shared parental or other leave, we will consider, in consultation with the employee, and/or a medical professional in the case of illness, whether there are any reasonable adjustments that can be made to enable the case to be progressed, e.g. by allowing the employee to make further written submissions, by conference call or by holding the meeting at a different venue.

If, after an attempt to contact the employee or worker, we reasonably believe that they are unlikely to attend a meeting in the near future or to provide any further information, we may decide the matter without the employee or worker's further input, based on the evidence and information available to us. Unless the employee has already been informed of this, we will write to inform the employee of our intentions to proceed in their absence before taking any decisions.

11. MEDIATION

Mediation may be considered as an appropriate alternative method of resolving any differences between employees and workers. Where mediation is introduced before or during the grievance process, all parties will be asked to confirm in writing that they agree to the grievance process being adjourned whilst mediation is being undertaken.

Should mediation prove unsuccessful, the grievance process will be resumed; where it is successful, the grievance will be regarded as resolved.

12. FORMER EMPLOYEES

Former employees may also raise grievances at any time up to three months after their employment has ended. In such cases, we would normally ask that they set out the details of their grievance in writing, ensuring that this is dated and states that they are making a formal grievance. We will then respond in writing without the need for a grievance meeting and without a further right of appeal.

However, if the complaint relates to dissatisfaction with a dismissal decision, an appeal should be made against that decision in accordance with the appeal process set out in our Disciplinary Procedure, rather than invoking the Grievance Procedure.

13. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Bullying and Harassment Policy.
- Disciplinary Procedure.
- Equal Opportunity Policy.
- Whistleblowing Policy.

14. IMPLEMENTATION, MONITORING AND REVIEW OF THIS PROCEDURE

This procedure will take effect from May 2021. The HR Manager has overall responsibility for implementing and monitoring this procedure, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this procedure should be addressed to the HR Manager.

1. INTRODUCTION

This policy applies to employees carrying out work which has traditionally been done in an office or other workplace and which involves the setting up of a home-based office.

Pembroke College wishes to encourage home working where this proves an effective way of working which provides practical benefits for both the worker concerned and the College.

There may be occasions where staff regularly work at home for all or part of their working week. In such instances their home becomes their working environment, and the College must safeguard the individual's health, safety and welfare, so far as is reasonably practicable.

Home working is not an automatic entitlement, and it should be emphasised that it is not suitable for some roles. We will therefore treat each request to work from home on an individual basis, and the fact that another employee has requested, or been granted permission, to work from home does not confer any obligation to make or grant further requests from other employees.

This policy is not contractual but indicates the way in which Pembroke College intends to deal with such issues.

2. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- Health and Safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Display Screen Equipment Regulations 1992.
- Manual Handling Operations Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).
- Data Protection Act 1998.

3. ELIGIBILITY AND SUITABILITY

Where an employee is either requested to transfer to home working, or requests to work from home, either full-time or part-time of their contracted hours their Head of Department is responsible for ensuring that the work is:

- Suited to home working.
- That the worker has the necessary skills and personal qualities.
- Is able to provide an adequate workspace in the home.
- That the authorising of home working will not adversely affect the smooth running or overall performance of the department.

The Head of Department in conjunction with the Health & Safety Officer for the College will also check whether the employee's home is capable of complying with current health and safety requirements. They will consider a number of health and safety factors including:

- Fire safety.
- First aid provision.
- Ergonomic considerations.
- Adequate space.
- Safety considerations.
- Insurance.
- Secure storage facilities.

In most cases, workers will only be allowed to work from home once fully trained and once a satisfactory level of performance in the job has been shown.

When assessing whether the worker has the necessary skills and qualities, the Head of Department should note that self-motivation is the overriding essential characteristic for successful home workers, followed by:

- Good time management and organisational skills to meet deadlines and achieve results whilst working independently.
- The ability to work without close supervision as well as being trusted in their commitment to getting work done.
- The ability to work in isolation and away from the social interaction of the office.

4. TRIAL PERIODS AND CONTRACTS

If an existing employee is asked/granted a request to work from home, a reasonable trial period may be appropriate. This will be agreed with the employee and confirmed in writing.

If, during the trial period, either the employee or Pembroke College come to the view that the arrangement is not working, a return to office-based working may be required.

5. EQUIPMENT

Pembroke College will provide the necessary work equipment. Pembroke College will arrange the order, delivery and installation of the equipment in the home. An inventory of all equipment provided will be kept by the employee's Head of Department/HR Department, and all equipment and furniture provided by Pembroke College will remain the property of Pembroke College at all times. Pembroke College is authorised to visit, if it is deemed necessary, the worker at home to maintain, check and update any equipment issued, and also to ensure that this is suitable and is being used correctly.

6. HOURS OF WORK

Depending on the nature of the role and the hours of work defined in the contract of employment, home workers may have more freedom to organise their working times and breaks, or the work itself and how it is done. For this reason, it is important that workers and Head of Departments are clear as to the output required, and the full range of work to be undertaken.

Work plans for home workers need to be agreed with the Head of Department. This may include core hours of work to suit the requirements of the department.

Home workers are required to act responsibly regarding the total number of hours spent on any work activity. These should not be excessive and any concerns should be raised with their Head of Department in the first instance.

Equally, home workers are in a position of trust, are expected to work their full contractual hours and are reminded that home working is not an opportunity to undertake non-work related activities during working hours. They have the same obligations to work as other employees and should therefore make arrangements to ensure that their work is unhindered by domestic concerns. Dependant and child care arrangements must be in place to allow the home worker to be free from distraction.

7. INTERNAL COMMUNICATIONS

It is recognised that home working is not ideal for everyone, and that some workers may feel isolated through the loss of regular contact with colleagues. Pembroke College will aim to keep such workers well informed of developments and changes at the College.

Home workers are invited to attend team briefings and other team meetings on a regular basis. Copies of all circulars and notices, any internal vacancies, and our staff newsletter will be sent directly to each home worker.

When absent from work for any reason, incoming calls and emails should be diverted to an alternative point of contact within Pembroke College.

8. ABSENCE REPORTING AND COMMUNICATIONS

When absent due to sickness, holiday or other authorised leave, or the worker is unavailable for work, they are required to follow our standard absence notification procedure and arrangements should be made to divert incoming calls and emails to an alternative point of contact within Pembroke College.

9. HEALTH AND SAFETY

The Health and Safety at Work etc Act 1974 (HASAWA) places duties on employers, self-employed people and employees. Under the HASAWA, employers have a duty to protect the health, safety and welfare of their employees, including home workers.

Most of the Regulations made under the HASAWA apply to home workers as well as to employees working at an employer's workplace. These include, for example, the Management of Health and Safety at Work Regulations 1999, the Display Screen Equipment Regulations 1992, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). Under the Management of Health and Safety at Work Regulations 1999, employers are required to do a risk assessment of the work activities carried out by home workers.

Home workers themselves must also take reasonable care of their own health and safety and that of anyone else who may be affected by their actions or omissions.

10. RISK ASSESSMENT

A risk assessment will be carried out for each home worker, and will take into account any personal characteristics (e.g. disability, location of home). Completing a risk assessment involves identifying the hazards relating to the home workers' work activities and deciding whether enough steps have been taken to prevent harm to them or to anyone else who may be affected by their work. A risk is the chance, great or small, that someone will be harmed by a hazard. A hazard is anything that may cause harm.

Once any necessary equipment has been installed, this may be checked to ensure that the workspace complies with health and safety regulations. This may include a VDU risk assessment and provision of any necessary training to ensure the equipment is used safely.

11. ELECTRICAL EQUIPMENT

Any electrical equipment provided by Pembroke College will be inspected periodically. Home workers are required to use our equipment as instructed and immediately report any equipment defects to their Head of Department.

12. FIRE HAZARDS

The following safety rules apply with respect to fire:

- All home workers are advised to install one or more smoke alarms.
- Electrical equipment should be switched off at night and when away from the home.
- A clear exit that is not obstructed by bags, furniture or boxes should be maintained at all times.
- Where there are fire extinguishers, these should be kept in an appropriate position and maintained regularly.

13. MANUAL HANDLING

Home workers should not lift heavy or awkward items by themselves and should take care to avoid the risk of injury by lifting any objects properly and asking for help, if available. Where help is not available, the load should be reduced where possible and all sensible precautions taken to minimise risk to the individual.

14. HOUSEKEEPING

Home workers are requested to:

- Ensure that they have adequate workspace either in a separate room in the house or a separate work area.
- Ensure that there are no trailing leads that they might trip over.
- Keep work areas free of clutter as much as possible.
- Ensure that their work area is maintained to work in a safe and healthy environment.
- Ensure that lighting and heating and ventilation is adequate.

15. DATA SECURITY

Home workers are responsible for ensuring that the same standards of security of information and equipment that would apply in the office are maintained.

The employees/workers Head of Department will advise on the security measures that must be taken to protect the information used by the home worker. This may include locking devices for computer equipment and making arrangements for the disposal of confidential waste.

16. PERSONAL SECURITY

We recommend that home workers do not use their own homes for meetings with external parties, but meet them at their premises or on neutral territory. Similarly we suggest only giving mobile phone numbers and email addresses rather than a home phone or home address.

17. INSURANCE

Home workers are required to ensure that their home insurance policy covers them for working at home, and should cover any furniture or equipment supplied by Pembroke College in their home.

Any accident that occurs whilst working at home should be reported to the employee's Head of Department as soon as possible.

18. INDIVIDUAL REVIEW – DEVELOPMENT/PERFORMANCE REVIEW

A review of each individual's home working arrangements will be held annually, to ensure that they continue to operate effectively. Reviews may occur more frequently if the need arises. Home workers will be subject to our normal development and performance review procedure and additional training in IT skills. Additional training will be provided as required.

Where home working has either been offered as a voluntary option to the employee, or requested by the employee, the arrangement may be terminated by Pembroke College by giving three months' notice, after which time, the employee would resume office-based working. Should a home worker wish to change the arrangements, this should be discussed with their Head of Department. In particular, changes in personal situations such as a house move should be discussed as far in advance as possible, and the continuance of home working may be subject to the location and facilities of the new home being acceptable to Pembroke College.

If a home worker encounters any personal or domestic difficulties that prejudice the home working arrangements, they should inform their Head of Department, who will then discuss the possibility of making alternative arrangements either on a temporary or permanent basis.

19. TERMINATION OF EMPLOYMENT

If a home worker is dismissed, Pembroke College has the right to immediate access to the worker's home premises to collect any property or equipment belonging to Pembroke College. In the event of resignation, agreement should be reached with the employee's Head of Department regarding the return of property at a mutually agreed time.

20. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. PURPOSE

The intentions for publishing an IT Policy are to ensure that users understand their responsibility for the appropriate use of Pembroke College's information technology resources. Understanding this will help users to protect themselves and Pembroke College's equipment, information and reputation. This policy aims to protect all users of Pembroke College equipment and minimise such risks by providing clarity on the behaviours expected and required by Pembroke College and the consequences of breaching the policy.

This policy is intended to provide a framework governing the use of all IT resources across all sites on which the Pembroke College operates, not to impose restrictions that are contrary to the College's established culture of openness, trust and integrity. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to. It is the responsibility of all Users of the College's IT services to read and understand this policy. This policy may be updated from time to time, in order to comply with legal and policy requirements.

2. SCOPE

This policy applies to all staff, students, other members of Pembroke College, visitors and third parties who interact with the College's IT facilities, collectively termed 'users' throughout this document. Certain staff within and outside of IT Support have a legitimate need to carry out certain duties as part of their job, and nothing in this policy is intended to restrict those activities.

3. COMPUTER USE

Pembroke College's IT facilities include networks, access to the internet, email, computers, laptops, other mobile devices, and any other related software and hardware (data, storage, network access, telephony, printing, back office systems and services and service provided by third parties including online, Cloud and hosted services). Users using personally owned equipment attached to Pembroke College's network are also bound by this policy.

4. USER ACCOUNTS AND PASSWORDS

Members of Pembroke College will be assigned a unique account (username) for their individual use. Users are responsible for all use of their account. You must not use another person's account, nor allow someone else to use your account. This account is provided for work purposes only.

All computing devices must be secured with a password-protected screensaver. You must lock the screen or log off when the device is unattended. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Create secure passwords following best practice guidance. Passwords should be at least 8 characters in length; contain at least one character from three of the following character sets: uppercase, lowercase, number and symbol; not contain a significant portion of your username. It is best not to re-use your Pembroke College account password for any other log on account or purpose.

5. SOFTWARE

Employees must use only software that is authorised by Pembroke College on Pembroke College's computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Pembroke College computers must be approved by the IT Department. Pembroke College expressly prohibits the unauthorized use or duplication of copyrighted software. Employees shall not engage in or tolerate the making or using of unauthorized software copies under any circumstances. Employees shall not remove, obscure or alter any copyright or proprietary notices associated with any Pembroke College software or related software packaging materials.

Individuals must not store personal files such as music, video, photographs or games on Pembroke College IT equipment.

6. VIRUS CHECKING

The IT department has implemented centralised, automated virus detection and virus software updates. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved anti-virus software and procedures.

7. FILES AND DATA

In order to reduce the risk of unauthorised access or loss of information, Pembroke College enforces a Protecting Personal

Data Policy as follows:

- Personal or confidential business information must be protected using security features provided, for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Mobile storage devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Pembroke College authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

8. MONITORING

Pembroke College accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the College. In addition, all of the College's internet-related resources are provided for work purposes. Therefore, Pembroke College maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the Data Protection Act 2018, Investigatory Powers Act 2016 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

Pembroke College undertakes some routine monitoring of activity on the ICT facilities to ensure that they operate correctly and to protect against the risk of harm from viruses, malicious attack and other known threats. This does not normally involve the monitoring of individual communications or the disclosure of the contents of any user files.

Pembroke College will comply with lawful requests for information from government and law enforcement agencies. Users must not attempt to monitor the use of the IT facilities without explicit authority to do so.

Where there is a requirement to access the account of another member of staff, authorisation must be obtained in writing from the Bursar. If the request for access is related to a HR investigation, this should be managed wholly through the HR advisor who will work with IT if approved.

9. REMOTE WORKING

Pembroke College recognises and supports the adoption of remote working but staff must be aware of the additional security measures which must be taken. It is accepted that laptops and mobile devices will be taken off-site.

Working away from the office must be in line with Pembroke College's Remote Working IT Policy.

The following controls must be applied:

- Information should be protected against loss or compromise when working remotely (for example at home or in public places).
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.
- Public Wi-Fi must be used with extreme caution. Only use it for work purposes when absolutely essential and never for accessing data classified as high risk. Always check the authenticity of Wi-Fi hotspots and do not assume the strongest signal is a legitimate service. Always manually select networks and turn off Wi-Fi capability when not in use.
- In public locations, be aware of your surroundings and the need to maintain confidentiality when working in public. Do not allow other people to view your screen or printed material, and do not conduct sensitive conversations that should not be overhead. Always keep mobile devices close to you and lock your screen or shut down your device when not in use.
- Ensure that you have secured your home network to best practise prior to connecting to the IT facilities from home.

10. EMAIL

All internet data that is written, sent, or received through our computer systems may become part of official records. That means that we may be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the information contained in internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

- Only use appropriate language in messages, emails, faxes and recordings.
- Any form of harassment such as threatening, derogatory, abusive, indecent, obscene, racist, sexist, offensive language or content will not be tolerated. Neither will harassment through frequency, or size of messages.
- Do not engage in mass transmission of unsolicited emails (SPAM).
- Do not alter the content of a third party's message when forwarding it unless authorised.
- Do not try to assume the identity of another user or create or send material designed to mislead people about who originated or authorised it (e.g. through misuse of scanned signatures).
- Be vigilant to phishing emails and know how to spot and report suspicious emails.

11. USE OF THE INTERNET

Use of the internet by employees of Pembroke College is permitted and encouraged where such use supports the goals and objectives of the College. The use of the internet should always be in line with the Pembroke College's values.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which is considered offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Sending or posting messages or material that could damage the organisation's image or reputation.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email for political causes or activities, religious activities, or any sort of gambling.
- Use the internet or email to send or post chain letters, solicitations, or advertisements not related to business purposes or activities.
- Place any information on the Internet that relates to Pembroke College, alter any information about it, or express any opinion about Pembroke College, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Pembroke College mail to personal non-Pembroke College email accounts (for example, a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Pembroke College unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Pembroke College devices to the internet using non-standard connections.
- Undertake deliberate activities that waste staff effort or networked resources

12. BREACH OF THIS POLICY

Where it is believed that an employee has failed to comply with this policy, following an investigation they may face the College's disciplinary procedure.

13. RELATED POLICIES AND DOCUMENTS

The use of College IT systems and resources are subject to the following statutes and regulations:

- Data Protection Act 2018
- The Computer Misuse Act 1990
- The Copyright, Designs and Patents Act 1988
- Computer, Copyright Software Amendment Act 1985
- General Data Protection Regulation (GDPR) (EU) 2016/679
- The Electronic Communications Act 2000
- The Freedom of Information Act 2000
- Investigatory Powers Act 2016
- Trade Marks Act 1994
- Criminal Justice and Public Order Act 1994

14. PHYSICAL SECURITY OF COMPUTING EQUIPMENT

Staff are responsible for keeping all portable devices assigned to them safe and secure and immediately report any loss or damage of their equipment to their manager and IT.

Protect Pembroke College equipment appropriately when travelling e.g. laptops must always be carried as hand luggage, never leave a portable device in sight in parked vehicles or unattended in public places.

Return all Pembroke College equipment to IT when leaving your employment at Pembroke College.

15. POLICY OWNER

This policy is owned and maintained by IT Director, and approved by the IT Steering Group.

Pembroke College reserve the right to change this policy at any given time, of which you will be promptly updated.

16. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes to our working practices. Any queries or comments about this policy should be addressed to the HR Manager.

1. EQUIPMENT

The Head of Department or Line Manager will discuss and agree with the employee, prior to commencing remote working, what equipment and IT requirements will be needed to enable the individual to work effectively from home. Any equipment necessary will be provided by Pembroke College who will bear the full cost of delivery and installation. The equipment will remain the property of Pembroke College at all times.

If you intend using any personal equipment such as a computer for homeworking you must check with the IT department first. We will need to make sure that it's suitable. Any personal equipment that we agree to you using remains your responsibility, so you would need to cover the cost of things like repairs.

In the event of Pembroke College's equipment malfunctioning or inoperability, the IT Department will in the first instance provide email and telephone support to assist the remote worker to identify and remedy the fault. If the fault persists, the IT Department will discuss arrangements to recover and replace the equipment at the earliest opportunity.

With regard to the equipment, the remote worker will be expected to:

- Take reasonable care of the equipment.
- Take all reasonable steps to minimize the risk of theft or damage to Pembroke College property and paperwork whilst these items are away from Pembroke College premises.
- Use it only for work purposes and in accordance with any operating instructions as defined in the Pembroke College IT Policy.
- Comply with software licensing Terms and Conditions.
- Return to the Pembroke College, the equipment at the end of the remote working arrangement.

In the event that equipment becomes obsolete, the cost of recovering the items from the remote worker's home will be covered by the IT Department.

2. SECURITY AND CONFIDENTIALITY

Pembroke College provided IT equipment has a range of security measures enabled to make home working safer. Do not use personal devices for storing, accessing or transmitting personal or commercially sensitive information.

The Pembroke College IT Policy should be adhered to when remote working; this includes locking a device when not in use, ensuring that data is encrypted in the event of device loss and not disclosing any passwords, PINs or encryption keys. It is the responsibility of the remote worker to safeguard and protect any Pembroke College information that they hold. Remote workers must understand digital risks, use secure working practices and apply encryption and back-up procedures as appropriate. If the remote worker is not confident in this area, they should seek assistance from the IT Department prior to working remotely.

Digital information must only be downloaded or uploaded over a secure connection. Wi-Fi networks offered to travellers at airports, hotels, coffee shops and on public transport are generally insecure and extra measures must be taken to safeguard against information loss. Pembroke College's Sonic Wall Virtual Office and VPN services provide a secure channel for data transfer over insecure networks and should be used by remote workers when interacting with Pembroke College resources. This includes, but is not limited to, use with desktops, laptops, tablets and smartphones.

Remote workers must ensure the security and safekeeping of any confidential information provided by Pembroke College for use in the remote working environment. Such information should not be accessible to family or visitors of the remote worker. Employees must ensure that all reasonable precautions are being taken to maintain confidentiality of material.

3. POLICY OWNER

This policy is owned and maintained by IT Director, and approved by the IT Steering Group.

Pembroke College reserve the right to change this policy at any given time, of which you will be promptly updated.

4. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager

1. INTRODUCTION

Lone workers are those who work by themselves without close or direct supervision or support.

This policy is not contractual but sets out the responsibilities and arrangements for such workers within Pembroke College and, where the lone worker is based at home, should be read in conjunction with our home working policy.

2. SCOPE OF THIS POLICY

This policy covers all lone workers. This includes those who either work alone on separate premises, who work outside of our normal working hours (for example cleaners, security, maintenance or repair workers), those who travel to and work outside the main College site and those who work from home. It may also include those who work normal working hours but who are physically isolated from other workers, e.g. Porters or College Nurse.

3. AIMS OF THIS POLICY

This policy is designed to alert Heads of Department and workers to the risks presented by lone working; to identify individual responsibilities and to describe procedures designed to minimise these risks. It is not intended to overstate the risks of lone working but to give a framework for managing these.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Display Screen Equipment Regulations 1992.
- The Manual Handling Operations Regulations 1992.
- The Provision and Use of Work Equipment Regulations 1998.
- The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).
- The General Data Protection Regulation (GDPR).

5. RESPONSIBILITIES

Pembroke College has responsibility for the health, safety and welfare of all its employees and workers as well as the health and safety of those affected by the work, e.g. visitors and the self-employed.

These responsibilities extend to those who work alone on our behalf. It is our duty, through Heads of Department, to assess the risks to such workers and to take such steps as are necessary to avoid or control these.

Employees and workers have a duty to take reasonable care of themselves and others affected by their work and to co-operate with Heads of Department in meeting our legal obligations. This includes ensuring that their Heads of Department are constantly aware of their movements/work diaries to allow adequate supervision.

6. LONE WORKER REPORTING SYSTEM

If staff work alone in College outside usual office hours Monday to Friday **7.30am – 6.30pm** or Saturday/Sunday at any time or during College closure periods, they should telephone the Porters' Lodge 01223 338100 and report in. The Duty Porter will record the date and start time of the lone working, the worker's name, where they will be working, and appropriate contact detail. The lone worker must give an expected finish time, **if they are able to do so**. Before the expected finish time or when actually finished, the worker should check back in with the Porter who will record the actual finish time and sign to complete the record. If working alone for more than 4 hours, the worker must check in with the Porters' Lodge at least every 4 hours.

Library Invigilators are deemed exempt from this ruling as they do not work alone in the Library.

If the worker fails to check back in by the time the Porter finishes their shift, they should try to make phone contact with the worker. If they cannot be reached, the Porter must take whatever steps are necessary to determine whether or not the worker is safe.

Lone workers who fail to check back in when they should, causing unnecessary alarm, will be reported to HR.

7. ASSESSING AND CONTROLLING THE RISK

There are no legal restrictions on working alone, but the Health and Safety at Work Act 1974 (HASAWA) and the Management of Health and Safety at Work Regulations 1999 apply. These lay a responsibility upon the employer to identify any hazards, assess the risks involved and put measures in place to avoid or control risks.

The Head of Department will carry out risk assessments of each lone worker upon appointment and thereafter whenever there is a change or when a routine review would take place anyway. The risk assessment will be prepared in consultation with the individual, the H&S Officer for Pembroke College and the H&S Consultant, and will be recorded in writing so that it may easily be reviewed.

We will aim to ensure all relevant hazards are identified and appropriate control measures put in place, including proper instruction, training, supervision and protective equipment.

The risk assessment will determine the correct level of supervision. Where it indicates there is a risk to the safety of a lone worker, but the work is still to be done by one person, the Head of Department will make arrangements to provide help or back up when necessary. Under no circumstances is a lone worker authorised to undertake high risk activities for which an additional person is required to be present (such as working in a confined space or electrical work near live conductors).

Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

All employees working alone should be contactable by either a personal mobile phone, fixed landline or a mobile number issued by the College.

If a lone worker discovers a building has been broken into, they must not enter alone but should contact the Porters' Lodge at the College and wait for support.

8. SAFE WORKING ARRANGEMENTS

When establishing safe working arrangements for lone workers we will firstly consider whether one person can adequately control the risks of the job. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

In particular, we will consider the following:

- Workplace: does the workplace present any special risk to the lone worker?
- Alarm systems: are these tested regularly?
- Access: is there a safe way in and out for one person? Can any temporary access equipment such as a ladder be safely handled by one person? Is a key code required for access? If so, is this changed regularly?
- Equipment: can all the equipment, substances and goods involved be handled safely by one person?
- Environment: is there a risk of violence? Can night workers park near their working environment, rather than walking through dimly lit car parks or buildings?
- Contact and accidents: Is a telephone and first aid box accessible in an emergency situation? Women and young workers: are women or young workers especially at risk if they work alone?
- Home workers: are personal contact details kept confidential, such as location, email address and telephone number? Employees will be warned that even ex-directory numbers may display on phones with caller-ID so care must be taken to keep the number private.
- Travel: journey time, driver fatigue, vehicle suitability, distance, remoteness of destination and general location of destination.
- Communication: could the employee experience problems such as lack of a mobile phone signal? If so, what other means of communication are available?

9. INDIVIDUAL CONSIDERATIONS

Once the role has been fully assessed, we will consider whether the individual worker is fit and suitably experienced to work alone, and whether they have any medical condition which may create a risk if working alone.

It is important that any existing medical conditions which may make workers unsuitable for working alone are properly considered. Where necessary, advice will be conducted by a medical practitioner appointed by Pembroke College.

10. TRAINING

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations.

To work alone employees and workers must be sufficiently experienced and fully understand the risks and precautions of each task they undertake. Heads of Department will set limits as to what can and cannot be done while working alone and should ensure employees under their control are familiar with the warning signs of a potential risk; are aware of the location of emergency exits and first aid facilities; and are competent to deal with circumstances which are new, unusual or beyond the scope of training. Employees and workers should be advised of the types of circumstances when they should stop work and seek advice, how to handle aggressive/difficult individuals or when the emergency services should be called.

11. SUPERVISION

The extent of supervision required will depend upon the tasks involved and the ability of the lone worker to identify and handle health and safety issues. The level of supervision required will be a management decision based on the findings of the risk assessment: it will not be left to individual employees to decide if they need assistance.

Procedures to be put in place to monitor lone workers to ensure their safety include:

- Periodic visits may take place from Head of Department/Line Manager's.
- Regular contact via telephone/radio/email as appropriate to the type of work.
- Automatic warning systems or devices if the required level of contact is not maintained by the lone worker.
- Alarm devices to be used in emergencies.
- A full detailed record of travel/working hours/appointments with regular checks of the lone worker.
- An agreed plan of action should a worker fail to report in as required.
- A report to be completed following any incidents so that lessons can be learnt and control measures implemented.
- Support mechanisms readily available for lone workers affected by an incident.

12. ACCIDENT/INCIDENT

Lone workers must report any accident or incident, however minor, to the Porters' Lodge.

13. EMPLOYERS' LIABILITY INSURANCE

All lone workers will be insured against workplace injury or disease under our Employers' Liability Insurance.

14. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Health and Safety Policy.
- Violence at Work Policy.

15. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

All employees have the right not to suffer any detriment on the grounds of pregnancy; childbirth; for taking maternity, adoption, paternity or shared parental leave or seeking to take this; or because their employer believes that they are likely to take it. This right applies in relation to both an act and a failure to act.

We comply with all statutory requirements and offer benefits that are in line with the statutory benefits scheme. This policy is not contractual but sets out the way in which we plan to manage maternity, adoption, paternity and shared parental leave.

2. SCOPE OF THIS POLICY

This policy covers all employees (including those on fixed-term contracts) who meet the eligibility requirements for statutory maternity, adoption, paternity or shared parental leave and pay.

3. AIMS OF THIS POLICY

This policy aims to set out our procedures for taking family leave and to ensure that employees are aware of their entitlements.

An employee who has any questions about this policy or about any other aspect of their entitlements should contact the HR Manager.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Social Security Act 1989.
- The Employment Rights Act 1996.
- The Maternity and Parental Leave Regulations 1999.
- The Work and Families Act 2006.
- The Equality Act 2010.
- The Children and Families Act 2014 and accompanying regulations, including the Shared Parental Leave Regulations 2014, the Shared Parental Pay (General) Regulations 2014 and the Maternity and Adoption Leave (Curtailed of Statutory Rights to Leave) Regulations 2014.

5. DEFINITIONS

MATERNITY

- OML: Ordinary Maternity Leave (the first 26 weeks).
- AML: Additional Maternity Leave (the second 26-week period of leave).
- CML: Compulsory Maternity Leave (lasts for two weeks from the date of childbirth, or four if the employee works in a factory, and an employee may not work for their employer during this period).
- EWC: Expected Week of Childbirth (the week in which the baby is expected to be born - as stated on the MATB1 form).
- KIT days: Keeping in Touch days (the employee may work for up to ten KIT days without losing their entitlement to SMP).
- MA: Maternity Allowance (claimed directly from the Jobcentre Plus by employees with less than 26 weeks' service as at the QW and / or who don't earn enough to qualify for Statutory Maternity Pay).
- MAT B1 form: form issued by the doctor or midwife and which confirms the EWC - this must not be issued more than 20 weeks before the EWC.
- MPP: Maternity Pay Period (the 39-week period during which SMP is payable to eligible employees).
- SMP: Statutory Maternity Pay (paid to eligible employees for up to 39 consecutive weeks).
- Qualifying Week (QW): the 15th week before the expected week of childbirth - employees must have 26 weeks' continuous service by the end of this week to qualify for SMP.
- 11th week before EWC: the earliest date on which an employee can begin their maternity leave and receive statutory maternity pay (SMP).

ADOPTION

- OAL: Ordinary Adoption Leave (the first 26-week period).
- AAL: Additional Adoption Leave (the second 26-week period).
- KIT days: Keeping in Touch days (the employee may work for up to ten KIT days without losing their entitlement to SAP).
- Matching week: the week (beginning on a Sunday and ending on a Saturday) in which the employee is notified of having been matched with the child.
- SAP: Statutory Adoption Pay (paid to eligible employees for 39 weeks).

PATERNITY

- OPL: Ordinary Paternity Leave (two weeks).

- OSPP: Ordinary Statutory Paternity Pay (two weeks).
- ASPL: Additional Statutory Paternity Leave (up to six months' leave taken once the child-bearing person/primary adopter has returned to work).
- ASPP: Additional Statutory Paternity Pay.
- SC7: form used to indicate an intention to take additional statutory paternity leave.
- SPP: Statutory Paternity Pay (paid for two weeks).

SHARED PARENTAL LEAVE

- Qualifying relationship: a husband or civil partner of the pregnant person; someone who is of a different sex or the same sex and who lives with the person in an enduring family relationship but is not a relative of the person; the parent of the expected child; the parent of the expected child under the Human Fertilisation and Embryology Act 2008, or a potential applicant for a Parental Order under the Human Fertilisation and Embryology Act 2008 in respect of the expected child.
- SPL: shared parental leave.
- SPLIT days: shared parental leave keeping in touch days (20 per individual).
- ShPP: shared parental pay

6. MATERNITY - TIME OFF FOR ANTE-NATAL CARE

Pregnant employees: are entitled to take reasonable amounts of paid time off during normal working hours to receive ante-natal care, although wherever possible appointments should be arranged at the start or end of the working day. Ante-natal care includes appointments with the GP, hospital clinics, parent-craft classes and relaxation classes.

The employee should advise the Head of Department of any absence as far in advance of the appointment as possible (normally at least one week in advance), and, following the first appointment, may be asked to produce an appointment card. Where there has been an urgent or unscheduled medical visit, the employee must provide their Head of Department with an acceptable explanation as to why they could not provide advance notice.

There will be no deduction of pay for attending authorised ante-natal appointments.

Employees receiving IVF treatment will be entitled to paid time off for ante-natal care only after the fertilised embryo has been implanted. They are however encouraged to discuss any requirements for time off with their Head of Department. Time off will normally be taken as unpaid leave, time off in lieu, holiday, or the time made up, but we will be sympathetic to any requests and seek to accommodate them.

Employees with a "qualifying relationship": as from 1 October 2014, employees who have a "qualifying relationship" with a pregnant person or their expected child, irrespective of their length of service or earnings, may request to take unpaid time off work to attend two ante-natal appointments, of up to 6.5 hours each (including travelling and waiting time), to accompany the person when they attend an ante-natal appointment made on the advice of a registered medical practitioner, registered midwife or registered nurse).

The employee should provide us with a signed declaration (this can be done via email) confirming that they have a qualifying relationship with a pregnant person or the expected child; that the purpose of the time off is to accompany them to an appointment made on the advice of a registered medical practitioner, registered midwife or registered nurse; and the date and time of the appointment. Time off will only be refused for good business reasons; however we ask that employees notify us of any proposed absence as far in advance of the appointment(s) as possible.

The above also applies to agency workers who have at least 12 weeks' qualifying service in the same job with the same hirer.

As from 5 April 2015, rights to time off for adoption appointments also apply to employees who adopt a child– see "pre-placement appointments" below.

7. MATERNITY - RISK ASSESSMENTS

Immediately an employee notifies us of their pregnancy, a separate, individual risk assessment will be undertaken to ensure that all practicable measures are taken to prevent the risk of damage to the health or safety of the pregnant employee or their unborn child. However, it remains the employee's responsibility not to put either their own health and safety, or that of their baby, at risk. This is especially relevant with regards to lifting, carrying, or working from height. Pregnancy increases the risk of manual handling injury. Particular care should be taken to avoid lifting generally, but particularly during the three months prior to and after the birth.

Any employee who has concerns about their health and safety should raise these with their Head of Department or the H&S Officer. In addition, we request that employees who return to work and who are breastfeeding notify us of this in order that suitable arrangements can be made to facilitate this.

8. MATERNITY - ILLNESS DURING PREGNANCY

Absence due to illness will be treated the same as any other sickness absence, in line with our absence notification and sick pay policy, unless it is pregnancy-related and occurs during the period starting four weeks before the EWC, in which case the maternity leave will automatically begin from this date.

9. MATERNITY - LEAVE

All employees are entitled to 52 weeks' statutory maternity leave, irrespective of their length of service or the number of hours worked each week.

The first 26 weeks is known as "ordinary maternity leave" (OML); the second 26 weeks is known as "additional maternity leave" (AML). If an employee becomes pregnant again during maternity leave, they have the right to further ordinary and additional maternity leave.

If an employee loses their baby, but meets all other eligibility conditions, they can still take maternity leave if the baby is either stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy.

10. MATERNITY - COMMENCING MATERNITY LEAVE

Maternity leave may begin at any time after the start of the 11th week before the week in which the baby is due. The only exception to this is if the employee is absent because of a pregnancy-related illness at any time after the start of the fourth week before their baby is due. In such circumstances maternity leave will start automatically on the first day of their absence.

11. MATERNITY - NOTIFICATION REQUIREMENTS

To exercise the right to take statutory maternity leave, the employee must notify us of their pregnancy; the expected date of their baby's birth; their intention to take maternity leave and the date on which they intend this to start. This notification should be in writing and should be provided no later than the end of the 15th week before the expected week of childbirth (EWC). The employee should subsequently also provide a form MAT B1, signed by the doctor or midwife, confirming their pregnancy.

We will write to the employee to confirm receipt of their notification within 28 days of receiving this, and to confirm the date on which their maternity leave will end. This will normally be 52 weeks from the intended start date of her leave.

In exceptional circumstances notification can be given after the child is born, but as a general rule failure to serve notice at the relevant time will mean the loss of the right to take maternity leave.

12. MATERNITY - WORK AND CONTACT DURING THE MATERNITY LEAVE PERIOD

An employee on maternity leave can work for a few days without losing their right to maternity leave or a week's statutory pay, via "keeping in touch" or KIT days. The number of days is limited to ten, irrespective of the length of maternity leave taken by the employee. KIT days may be taken at any time during the maternity leave period (excluding the first two compulsory maternity leave weeks), and may be taken singly or in blocks. KIT days do not extend the employee's period of maternity leave, but simply allow them to do some work during the period of maternity leave should they wish to do so.

The employee and their Head of Department should agree in advance what work will actually be done on KIT days. These days are not limited solely to their normal work, but can be used for training or other events, or to help ease their return to work. There is no obligation to work any KIT days, and we are under no obligation to provide them. Payment will be agreed with the employee: the minimum that will be paid for any week during the maternity pay period will be the SMP rate to which the employee is entitled. Employees on maternity leave are encouraged to keep in touch with us and we will continue to make reasonable contact with them during their maternity leave. **Note:** employees who take shared parental leave are also entitled to "SPLIT" days – see below.

13. MATERNITY - PAY

To qualify for statutory maternity pay (SMP), employees must have at least 26 weeks' service extending into the 15th week before the week in which the baby is due (the 'qualifying week') and must have average earnings equal to, or greater than, the lower earnings limit for National Insurance contributions. SMP is payable whether or not the employee intends to return to work.

SMP is payable for a maximum of 39 weeks. Week one of the maternity pay period is the week after the employee leaves work or starts their maternity leave. To claim SMP the employee must give 28 days' written notice of when they wish their SMP payments to commence.

The rate of SMP will vary depending upon earnings and the amount of maternity leave taken: the first six weeks are paid at 90% of average weekly earnings, followed by the lesser of either 90% of average earnings or the lower statutory weekly rate for up to 33 weeks. SMP is paid into the employee's bank account on the same date that pay would have been paid, and is subject to deductions for tax, National Insurance and pension contributions in the usual way.

Employees who do not qualify for SMP may be entitled to claim Maternity Allowance.

Employees who are taken into legal custody or who work for another employer during their MPP must notify us of this as their entitlement to SMP may be affected.

14. MATERNITY - CONTRACTUAL BENEFITS

Pembroke College supplements the above scheme by paying enhanced maternity pay so that an employee who is entitled to receive SMP receives full basic salary for the first 18 weeks of maternity leave or shared parental leave (inclusive of SMP), and then SMP thereafter. Employees will be expected to return to work for a minimum period of six months, otherwise they

will be required to pay back the enhanced maternity pay paid to them by the College. A repayment agreement must be signed prior to commencement of maternity/shared parental leave in order to receive enhanced pay,

Full holiday entitlement will continue to accrue throughout the period of maternity leave.

Other non-pay contractual benefits (such as life or private health insurance, medical cover) will continue to be provided during the full period of maternity leave. Note: employees may not be eligible to join a childcare voucher scheme via a salary sacrifice arrangement whilst on maternity leave as SMP is a statutory payment which cannot be altered and employees cannot therefore join whilst receiving SMP only.

The entire period of maternity leave will also be included when calculating the employee's length of service for the purposes of any contractual benefits.

Pension contributions will however be paid during the period of **paid** maternity leave only (up to 39 weeks). Employer contributions will be based on the full pensionable pay the employee would receive if working; employee contributions will be based on actual earnings during the paid maternity leave period.

15. MATERNITY - RETURNING FROM MATERNITY LEAVE

An employee returning to work after ordinary maternity leave has the right to return to the same job. The right to return following additional maternity leave is to the same job unless this is not reasonably practicable, but any alternative job must be both suitable and appropriate. The terms must be no less favourable than those which would have applied had the employee not been absent on maternity leave.

The first two weeks after the birth must not be worked. This is referred to as 'compulsory maternity leave' (CML).

Employees who return to work at the end of their statutory maternity leave period do not need to notify us in advance of the date of return. However, in order to assist us with our planning, we ask that they keep in touch with us and notify us of any changes in their intentions as soon as possible.

If an employee wishes to return to work before the end of their statutory maternity leave period, they must give us 56 days' (eight weeks) advance written notice specifying the date of return. Failure to do so may mean that we postpone their return until either the expiry of 56 days, or the end of the maternity leave period, whichever is sooner.

An employee who is unable to attend work at the end of their maternity leave due to sickness or injury should follow our normal arrangements for notifying sickness absence.

An employee who decides not to return to work at the end of their maternity leave is required to give full contractual notice.

A pregnant employee whose baby is due on or after 5 April 2015, may elect to end their maternity leave at any time after the compulsory leave period, and share the remainder of their maternity leave and pay with the father/partner. See "shared parental leave" below.

For further details, see below: 'Additional Statutory Paternity Leave'. Any employee who wishes to change their working pattern or hours on return from maternity leave should apply to do so in accordance with our flexible working policy.

Please note that an employee who returns from maternity leave early, in order to enable their partner to take the remainder of the leave, must give their permission for us to release any information confirming their return to our employment and the period of their maternity leave and pay to their partner's employer, before we may do so. Such information will not be disclosed otherwise, which may result in delay in the partner receiving any remaining maternity pay or their ASPL being authorised by their employer.

16. MATERNITY - REDUNDANCY

If an employee who is on maternity leave would have been made redundant were they present, our normal redundancy consultation procedure will be followed and we will ensure that the employee is promptly informed and consulted with. In some cases it may be appropriate to extend the consultation period for an employee on maternity leave until this has come to an end.

An employee who is made redundant at or following the 15th week prior to their EWC or at any time during their period of maternity leave will still receive their full entitlement to SMP - in such circumstances, SMP may be paid weekly or as one lump sum. (SMP will not be paid if the employee leaves our employment before the 15th week prior to their expected week of childbirth.) Any benefits such as a company car or holiday entitlement will only be provided/accrue to the end of the notice period once the employee is made redundant.

Employees on maternity leave and who are at risk of redundancy have the right to apply for other vacancies, along with other employees 'at risk'. Where an employee's role becomes redundant during the course of their maternity leave they are entitled to be considered for any suitable alternative employment in preference to other employees.

17. ADOPTION - INTRODUCTION

One adoptive parent (of either sex) may be entitled to take up to 52 weeks' adoption leave. This is made up of 26 weeks' ordinary adoption leave and 26 weeks' additional adoption leave.

18. ADOPTION – PRE-PLACEMENT APPOINTMENTS

From 5 April 2015, an employee who has a child placed with them for adoption will be allowed to take time off to attend adoption appointments. Paid time off will be given to a primary/sole adopter for up to five appointments of up to 6.5 hours each to make contact and bond with the child. For joint adoptions, only one adopter may take paid time off; the other adopter may attend up to two unpaid appointments.

We ask that such employees give us as much notice as possible of these appointments, and provide evidence of the appointments.

19. ADOPTION - ELIGIBILITY REQUIREMENTS

To qualify the employee must:

- Be the adopter of a child aged up to 18 years.
- Have notified the adoption agency that they agree the child should be placed with them, and agreed the date of placement.

(Note that employees who adopted a child before 5 April 2015 were required to have at least 26 weeks' continuous employment extending into the 'matching week' in order to be entitled to statutory adoption leave.

The matching week is the week (beginning on a Sunday and ending on a Saturday) in which they are notified of having been matched with the child).

Only one person may take adoption leave in respect of a child at any time: where a couple is adopting a child jointly, one may take adoption leave and the other may take statutory paternity and/or additional statutory paternity leave (see below).

As from 5 April 2015, the current rights to adoption leave are extended to individuals fostering a child under the 'Fostering for Adoption' scheme run by local authorities.

20. ADOPTION - LEAVE

Statutory adoption leave lasts for up to 52 weeks.

Adoption leave may begin on the actual date on which the child is placed with the employee, or it may start on a predetermined date which falls within the period from 14 days before the child is placed until the expected date of the placement. If an employee is adopting a child from abroad, the leave may start on either the date the child enters the UK or a pre-determined date no later than 28 days after the date the child enters the UK. Adoption leave can start on any day of the week.

21. ADOPTION - NOTIFICATION REQUIREMENTS

The employee must give us notice of their intention to take statutory adoption leave, specifying the date of placement and the date on which they wish to commence their leave. For the adoption of a child based in the UK, this must be given within seven days of the date on which they are notified of having been matched with the child. Documentary evidence which shows the name and address of the adoption agency, the name and date of birth of the child, and date of notification of matching and the expected date of placement are also requested.

We will write to confirm our receipt of this notification within 28 days of receiving it, and to confirm the date on which the statutory adoption leave will end. (This will normally be 52 weeks from the intended start date).

The employee may vary the start date of the leave at a later date by giving us at least 28 days' notice.

Employees who are adopting a child from overseas should give written notice in three stages as follows:

1. They should inform the College within 28 days of receiving official notification of the date on which they received official notification of the placement and the date the child is expected to enter the UK.
2. The employee must give 28 days' notice of the actual date they want the adoption leave to start. (For adoptions from abroad, this cannot be before the child enters the UK.) This date can be changed by giving at least 28 days' notice (or as soon as is reasonably practicable). We will write to confirm receipt of this notification within 28 days of receiving it.
3. The employee must tell us the date the child entered the UK within 28 days of the entry.

22. ADOPTION - WORK AND CONTACT DURING THE ADOPTION LEAVE PERIOD

Those on adoption leave are able to work for up to ten days without losing their right to adoption leave or a week's statutory pay, via "keeping in touch" or KIT days. See maternity section above.

23. ADOPTION - PAY

Subject to meeting the relevant qualifying criteria, an employee will be entitled to receive statutory adoption pay (SAP).

The first six weeks will be paid at the rate of 90% of the employee's average weekly earnings; 33 weeks will then be paid at the lesser of either 90% of average earnings or the fixed statutory weekly rate. (Employees who adopted a child before 5 April 2015 are only entitled to receive statutory adoption pay at the lesser of either 90% of normal weekly earnings or the fixed weekly rate during the first 39 weeks of adoption leave. The remaining 13 weeks are unpaid. Statutory adoption pay is only paid to those with 26 weeks' continuous service extending into the "matching week" - the week beginning on a Sunday and ending on a Saturday in which the employee is notified of having been matched with the child). In addition, the employee must:

- Stop working, or take leave in order to care for the child.
- Have earned more than the lower earnings limit in the eight weeks prior to being notified of the placement.
- Elect to receive SAP.
- Provide evidence of their entitlement to SAP.
- Provide at least 28 days' notice of the date they want to commence SAP.

Pembroke College supplements the above scheme by paying enhanced adoption pay so that an employee who is entitled to receive SAP receives full basic salary for the first 18 weeks of adoption leave (inclusive of SAP), and then SAP thereafter. Employees will be expected to return back to work for a minimum period of six months, otherwise they will be required to pay back the enhanced adoption pay paid to them by the College. A repayment agreement must be signed prior to commencement of adoption leave in order to receive enhanced pay,

24. ADOPTION - CONTRACTUAL BENEFITS

Full holiday entitlement will continue to accrue throughout the period of adoption leave.

Other non-pay contractual benefits (such as life or private health insurance, medical cover) will continue to be provided during the full period of adoption leave. Note: employees may not be eligible to join a childcare voucher scheme via a salary sacrifice arrangement whilst on adoption leave as SAP is a statutory payment which cannot be altered and employees cannot therefore join whilst receiving SAP only.

The entire period of adoption leave will also be included when calculating the employee's length of service for the purposes of any contractual benefits.

Pension contributions will however be paid during the period of paid adoption leave only (up to 39 weeks), Employer contributions will be based on the full pensionable pay the employee would receive if working; employee contributions will be based on actual earnings during the paid adoption leave period.

25. ADOPTION - RETURNING FROM ADOPTION LEAVE

An employee returning to work after ordinary adoption leave has the right to return to the same job. The right to return following additional adoption leave is to the same job unless this is not reasonably practicable, but any alternative job must be both suitable and appropriate. The terms must be no less favourable than those which would have applied had the employee not been absent on adoption leave.

If the employee intends to return to work at the end of the ordinary or additional adoption leave, they need do nothing further, however we ask that employees keep us informed of their plans, to assist with planning and to facilitate their return. If however, the employee wishes to return to work earlier than this, at least 56 days' (eight weeks) notice of the date of intended return must be given. If the employee fails to give the minimum 56 days' notice we may postpone their return until 56 days' notice has been given, provided that this is no later than the end of the additional adoption leave.

Any employee who wishes to change their working pattern or hours on return from adoption leave should apply to do so in accordance with our flexible working policy.

An employee who decides not to return to work at the end of their adoption leave is required to give full contractual notice.

Please note that an employee who returns from adoption leave early, in order to enable their partner to take the remainder of the leave, must give their permission for us to release any information confirming their return to our employment and the period of adoption leave and pay to their partner's employer, before we may do so. Such information will not be disclosed otherwise, which may result in delay in the partner receiving any remaining adoption pay or their ASPL being authorised by their employer.

An employee who adopts a child/children on or after 5 April 2015, may elect to end their adoption leave at any time, and share the remainder of the adoption leave and pay with their partner. See "shared parental leave" below.

26. ADOPTION - REDUNDANCY

If an employee who is on adoption leave would have been made redundant were they present, they will be included in any redundancy consultation procedure and we will ensure that the employee is promptly informed and consulted with. In some

cases it may be appropriate to extend the consultation period for an employee on adoption leave until this has come to an end.

An employee who is made redundant at any time during the period of adoption leave will still receive their full entitlement to SAP (subject to meeting the eligibility criteria). In such circumstances, SAP may be paid weekly or as one lump sum. Any benefits such as a company car or holiday entitlement will only be provided/accrue to the end of the notice period once the employee is made redundant.

Employees on adoption leave and who are at risk of redundancy have the right to apply for other vacancies, along with other employees 'at risk'. Where an employee's role becomes redundant during the course of adoption leave, they are entitled to be considered for any suitable alternative employment in preference to other employees.

27. PATERNITY - ORDINARY PATERNITY LEAVE (OPL)

Subject to meeting the eligibility requirements, employees who are the father of a child or its mother's husband/partner, and who expect to have responsibility for the child's upbringing (or an adoptive parent who is not taking adoption leave) are entitled to two weeks' paid ordinary paternity leave.

28. PATERNITY - ELIGIBILITY REQUIREMENTS

This entitlement applies to employees who:

- Are the natural or adoptive father of a child born, or placed with them for adoption, or the mother's husband or partner.
- Have a minimum of 26 weeks' continuous service ending with the 15th week before the expected week of the child's birth (for adoption, a minimum of 26 weeks' continuous service extending into the 'matching week'. This is the week beginning on a Sunday and ending on a Saturday in which the employee is notified of having been matched with the child.
- Can demonstrate that they have (or expect to have) responsibility for the child's upbringing or are married to (or the partner of) the child's mother.
- Have average earnings at least equal to the lower earnings limit for NI contributions.

29. PATERNITY - LEAVE

Leave must be taken during the eight-week period beginning with the child's birth date (or placement with its new parents for adoption within the UK, or date of entry into the UK for overseas adoptions). It can be taken either as one single week's leave or two consecutive weeks' leave, but not as odd days, however a "week" can start on any day, for example Tuesday - Monday. In the case of adoption, where a child is adopted jointly, either of the adoptive parents may take the two-week period of ordinary paternity leave. The partner of an individual who is adopting will also be able to qualify for ordinary paternity leave and pay if they can demonstrate that they are to share responsibility for the child's upbringing.

30. PATERNITY - NOTIFICATION REQUIREMENTS

The employee must notify us of the date on which they intend to take ordinary paternity leave by the end of the 15th week before the mother's expected week of childbirth (EWC).

The notification should specify:

- The expected week of the birth.
- The length of the leave the employee has chosen to take (one or two weeks).
- The date on which they wish the leave to begin (this may be the date on which the child is born, a specified number of days after the child is born, or on a predetermined date).
- Confirmation that the employee meets the 'eligibility' criteria outlined above.

An employee who wishes to change the start date may do so provided that they give at least 28 days' notice of this change.

For an employee who is adopting a child in the UK, notification must be within seven days of the date on which the adopter has been officially notified of having been matched with the child.

An employee who is adopting a child from overseas should give written notice in three stages as follows:

1. Where the employee has 26 weeks' qualifying service, they should inform us within 28 days of receiving official notification of the date on which they received official notification of the placement and the date the child is expected to enter the UK. If the employee has less than 26 weeks' qualifying service, the notice should be given within 28 days of completing 26 weeks' service.
2. In all cases, the employee must give 28 days' notice of the actual date they want the paternity leave to start. (For adoptions from abroad, this cannot be before the child enters the UK.) This date can be changed by giving at least 28 days' notice (or as soon as is reasonably practicable). We will write to confirm receipt of this notification within 28 days of receiving it.
3. The employee must tell us the date the child entered the UK within 28 days of the entry.

Once the start date of the leave has been notified, employees may amend this, but must provide us with 28 days' notice of the new start date.

31. PATERNITY - PAY

Ordinary paternity leave is paid at the same rate as lower rate SMP (or 90% of the employee's earnings, if this is less).

Full holiday entitlement will continue to accrue throughout the period of paternity leave and all other non-pay contractual benefits (such as a company vehicle, life or private health insurance, medical cover) will continue to be provided during the full period of paternity leave.

Pembroke College supplements the above scheme by paying enhanced paternity pay so that an employee who is entitled to receive SPP receives full basic salary for the two weeks of paternity leave (inclusive of SPP). Employees will be expected to return back to work for a minimum period of six months, otherwise they will be required to pay back the enhanced paternity pay paid to them by the College. A repayment agreement must be SIGNED prior to commencement of paternity leave in order to receive enhanced pay.

32. SHARED PARENTAL LEAVE (SPL)

Mothers of babies expected on or after 5 April 2015, or an employee who is matched with a child for adoption on or after this date, may be able to convert part of their statutory maternity/adoption leave and pay into "shared parental leave" (SPL) and "shared parental pay" (ShPP) provided the eligibility requirements are satisfied. It will be up to the mother or adopter to decide whether to continue their maternity/adoption leave or to opt to end this early and take shared parental leave instead. Employees may choose to opt into shared parental leave at any time, as long as there is still some untaken maternity/adoption leave left to share.

The parents may take time off together if they wish, or may take it in turns to have periods of leave. Their leave does not have to be taken in one continuous block each. Sensible forward planning is therefore essential to ensure leave and cover arrangements are effectively managed.

The entitlement to statutory maternity leave, statutory maternity pay, statutory adoption leave, statutory adoption pay, and to take KIT days remain.

33. SHARED PARENTAL LEAVE - SPL - ELIGIBILITY

To be eligible for SPL, both individuals must have caring responsibility for the child. Eligible individuals include employees or self-employed earners who are the biological father or the mother's husband, civil partner or partner.

In addition:

- The mother/primary adopter seeking to convert the maternity/adoption leave into shared parental leave must have at least 26 weeks' continuous service with their employer at the 15th week before the baby's due date/week in which they were notified of having been matched with a child for adoption and must still be working for that same employer when they intend to start the leave. (For a parental order parent in a surrogacy arrangement, the continuity of employment test is the same as that which applies to birth parents, even though they get adoption leave and pay).
- The other parent/carer must also have worked (on an employed or self-employed basis) for any 26 out of the 66 weeks preceding the baby's expected date of birth/expected placement date and have earned at least £30 (gross) pay per week for any 13 of the 66 weeks.

If the mother/primary adopter does not qualify for maternity/adoption leave, their partner will not be eligible. (So for example a male employee whose wife does not work will not be entitled to take shared parental leave).

34. SHARED PARENTAL LEAVE - SPL - COMMENCING LEAVE

Birth: SPL may commence at any time following the mother's period of compulsory maternity leave (see above) subject to the required notice being given and the leave being agreed. The mother chooses to end her maternity leave early and to convert the untaken balance of SML (up to 50 weeks in total) and SMP (up to 37 weeks in total) to SPL and ShPP. The mother does not need to return to work before her partner takes SPL as the balance is shared between the two of them.

Adoption: employees who are adopting (or the parental order parent in a surrogacy arrangement) must take at least two weeks of adoption leave before it can be ended and converted into SPL.

Births and adoption: any SPL must be taken within 52 weeks of the child's birth/adoption. The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first wish to use any entitlement to paternity leave entitlement (as statutory paternity leave or pay may not be taken after any SPL or ShPP). SPL can be taken by both parents separately or together, and it does not need to be taken in consecutive blocks.

There is a maximum of three blocks of leave (per parent). Each block must be a minimum of one week (which may start on any day of the week), and must be taken as complete weeks, unless we agree otherwise. A maximum of three notifications of leave or variations of planned leave (per parent) is therefore permitted unless we agree otherwise.

35. SHARED PARENTAL LEAVE - SPL - NOTIFICATION REQUIREMENTS

Notice to end maternity/adoption leave: the mother/adopter must give their employer eight weeks' notice to end the entitlement to maternity/adoption leave early, which will then enable both parents to take advantage of the shared parental

leave regime. This notice can be given before or after the birth/placement. If it is given after the birth, the notice is binding; if it is given before the birth, the mother may withdraw the notice up to six weeks after the birth.

Declaration of entitlement: both partners must first of all sign a declaration that they intend to take shared parental leave (this is most easily done using HMRC's form ShPL1 and must be done at least eight weeks before any shared parental leave may start). The declaration should give their names and NI numbers; confirm that they meet the eligibility criteria; that the information provided is correct and that if either ceases to meet the conditions of entitlement to shared parental leave then they will immediately notify the employer; specify how much leave has been taken as maternity/adoption leave and pay and how much is therefore available as SPL and ShPP; a non-binding indication of how much leave each person is intending to take as SPL and the proposed start and end dates of the leave and importantly, if more than one period of leave is requested. The partners should also state the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption; and should include a non-binding indication of when the employee expects to take the leave.

A copy of the child's birth certificate (in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption) and the name and address of the partner's employer must be provided within 14 days of any request to do so.

Leave request: an employee who is entitled to and who intends to take shared parental leave must then give a separate written notice at least eight weeks before the start of any proposed period of SPL. The notice can be given at the same time as the declaration above, or later.

Each employee is permitted to make three separate leave requests. We will aim to respond promptly to a leave request.

Continuous leave: if the employee asks for a single continuous period of leave, they may take this on their chosen dates.

Discontinuous leave: if the request is for discontinuous periods of leave, this is subject to a two-week discussion period during which we may agree, refuse or propose alternative dates. Such requests will be carefully considered, but if we cannot reach agreement on a requested pattern of leave, the employee must either take that period of leave in a single block starting on a date of their choice, or withdraw the request for leave (in which case it will not count towards their three permitted requests). The employee has 19 days from the date their request was made to us to choose when this leave period will begin, but the leave cannot start earlier than the initial notified start date. Note that requests for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

Once agreed, we will confirm the details in writing. The leave may then only be varied in certain circumstances (e.g. if the relationship breaks down or on the death of either the mother or her partner). In the former case, both parties need to agree to the change. However, if the pregnant employee gave notice of their intention to take SPL before the birth, they can change the details within six weeks of the birth, provided that they give us at least eight weeks' notice before their period of SPL starts. Otherwise a request to change the dates must provide eight weeks' notice and will count as one of the three requests. Different notification requirements apply if the baby is born early (i.e. before the beginning of the expected week of childbirth) and the parent had booked shared parental leave/pay to be taken in the eight-week period following the expected week of childbirth (EWC). In this case, the parent may prefer to take the booked leave and pay after the actual birth. They should provide us with notice to vary their shared parental leave and pay as soon as practicable following the birth. This flexibility does not apply to shared parental leave or pay booked to start eight or more weeks after the EWC, nor does it allow the parent to vary the number of weeks of leave or pay booked. (The latter would count as one of the three notices, and would require eight weeks' notice of the variation.) Shared parental leave - SPL - work and contact during SPL.

In addition to the usual 10 KIT days for employees on maternity/adoption leave, employees who take shared parental leave are eligible to take 20 SPLIT days each, without this bringing their period of SPL to an end or affecting their ShPP.

SPLIT days may be taken at any time during the period of shared parental leave, subject to the employee and their Head of Department agreeing work to be covered. There is no obligation to attend or to provide SPLIT days. Any SPLIT days worked will not extend the period of SPL.

Employees on SPL are encouraged to keep in touch with us and we will continue to make reasonable contact with them during their period of leave.

36. SHARED PARENTAL PAY - SHPP

If the parents take shared parental leave, the balance of the untaken statutory maternity/adoption pay may be converted into shared parental pay (ShPP) and be shared with the partner. The total period of paid leave will not exceed 39 weeks, whichever parent takes the leave. The mother, or primary adopter must take at least two weeks of statutory maternity or adoption pay. The maximum amount of ShPP that can be created is therefore 37 weeks.

If the mother/primary adopter does not qualify for statutory maternity pay/maternity allowance/statutory adoption pay, their partner will not be eligible for ShPP. To qualify for ShPP, the partner must (in addition to passing the continuity of employment test above) have earned an average salary equivalent to the Lower Earnings Limit for eight weeks prior to the 15th week before the baby's due date/expected placement date. If the mother's partner meets the economic test but is self-employed, the employee can still apply for SPL but the partner will not be able to receive ShPP on the weeks that they are caring for the child.

Note: ShPP is paid at the flat statutory rate; enhanced maternity payments do not apply. This applies even if the mother returns from maternity leave after only two weeks (so during the period when she would have been paid the higher level of statutory maternity pay).

In addition to the information included in the notice of entitlement to take SPL, the partners should include in their declaration details of the start and end dates of any maternity/adoption pay or maternity allowance; the total amount of ShPP available; the amount of ShPP the employee and their partner each intend to claim; a non-binding indication of when the employee expects to claim ShPP; and a signed declaration from the employee confirming that the information given is correct and that any change in circumstances that mean they will cease to be eligible for ShPP will be notified to us. The mother/primary adopter should sign a declaration agreeing to the partner claiming ShPP; confirming that they have reduced their maternity/adoption pay or maternity allowance and that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Pembroke College supplements the above scheme by paying enhanced shared parental leave pay so that an employee who is entitled to receive ShPP receives full basic salary for the first 18 weeks of shared parental leave (inclusive of ShPP), and then ShPP thereafter. Employees will be expected to return back to work for a minimum period of six months, otherwise they will be required to pay back the enhanced shared parental leave pay paid to them by the College. A repayment agreement must be signed prior to commencement of maternity/shared parental leave in order to receive enhanced pay.

37. SHARED PARENTAL LEAVE - SPL - CONTRACTUAL BENEFITS

During SPL, the employee's normal terms and conditions of employment are maintained, except those relating to pay. Employees remain entitled to all contractual benefits (such as use of a company car, mobile phone and annual leave).

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. The employee's contributions will be based on their actual pay, whilst our contributions will be based on the salary that the employee would have received had they not been taking SPL.

38. SHARED PARENTAL LEAVE - SPL - RETURNING TO WORK

The employee is entitled to return to their original job if they have been absent for no more than 26 weeks in total (either as one block or in aggregate and including any time on maternity, paternity or adoption leave), and to return to a job that is similar and suitable if the absence is longer than 26 weeks.

An employee who wishes to return to work earlier or later than their expected return date should make a written request to do so, giving at least eight weeks' notice of the proposed date of return. This will count as one of the three permitted requests. If the employee has already used all three notifications to book/vary leave, then we will consider the request but are not obliged to accept it.

39. SHARED PARENTAL LEAVE – SPL – REDUNDANCY

If an employee's role becomes redundant whilst they are taking shared parental leave, he or she will be considered for any suitable alternative employment in preference to other employees (in the same way as the person on maternity leave).

40. SHARED PARENTAL LEAVE - SPL - ADDITIONAL INFORMATION

Because shared parental leave may involve more than one period of leave, and more than one employer, we encourage employees who intend to take such leave to plan early and to discuss their initial intentions with us on an informal basis as soon as possible. This will enable us to plan more effectively for this, to discuss what may/may not be practical and therefore may also prevent the employee from using one of their three requests for an arrangement that is unlikely to be accepted. We will always give full consideration to requests, but discontinuous periods of leave will be subject to us being able to arrange suitable cover for the absences.

41. MANAGING ANNUAL LEAVE

Employees on maternity/adoption/paternity/additional paternity/shared parental leave continue to accrue their full contractual holiday. If this is untaken at the end of the holiday year it will be carried forward. In addition, some employees may wish to take unpaid parental leave, which is a separate entitlement.

Therefore it is advisable to plan how they will take their annual holiday entitlement for the whole period. In order to avoid returning with a large amount of leave accrued over two holiday years, it may be sensible to take any remaining entitlement for the current holiday year before starting the leave, and also to take some of the following year's leave prior to returning to work.

42. FLEXIBLE WORKING

Employees who wish to change their working pattern or hours on their return from maternity/adoption/paternity/additional paternity/shared parental leave should apply to do so in accordance with our Flexible Working Policy.

Where possible, we will aim to grant such requests, however this is subject to the overriding needs of the College.

43. SURROGATE PARENTS

Surrogate parents of children due to be born on or after 5 April 2015, and who meet the criteria to apply for a Parental Order, will be eligible for statutory adoption leave and pay and shared parental leave and pay if they meet the other qualifying criteria that apply to these forms of leave.

44. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Equal Opportunities Policy.
- Flexible Working Policy and request form
- Health and Safety Policy.
- Parental Leave and Time Off for Dependants Policy.

45. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever necessary.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

We understand that employees may find it difficult to fulfil their domestic, family and working commitments outside work. We recognise the anxiety that this may cause, and the following document sets out our policy on parental leave and time off to care for dependants.

Any employee who has any questions about this policy or about any other aspects of parental leave or dependant care rights should contact the HR Manager.

This policy is not contractual but sets out the way in which we plan to manage this.

2. SCOPE OF THIS POLICY

This policy applies to all employees, including those on fixed-term contracts.

3. AIMS OF THIS POLICY

This policy aims to explain the statutory rights to parental leave and time off for dependants and the process that should be followed by employees who wish to take such leave.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Employment Rights Act 1996.
- The Maternity and Parental Leave etc. Regulations 1999.
- The Parental Leave (EU Directive) Regulations 2013.
- The Maternity and Parental Leave etc. (Amendment) Regulations 2014.

5. DEFINITIONS

Parental leave is time off work to look after a child or to make arrangements for the good of the child.

A disabled child is one for whom the parents receive disability living allowance.

A dependant is a parent, spouse, civil partner, child or someone who lives with the employee as part of the family or who reasonably relies on the employee for care in the event of illness or injury.

6. ELIGIBILITY TO TAKE PARENTAL LEAVE

Employees have the right to parental leave if they have one year's continuous employment AND they;

- a) Are the parent of a child who is under 18 years old and are either named as a parent of the child on the birth certificate or have formal parental responsibility for the child although separated in marriage and/or not living with the child, or
- b) Have adopted a child who is under the age of 18.

Both parents may take parental leave, including those in same-sex relationships. However, foster parents are not entitled to parental leave.

7. TAKING PARENTAL LEAVE

A maximum of 18 weeks' parental leave is available for each eligible child. Part-time employees are entitled to parental leave on a pro-rata basis.

Parental leave is unpaid.

Parental leave should be taken in blocks of one week. If taken in blocks of less than a week, a full week will be deducted from the employee's entitlement (unless the child is disabled, in which case leave may be taken in multiples of a day).

A maximum of four weeks' parental leave can be taken each year. Note: a year is calculated as a twelve-month period commencing at the anniversary of starting employment with us (if the employee already has a child under 18) or commencing with the child's date of birth/adoption if the employee already has twelve months' service.

Parental leave must be taken before the child reaches the age of 18.) Upon returning from parental leave of four weeks or less employees are entitled to return to their same job, on the same terms and conditions. If the employee takes more than four weeks' parental leave (for example where leave spans across an anniversary of employment and the employee decides to take both years' entitlements, or leave is taken for more than one child), or if the parental leave (of whatever duration) follows on immediately after a period of additional maternity or adoption leave, the employee is entitled to return to the same

job unless this is not reasonably practicable, in which case they must return to a job which is suitable and appropriate. The right to return is on terms and conditions not less favourable.

8. GIVING NOTICE TO TAKE PARENTAL LEAVE - PLANNED PARENTAL LEAVE

Employees must give at least 21 days' notice before a period of parental leave begins, of both the start and end dates of the leave period the employee wishes to take.

Parental leave may be postponed by us for up to six months due to the requirements of the College (except for prospective parents and adoptive parents where the time off requested is immediately after the child is born or is placed with the family for adoption.) The reason for any postponement will be explained, but if an employee feels that a request for leave has been unreasonably refused or postponed, he or she may raise a grievance using our Grievance Procedure.

Employees should provide HR with a copy of the child's birth certificate or adoption certificate (only required for the first period of parental leave for each child).

9. GIVING NOTICE TO TAKE PARENTAL LEAVE - UNPLANNED PARENTAL LEAVE

Employees who wish to take leave immediately after a baby is born, or a child is placed with them for adoption, should give at least 21 days' written notice before the beginning of the week in which the birth or adoption is expected.

Once the timing of the leave is agreed, a copy of the child's birth certificate or adoption certificate should be provided to the employee's Head of Department (only required for the first period of parental leave for each child and in the case of new born babies to be provided as soon as possible).

10. TIME OFF FOR DEPENDANTS

All employees have a right to take reasonable time off (unpaid) in the case of emergencies relating to a dependant. This right applies to all employees, irrespective of their length of service or hours worked.

The right to time off is as follows:

- To help when a dependant is ill or injured.
- To cope when the arrangements for caring for a dependant unexpectedly break down.
- When a dependant gives birth.
- When a dependant dies.
- To deal with an unexpected incident involving a dependant child during school hours or on a school trip.

Time off to attend a funeral, or to carry out executorial duties, would normally be taken as compassionate leave. Where employees need time off for arrangements which are planned in advance (e.g. to take someone to hospital for a check-up), the time off should normally be booked as holiday, unpaid leave, taken as owed lieu time, or other authorised time off.

11. TIME OFF FOR DEPENDANTS - TAKING LEAVE

Employees may only exercise this right if they tell their Head of Department about the reasons for time off. Where possible the Head of Department should be notified beforehand, but if this is not possible, notification should be as soon as reasonably possible. Failure to notify us could lead to disciplinary action under our Disciplinary Procedure for absence without leave.

Note that there is no definition of "reasonable" and no legal limit on the duration of this leave, but the extent of the time off is intended to be only for as long as it takes to make alternative care arrangements. As a guide, we would expect that the amount of leave will be one to two days in order to deal with the immediate problem and make any longer term arrangements. This leave is not intended to be used for the purposes of caring for a sick dependant.

12. TERMS AND CONDITIONS OF EMPLOYMENT

During any parental leave or time off for dependants' employees will remain bound by their duty of good faith to Pembroke College and their duty not to disclose confidential information.

They remain employed by us during parental leave or time off for dependants and accrue unbroken continuity of service and also continue to accrue statutory holiday entitlement under the Working Time Regulations. Parental leave and time off for dependants is unpaid.

13. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Flexible Working Policy and request form.
- Maternity, Adoption, Paternity and Shared Parental Leave Policy.

14. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally when necessary.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

This policy outlines the arrangements for leave and pay for an employee who suffers the loss of a child (parental bereavement). It also identifies the practical steps we will take to support an employee while they are away from work, and on their return to work.

We are committed to supporting working parents and this policy aims to assist Head of Departments and employees to ensure they are informed of, and understand their rights, in the deeply tragic event that a child under the age of 18 passes away or is still born after 24 weeks of pregnancy. In all cases the relevant legislation will apply.

This policy is not contractual but indicates how we intend to deal with parental bereavement leave and pay.

2. SCOPE OF THIS POLICY

This policy is applicable to all employees, who meet the eligibility requirements for parental bereavement leave and/or pay.

3. AIMS OF THIS POLICY

This policy aims to explain the statutory rights to parental leave and time off for dependants and the process that should be followed by employees who wish to take such leave.

4. LEGAL CONSIDERATIONS:

The following pieces of legislation apply to this policy:

- Parental Bereavement (Leave and Pay) Act 2018.
- Work and Families Act 2006.
- Employment Rights Act 1996.
- Equality Act 2010.
- Children and Families Act 2014 and accompanying regulations, including the Shared Parental Leave Regulations 2014, the Shared Parental Pay (General) Regulations 2014 and the Maternity and Adoption Leave (Curtailed of Statutory Rights to Leave) Regulations 2014.

5. ELIGIBILITY

Statutory parental bereavement leave will be available to employees who are "bereaved parents" where they were the primary carers for a deceased child under the age of 18.

This will be a "day one" right, meaning that employees will be entitled to statutory parental bereavement leave regardless of their length of service.

In most cases, this will allow birth parents whose child has died to take leave, unless they were not the child's primary carers (for example if their child had been subsequently adopted, they would not be entitled to leave). The entitlement will be focused more on who has responsibility as the "primary carers" for the child and less on the legal status between the adult and the child.

As well as birth parents, the new entitlement will also be available to adults with parental responsibility for children in "non-traditional family structures".

This means that entitlement will cover:

- Adoptive parents.
- Individuals who are fostering to adopt.
- Legal guardian.
- Most foster parents (although short-term arrangements, such as emergency foster care, may not be covered).

The Parental Bereavement (Leave and Pay) Act 2018 specifically covers parents who suffer a stillbirth 24 weeks or more into pregnancy. In this instance, female employees will still be entitled to take up to 52 weeks of statutory maternity leave and any related statutory maternity pay.

Statutory parental bereavement leave will be applicable for each child in situations involving multiple deaths.

6. TAKING LEAVE

Statutory parental bereavement leave will be available for a period of up to two weeks and can be taken in blocks of one week. Leave will not be permitted to be taken as individual days as is the case with other family leave such as paternity and shared parental leave.

The leave can be taken as one block of two weeks or two blocks of one week.

The leave must be taken within 56 weeks from the date of the death of the child. This will allow flexibility regarding when the leave is taken. For example, one week can be taken immediately following the child's death and the second week could be taken around the first anniversary of the child's death.

The 56-week timeframe also allows for employees who are entitled to other types of family leave such as maternity leave to use this in conjunction with parental bereavement leave.

Employees will not be required to give notice for taking statutory parental bereavement leave immediately following the child's death.

Employees should give at least one week's notice for taking statutory parental bereavement leave if this is taken after the initial period and not immediately following the child's death.

Employees are not required to evidence the death by producing a death certificate or letter from a GP. A written declaration may be required for statutory parental bereavement leave taken after the initial period and not immediately following the child's death.

7. STATUTORY PARENTAL BEREAVEMENT PAY

To be eligible for statutory parental bereavement pay, you will need to have:

- At least 26 weeks' continuous employment ending with the week before the week in which death occurred and still be employed on the day on which the death occurred; and
- Normal weekly earnings in the eight weeks up to the week before the child's death that are not less than the lower earnings limit for national insurance contribution purposes.

Within a reasonable timeframe, employees will be required to provide a written declaration confirming that they meet the eligibility requirements to receive statutory parental bereavement pay.

The need to provide a written declaration for statutory parental bereavement pay is separate to the right to statutory parental bereavement leave.

Statutory parental bereavement pay will be the lesser of either 90% of average gross weekly pay or the flat rate of statutory parental bereavement pay for each of the two weeks.

8. OTHER TERMS AND CONDITIONS DURING LEAVE

Your terms and conditions of employment remain in force during PBL, except for the terms relating to pay.

Annual leave entitlement will continue to accrue during PBL at the rate provided under your contract.

If you are a member of one of our pension schemes, we will make employer pension contributions during any period of paid PBL, based on your normal salary, in accordance with the relevant pension scheme rules. Any employee contributions you make will be based on the amount of any SPBP, or the College parental bereavement pay you are receiving. If you wish to make up any shortfall in employee contributions, you must inform the Payroll Officer.

9. RETURNING TO WORK

You are normally entitled to return to work in the position you held before starting PBL and on the same terms and conditions of employment. However, if it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are no less favourable, but only in the following circumstances:

- If your PBL and any statutory leave you have taken consecutively in relation to the relevant child adds up to more than 26 weeks in total; or
- If you took PBL consecutively with more than four weeks of (ordinary) parental leave.

10. RELATED POLICIES AND DOCUMENTS

- Adoption leave policy
- Holidays and other absences from work policy
- Maternity leave policy
- Parental leave policy
- Paternity leave policy
- Shared parental leave policy
- Time off for dependants policy

The above list is not exhaustive.

11. HOW WE WILL SEEK TO HELP YOU

If you suffer the loss of a child, we will seek to do what we can to support you. In particular:

- We will provide suitable training on bereavement issues;
- We will identify a key point of contact within the organisation, during any leave you take and following your return to work.
- If you take leave, certain people within the organisation will need to know that you have suffered a bereavement, e.g. the HR Department and your Head of Department. It may also be helpful for your immediate work colleagues and others to know, so that they can be sensitive to your feelings and provide support if needed when you return to work. The key point of contact can discuss with you at the appropriate time what you would like people at work to know, and we will try to ensure that only that information is passed on;
- The key point of contact will also liaise with you during your leave, keep the organisation informed and explore with you what we can do to help and support you;
- The statutory right to parental bereavement leave and pay is set out in this policy. However, if you feel that you are not ready to return to work at the end of your parental bereavement leave, there are a number of other possibilities that the College can discuss with you, e.g. taking sick leave, compassionate leave or unpaid leave, or staging your return to work, e.g. by working reduced working hours or flexible hours, or working from home;
- Your Head of Department/Line Manager will provide ongoing support following your return to work;
- We will consider the need for more formal support, e.g. counselling;
- Your Head of Department will seek to maintain good communication, and regular meetings with you to offer support and monitor progress over time.

12. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally when necessary.

Any queries or comments about this policy should be addressed to the HR Manager

PERSONAL RELATIONSHIPS BETWEEN STAFF AND STUDENTS

Pembroke College has adopted the University's Policy concerning personal relationships between staff and students.

<https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy/personal-relationships-between-staff-and-students-policy>

Guidance on detailed interpretation of this Policy is available at that website.

Guidance on Pembroke Website can be found:

[Policy for staff and students | Pembroke \(cam.ac.uk\)](#)

1. INTRODUCTION

Pembroke College is committed to preserving the confidentiality, integrity and availability of personal data. This policy refers to practices related to ensuring that sensitive information, both in digital and physical format, and assets (e.g., notebooks, mobile phones, tablets, etc.) are not left unprotected at personal and public workspaces when they are not in use, or when someone leaves their work space, either for a short time or at the end of the day.

2. PURPOSE

The adoption of this policy is part of a strategy to reduce the risk of personal data breaches. This policy shall reduce the risk of unauthorized access, loss of, and damage to information during and outside normal working hours or when areas are unattended.

3. SCOPE

This policy applies to all staff, students, other members of Pembroke College, visitors and third parties who interact with the College's IT facilities, or who have responsibility for institutional information stored in an alternate format, such as paper. This standard covers any papers, removable storage media and any computing devices that contain or display Pembroke College information regardless of location.

4. CLEAR DESK

Sensitive or critical business information, e.g. on paper or on electronic storage media, must be secured when not required, especially when the office is vacated at the end of the work day.

Paper containing sensitive, confidential and internal use information must be removed from printers and faxes immediately. Faxes and printers used to print sensitive information should not be in public areas. Any time a document containing sensitive information is being printed the user must make sure they know the proper printer is chosen and go directly to the printer to retrieve the document.

All confidential paper waste must be shredded. Sensitive information on paper or electronic storage media that is to be shredded must not be left in unattended boxes or bins to be handled later, and must be secured until the time that they can be shredded.

Where practically possible, paper and computer media shall not be left on the desk but shall be stored in suitable lockable locations when not in use, especially outside working hours. If you work in a shared office then safes, cabinets or other forms of security furniture would be suitable.

Laptop computers, mobile telephones and other portable assets must be stored in a locked location outside of normal working hours where possible.

All Head of Department/Line Managers will ensure that staff are aware of and have suitable storage facilities to enable them to comply with this policy.

Passwords must not be posted on or under a computer or in any other accessible location.

Do not leave confidential information in shared conference facilities or meeting rooms. Remove all information from flipcharts and wipe down whiteboards.

Ensure that all office areas are secured when not in use. There should be a "last person out" routine so that everyone understands their responsibilities for securing the office.

When travelling with a laptop please adhere to the IT Policy.

5. CLEAR SCREEN

Lock your screen when you leave your computer unattended:

- For Windows devices: Press the windows button (between the Ctrl and Alt keys) on your keyboard and L simultaneously.
- For Macs: Control/Shift/Power

The lock screen shall be password protected for reactivation.

Always be aware when accessing confidential, personal or sensitive (special category) personal data of anyone who may be able to view the information displayed on your screen. Computers and similar devices should be positioned in such a way as to avoid people passing by to have a chance to look at their screens. Where applicable staff will also make use of a privacy screen.

Server rooms and office areas shall remain locked when they are not in use.

Do not write down passwords or other restricted account information on paper or post-it notes and then display them in an accessible location. Passwords must be committed to memory or if it is absolutely necessary for them to be written down, stored in a secure location and out of sight at all times.

Delete any electronic data from the recycle bin of any communal computers that you use.

6. REMOTE WORKING

Care should be taken when working away from the office, including at home, to ensure that the same guidelines are followed. Always be aware of others being able to view Pembroke College material by 'shoulder surfing', especially when on public transport or in public locations such as cafes. For more details read the Remote Working IT Policy.

7. REMOVABLE MEDIA

All removable media devices including laptops and mobile phones containing sensitive data should be stored within a secure room or cupboard when not in use. Do not leave CDs, DVDs and Memory Sticks in drive bays, USB drives or plugged into devices.

8. DOCUMENTATION

This policy document shall be made available to all the employees covered in the scope. All the changes and new releases of this document shall be made available to the persons concerned.

9. RESPONSIBILITIES

Pembroke College has a responsibility to ensure that the appropriate operational and technical solutions are in place to assist in preventing data breaches from occurring. This policy fulfils a part of that responsibility.

All Managers will be responsible for implementing and communicating this policy, supporting policies and procedures within their area of responsibility. However, everyone has a personal responsibility to keep the data and information they access, process and delete safe and secure. Should the personal data you access or in your possession be lost, stolen or compromised it will constitute a breach of the current UK data protection legislation. In the event of a breach, you will have to demonstrate that your actions leading up to the theft, loss or compromise were reasonable.

If you require further advice or you are in doubt about any of the contents of this guidance and what is expected of you contact the IT Helpdesk or speak to your line manager. If you need advice about implementing any of the technical controls that are referred to in this guidance contact the IT Help Desk.

10. POLICY OWNER

This policy is owned and maintained by College Data Protection Lead, and approved by the Bursar.

Pembroke College reserve the right to change this policy at any given time, of which you will be promptly updated.

11. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager

1. INTRODUCTION

We recognise our recruitment strategy, processes and practices are important to the continued success of the College. Current and future employees are our key resource in the delivery of our services.

This policy is not contractual, but aims to set out the way in which the College manages its recruitment activities.

2. SCOPE OF THIS POLICY

This policy applies to all recruitment activity, including internal promotions and secondments, and including roles that are filled on a fixed-term contract basis of more than six months' duration.

3. AIMS OF THIS POLICY

We seek to employ the best individuals to fill our vacancies and to provide the essential skills and attributes to meet the current and future needs of our business.

This approach naturally embraces diversity, to provide expertise, challenge and imagination, and all individuals should be recruited solely on the basis of their ability and in accordance with our equal opportunity policy.

4. LEGAL CONSIDERATIONS

The Equality Act 2010 prohibits discrimination on grounds of a protected characteristic (sex, race, disability, sexual orientation, religion or belief, age, pregnancy/maternity marital status/civil partnership or gender reassignment). However care should also be taken to ensure that part-time workers and those on fixed-term contracts are treated fairly. This is broadly interpreted, and unlawful discrimination may take a number of forms: direct, indirect, harassment, victimisation, discrimination by association and discrimination by perception. The candidate does not therefore necessarily have to have the protected characteristic themselves in order to bring a claim.

A decision to shortlist, interview or offer employment will not take account of an applicant's trade union membership or non-membership.

It is unlawful to refuse to employ someone purely because they have reached the State Pension Age. It is also unlawful to induce a candidate to give up or opt out of membership of a qualifying pension scheme, or to subject any candidate to a detriment for seeking to enforce their pension rights.

Positive discrimination (selecting a candidate purely on grounds of membership of a particular minority group) is unlawful (with the exception of employees on maternity, adoption or shared parental leave or at risk of redundancy, where special rules apply). However employers are permitted to take positive action in favour of under-represented groups in the workforce when choosing between candidates who are otherwise equally qualified.

Under the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), unsuccessful candidates can request copies of any notes held on them that are stored in a structured way. Therefore it is essential to record selection decisions in an objective and non-discriminatory way, i.e. demonstrating where the candidate does/does not measure up as well as other candidates with regards to the skills and knowledge for the job. Notes of all interviews should be made using our standard documentation and will be kept on file for six months after the selection decision is made and candidates should be advised that this is the case.

5. THE RECRUITMENT PROCESS

Whenever a vacancy arises, the decision as to whether to recruit a replacement will be carefully considered by the appropriate Head of Department who will evaluate whether the duties of the role should be carried out in a different way.

Equally there may be an internal candidate who could transfer or develop the skills necessary for the role or an existing member of staff who is able to take on some additional duties within their existing role.

Heads of Department who have responsibility for recruitment must ensure they undertake any recruitment in a clear, consistent and professional manner and in line with our Equal Opportunity Policy. Selection will be conducted on an objective basis and will focus on the applicants' suitability for the job and their ability to fulfil the job requirements.

To ensure objectivity, the duties and the skills required of the post will be reviewed and any existing documentation updated so that candidates are assessed against the same framework. Person specifications will be carefully considered to minimise the risk of direct or indirect discrimination and to ensure they do not impose any condition or requirement which cannot be justified by the demands of the post, especially with regard to qualifications and previous experience. Shortlisting and interviews will, where possible, normally be conducted by two or more people to minimise the risk of inadvertent bias.

We use standard documents and forms for all recruitment and selection to ensure a professional and consistent approach. All candidates (including internal applicants) will be required to complete a standard application form to ensure better comparability of information.

Since the way that we recruit reveals much about the College to external candidates and contacts, in addition to describing the role well, it is also essential to convey the culture and environment within which we work. Adverts will normally state: "Pembroke College is an equal opportunity employer and values diversity." A copy of our equal opportunity policy may also be made available to candidates on request.

All applications will be handled in confidence and circulated only to those involved in the recruitment process.

6. INTERNAL APPLICANTS

With very few exceptions (see below) all vacancies will be advertised internally to ensure that existing staff are given the opportunity to apply, and thus develop their skills and careers. This approach also gives us the following additional benefits: staff are made generally aware of career opportunities available to them; an internal candidate will already be familiar with our College, its policies, procedures, internal structure and systems; an internal candidate may be able to take up the post earlier than an external one and we save on the cost and time involved in external recruitment. We will usually place vacancy notices on our website.

However vacancies will not be advertised internally either where there is a reorganisation within a department and we have employees "at risk" of redundancy for whom we will seek posts in the new structure, or where we have an obligation to place somebody in another post (e.g. a night worker who needs to change shift pattern for health or safety reasons or for an employee returning from maternity/adoption/shared parental leave whose original job is no longer available). In these instances, the needs of the employee to be redeployed will take priority.

7. ATTRACTING CANDIDATES

To ensure that the best candidate is attracted and appointed we may use the following methods: advertising the vacancy on the Internet; appropriate website or journal and advertising agencies.

Where necessary (because of time constraints or specific skills shortages), consideration will be given to using external recruitment agencies. When this is the case, any agencies instructed will be fully briefed about the role and our College, and supplied with information to provide to all potential candidates. They may also be sent a copy of our equal opportunity policy, and asked to confirm that they have read its contents and will abide by its principles.

8. ASSESSMENT METHODS

Care will be taken to use selection methods and techniques that are relevant to the job. These will be reviewed regularly to ensure their fairness and consistency of application.

Interviews should always be conducted or supervised by trained individuals. Where possible, the same people will be involved in the whole recruitment process including shortlisting and interviewing and if interviews take place on separate days the same people should interview on both occasions.

Ideally, interview panels will consist of two or more people, including a member of the HR Department.

All short-listed candidates will be offered a face-to-face interview. This will be structured to follow an agreed set of questions which will be asked of all candidates and which reflect the person specification.

Questions will relate to information that will help us to assess the candidates' ability to do the job. Questions about marriage plans, family intentions, religious or political commitments or about any other issues which may give rise to suspicions of unlawful discrimination should not be asked. Candidates will not be asked whether they plan to opt-out of auto-enrolment, nor will any statements be made (whether written or verbal) that either state or imply that the offer of a post could depend on whether or not they opt-out of an automatic enrolment pension scheme.

The information provided by applicants will be thoroughly considered. Candidates should also be given the opportunity to ask questions.

Selection tests will be specifically related to the job and measure an individual's actual, or inherent, ability to do or train for the job. Candidates will be informed in advance if any tests are to be given (e.g. skills tests, presentations, aptitude tests etc.). Any tests/presentations must be relevant to the post. If necessary, guidance from appropriate professionals will be given, particularly in the case of psychometric tests. Where any psychometric or aptitude tests are administered, qualified test administrators will normally offer appropriate feedback to candidates.

9. DISABLED CANDIDATES

At all stages of the recruitment procedure, reasonable attempts will be made to accommodate the particular needs of any candidate who has notified us of a disability. This may include changing the timing or location of any interview to enable the candidate to attend, providing information in different formats or larger type, etc.

10. OFFERS OF EMPLOYMENT

Offers of employment may initially be made verbally but should always be confirmed in writing, and specify a timescale in which the successful candidate should confirm their acceptance or rejection of the offer.

All permanent and fixed-term appointments of more than six months duration will be made subject to a satisfactory probationary period. The probationary period is usually of six months' duration.

11. REFERENCES

All offers of employment are made subject to the receipt of references that are satisfactory to us, unless the candidate has previously worked for us and left our employment no more than six months prior to the offer being made.

Candidates will be asked to provide the details of two referees, one of whom should be their current or most recent employer, where applicable. References will always be taken up on external candidates, once an offer of employment has been made and accepted.

Where possible, references should be received prior to any new employee starting work for us and it may be that we delay the start date of a new employee until the references are received and checked. In the event of a reference being unsatisfactory to us, we may withdraw the offer of employment but will usually discuss this with the candidate, and if appropriate the referee, before making this decision.

12. PRE-EMPLOYMENT CHECKS

Following the offer and acceptance of employment, employees should not normally commence working for us until all appropriate checks have been completed to our satisfaction. All successful candidates will be required to provide proof of their entitlement to work in the UK prior to starting work with us. In addition, and depending on the requirements of the post, we may also require proof of qualifications, driving licence or a medical report.

Where the duties of the post holder will involve working with children or vulnerable adults, any appointment will be subject to a satisfactory check with the Disclosure and Barring Service (DBS).

13. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Application form and recruitment letters.
- Equal Opportunity Policy and monitoring form.

14. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. AIMS

The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. The College encounters children and some adults at risk through its teaching, cultural and research activities, as well as through its recruitment and outreach programmes. In particular, the College encounters children in relation to the Pembroke College Girls' Choir.

This policy does not discourage such activities in any way. Instead, it aims to support them and to offer assurances to those engaged in the work of the College that, through its implementation, the College seeks to protect children and adults at risk and keep them safe from harm when in contact with the College's employees, Fellows, volunteers, students or representatives (whether acting in a paid or unpaid capacity). It is also intended to safeguard the interests of employees, Fellows, volunteers, students and anyone who works on behalf of the College and who comes into contact with children or adults at risk.

The policy can be found at: <https://www.pem.cam.ac.uk/current-students/policies-procedures-guidance/safeguarding-policy>.

1. SOCIAL MEDIA

The term social media refers to 'websites and applications which enable users to create and share content or to participate in social networking' (OED).

2. POPULAR SOCIAL NETWORKING WEBSITES INCLUDE:

- Facebook: a social networking site that allows users to create profiles, upload photos and video, send messages, keep in touch with friends, family and colleagues, and follow organisations
- Twitter: a social networking microblogging service that allows registered members to broadcast short posts of 140 characters (max), post videos and photos, called tweets
- LinkedIn: social networking site for business and career development. LinkedIn allows registered members to establish and document professional networks of people
- Instagram: a social network that enables users to take, edit and share photos with other users via Instagram's own platform, email, and social media sites
- Flickr: an image hosting and video hosting website
- YouTube/Vimeo: video-hosting websites that allow members to store and serve video content
- Vine: a mobile application that enables users to record and share short (max. 6 seconds), looping video clips
- Snapchat: a mobile app that allows users to send and receive "self-destructing" photos and videos. The sender determines how many seconds the recipient can view the 'Snap' before the file disappears from the recipient's device
- Pinterest: a social media platform for sharing and curating images online

Pembroke College has official Twitter, Facebook, LinkedIn, Instagram, YouTube, Vimeo, Vine and Pinterest accounts. These are monitored and coordinated, as part of a College Communications Strategy, and new official College accounts should not be created without taking advice from the Senior Tutor and the Development Director.

3. USE OF SOCIAL MEDIA

Only use approved Pembroke College social media accounts for official business and where appropriate, use Pembroke College branding and a professional image or persona on such accounts.

Do not put Pembroke College sensitive information or anyone's personal information onto online forums, blogs or social networking sites. Employees shall not engage in any social media that may harm or tarnish the image, reputation and/or goodwill of Pembroke College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when using social media.

With at least 6 in 10 Britons actively using social media, it is likely that a majority of College staff also use it on a regular basis as a useful tool personally and professionally.

A person's online reputation is formed via posts by that individual, posts by others about that individual, posts by others pretending to be that individual. It is what a person's digital footprint says about them.

The College recognises that via social media, staff can be among its greatest advocates, and welcomes content generated by its employees, which can be re-posted through its official social media channels to promote the work of the College.

However, the College encourages employees to be circumspect in posting about their work. Anything written on a web page, or on social networking sites or a personal blog, could be regarded as a public declaration, equivalent to hanging a poster on the Senate House railings or standing up and making a speech in Hall. Employees should also be aware that other organisations may read employees' personal blogs, to acquire information on, for example, their work, products, and employee morale. Remember that the internet never forgets - when something is posted online it will always be there.

4. THINK BEFORE YOU POST

Even if Pembroke is not directly referenced in a social post, inappropriate comments can adversely affect the reputation of the College, as well as the employee. It should be noted that if comments/photographs are likely to be construed as linked to Pembroke 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, the College will treat this as a serious disciplinary offence.

The College does not wish to prohibit the use of social media by employees but staff must not:

- Post anything that breaches copyright or other law, or discloses confidential information, defames the College or its suppliers, clients/customers, Fellows, students or employees, or discloses personal data or information about any individual that could breach the General Data Protection Regulation (GDPR). In summary, if something is not public information, it should not be shared
- Post anything that could be construed as defamatory, or as harassment or bullying of another member of the College. Pembroke has a zero-tolerance policy on bullying and harassment. Social media posts which break this – even if posted in non-work time, from personal devices - will lead to the employee being disciplined
- Contravene the College's IT policy or constitute misuse of College equipment.

- Post anything which is damaging to the reputation of the College or to employees of the College (See Whistleblowing Policy).
- Misrepresent themselves or their role with Pembroke on a social media profile (for example on LinkedIn).
- Air business concerns or complaints on social media: these should be raised with a manager or formally through the College's Grievance Procedure.
- Claim or give the impression that they are speaking on behalf of the College, unless they are running an official College social media account.
- Any questionable response received by an employee relating to a posting they made that concerns the College should not be replied to, but should be referred to their line manager in the first instance.

The College also strongly advises employees to bear in mind the following guidelines:

- Be aware that social media content is generally available for anyone to see, indexed and archived for posterity
- The 'mother rule' – before you post anything ask yourself, what would your mother – or line manager – think? The College has no desire to monitor the personal lives of its employees, but if aspects of those personal lives are made public in a way that contravenes any of the points above it will be obliged to respond - it may on occasion do so
- Privacy settings – these can be set to restrict who you accept as a follower/friend and who has access to your posts. You may regret a post and delete it from your account, but by this time, someone may have reposted your comment/image, possibly via a screen grab. Consider carefully which fellow staff members you might want as a follower/friend. Is it appropriate to connect with your line manager, for example?
- Consent - If you want to post an image taken on the College site, or on College business (i.e. the Staff Outing), have you obtained the consent of the other people featured in the photo for you to do so? If someone objects, do not post the image, or if you have already done so, take down the image immediately, or edit the image to obscure or remove that person

5. SOCIAL MEDIA AT WORK

While employees are allowed to access their personal social media sites on their work computer during their formal breaks, they should not otherwise do so at other times, unless it is for specific work-related reasons.

Only access appropriate content using Pembroke College technology and do not intentionally visit sites or news groups that are obscene, indecent or advocate illegal activity.

If, however, an employee is asked to contribute to an official weblog on behalf of the College then the specific details will be discussed with the Development Officer/College Recorder or other appropriate member of staff 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.

It is important to note that our students' and alumni and other business contact details and information remain the property of the College. Upon leaving our employment, for any reason, 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. mobile phones).

6. PERSONAL VIEWS DISCLAIMER

Employees may not attribute personal statements, opinions or beliefs to Pembroke College when engaged in social media. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Pembroke College.

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. A suggested disclaimer statement could be "Any views expressed are the writer's own and do not represent the position or opinions of my employer."

The College will not be responsible for any action taken against an employee arising from views they express on such sites.

7. POLICY OWNER

This policy is owned and maintained by College Recorder, and approved by the HR Manager.

Pembroke College reserve the right to change this policy at any given time, of which you will be promptly updated.

8. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager

1. INTRODUCTION

Pembroke College recognises the value and importance of providing opportunities to all of our employees to develop their job-related knowledge and skills, and expects that training and development will increase individual effectiveness and enable employees to make a greater contribution to the success of the College.

We are committed to the development of positive policies to promote equal opportunities in employment regardless of any protected characteristic (race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment) and this principle applies equally to our training and development activities.

This policy is not contractual, but indicates the way in which the College wishes to manage its training and development activities.

2. SCOPE OF THIS POLICY

This policy covers all employees, including apprentices and those on fixed-term contracts.

3. AIMS OF THIS POLICY

We aim to equip all employees with the necessary knowledge and skills to be able to carry out their duties safely and without risk to themselves or others, to do their jobs successfully and with confidence, and to support all employees to reach their full potential. We recognise that well-managed development and training can help our employees to identify and develop their potential; respond positively to change, uncertainty and conflict; increase their job satisfaction; improve their self-confidence, motivation and initiative and also extend their range of responsibility.

All training and development undertaken must be clearly focused on achieving the College objectives and will normally seek to achieve improvement in one or more of the following areas: team working; customer service; productivity; management competence or safer working practices.

We aim to provide:

- Development and training that will ensure the implementation of our policies.
- Planned, consistent induction training for all new starters, to help ensure that they understand their role as it relates to the College and their individual responsibilities in the workplace. Support, development and training for those at or near the beginning of their careers, to enable them to gain appropriate technical or professional qualifications and/or experience that will assist their subsequent career development.
- Appropriate career development opportunities and training which will help maintain and enhance standards of performance over a period of time - we would expect to provide an average of at least 2 days training and development per employee each year.
- Regular performance reviews, with a focus on future and personal development plans.
- Support for development and training for any employees faced now, or in the foreseeable future, with new roles, organisation or environment, to help them to deal competently with their work.
- Support for continuing professional development.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Health and Safety at Work Act 1974 (HASAWA).
- The Employment Rights Act 1996.

5. RESPONSIBILITIES

It is the responsibility of the HR Manager to oversee the implementation of our training and development policy. The training budget will be allocated firstly to allow statutory training to be undertaken and other requirements will then be considered alongside other demands on the budget.

The HR Manager will also play a key role in working with Heads of Department to identify appropriate employees for promotional development and ensuring that they receive suitable training to enable them to take up more senior appointments and to cope with the resulting pressures.

The Bursar and the HR Manager will liaise with all those who have line management responsibilities and provide guidance to them in meeting their obligations set out below.

6. HEADS OF DEPARTMENT RESPONSIBILITIES

Heads of Department will be responsible for:

Identifying statutory training requirements and ensuring these are fully met.

- Ensuring that new employees reporting to them (including agency temps, work experience students, contractors and volunteers) are provided with suitable and sufficient induction training.
- Ensuring that all those for whom they have line management responsibility receive regular feedback on their performance, and that the annual and end of probation performance reviews are completed on time, with clear targets set and that any training needs are clearly identified. Identifying areas of their own work and work done by those for whom they are responsible that could be improved by training and development activities.
- Contributing to our training plan, and regularly reviewing this to ensure that planned training is being delivered on time and that it meets the stated objectives.
- Prioritising non-statutory training requirements within their teams.
- Ensuring that those who are attending organised training are informed about the reasons for the training, the training objectives, the expected outcomes and standard of performance required following the training; that their performance will be measured against this performance standard and that the training is properly evaluated.
- Ensuring that employees who are undertaking professional qualifications are given the appropriate support and encouragement and that regular monitoring is carried out to ensure their studies are progressing satisfactorily.
- Ensuring that the statutory process for requests for time off for training purposes is complied with.
- Supporting the HR Manager in the implementation of this policy.
- Individual responsibilities

We aim to create an environment where employees take shared responsibility for their own individual effectiveness, personal and career development. All employees are required to participate in such systems of periodic reviews, training and development as may be agreed from time to time. We expect that all reasonable efforts will be made to attend any training courses but if this is not possible, that we will be notified well in advance. Should an employee fail to attend a course without good reason, we retain the right to treat it as a disciplinary matter.

For some training needs, it may be appropriate to borrow equipment such as CDs and laptops for use at home. Employees are reminded to ensure they have the relevant authorisation before taking such equipment home, that they have notified their Head of Department that they are in possession of this equipment and that it is returned in the same condition as it was borrowed.

7. DEVELOPMENT/PERFORMANCE REVIEWS

It is our policy that all employees have at least an annual development/performance review with their Head of Department/Line Manager. Training and development needs will be assessed and appropriate ways of meeting these needs, and a suitable timescale, will be agreed. Full details of the development/performance review scheme are available from the HR Office.

8. TRAINING PLAN

Primary responsibility for the planning and implementation of cost-effective training and development lies with Head of Departments who will act in consultation with the HR Manager who is the budget holder for training within Pembroke College.

A range of development methods will be used to meet these needs: this may include (but is not limited to) formal training courses, seminars, e-learning, presentations, conferences, secondments, training for professional qualifications, on the job training, coaching and mentoring, background reading and project work.

9. INDUCTION TRAINING

We recognise the need to ensure that all new recruits receive planned, thorough induction to enable them to settle quickly into the College and become fully operational in as short a timescale as possible.

It is the responsibility of each Head of Department and the HR Manager to ensure that new employees are provided with proper induction training, ongoing monitoring and coaching during their probationary period, and that the end of probation performance review is undertaken before the end of the probationary period to enable a timely decision to be made regarding confirmation in post.

All new employees, and also other workers on our premises such as agency temps, work experience students, contractors and volunteers, will be informed of our procedures for fire safety, first aid and any workplace hazards.

10. “ON THE JOB” TRAINING

Sometimes the most relevant form of training will be “on the job” training. This should be planned in the same way as any other learning method. All training, including “on the job” training will be recorded on a standardised training record held in your department and the HR Office. This is to ensure a systematic consideration of the skills required, proper delivery and evaluation of this, and also full equality of opportunity for training and development for all.

Where an employee’s job involves the operation of tools or machinery, specific on-the-job training will be provided by the Head of Department. It is the responsibility of the Head of Department to ensure that this is carried out. This training will also be given if an employee changes jobs. If new machinery or equipment is purchased, further training is likely to become necessary. If so, this will be arranged before work on the new machinery etc. commences.

11. HEALTH AND SAFETY TRAINING

It is a requirement of the Health and Safety at Work Act 1974 (HASAWA) that we provide adequate training to our employees and workers to enable them to carry out their duties without jeopardising either their health and safety, or that of their colleagues and visitors. Other, more specific legislation and regulations may necessitate specific training as appropriate (e.g. that which relates to the use of machinery, lifting and handling activities, handling hazardous substances, noise, VDU usage and the wearing of personal protective equipment).

The Health and Safety Officer provides or advises on training in all areas of health and safety. Every Head of Department should ensure that statutory requirements applying to their teams are met and that health and safety training is monitored and evaluated.

For non-statutory training, a risk assessment will be used to determine whether any training is necessary in order to carry out the job safely. The specific needs of the individual will also be considered.

12. MANAGEMENT TRAINING

We recognise the importance of good people management and will seek to ensure that all of those with supervisory or management responsibilities are trained in implementing our policies; in effective recruitment; equal opportunities awareness; handling grievances and disciplinary issues; harassment and bullying; and managing absence. In addition, personal skills training in time management, delegation, coaching and mentoring may be delivered where appropriate.

13. EQUAL OPPORTUNITIES TRAINING

All employees, irrespective of their seniority, will be given guidance and instruction, through our induction and other training as to their responsibility and role in promoting equality of opportunity and not discriminating unfairly or harassing colleagues or job applicants, nor encouraging or tolerating other employees to do so.

14. IT TRAINING

The IT Department is responsible for ensuring that all those who use computers or VDU equipment are properly trained to use these, and that the appropriate workplace assessments are undertaken by the H&S Officer.

We recognise that changes in technology are ongoing, and will ensure that training on new or upgraded software packages will be organised as necessary. Heads of Department are responsible for ensuring that those who use computers or VDU equipment are properly trained and are fully aware of the requirement to comply with our IT and data protection GDPR policies.

15. INDIVIDUAL TRAINING EXPENSES

We are fully committed to the career development of all of our employees and are therefore willing to meet the costs associated with necessary and identified personal study and training. Expenses incurred attending training courses, seminars etc. during normal working hours will be dealt with under our normal expense policy and procedures.

We will consider financial support for costs associated with training for proficiency at work and/or career development. Subject to approval of the request in principle, Heads of Department, along with the HR Manager, will normally approve the following expenditure in relation to the course: course fees, travelling expenses where appropriate, course materials such as books or essential equipment, (which shall remain the property of Pembroke College), examination fees, professional memberships etc. In addition, paid study leave of a specified duration may be authorised for certain professional qualifications.

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 only fund the first exam and you will be required to pay for any subsequent exam 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. You will be required to sign a Training Agreement before commencing a course of study which the College has agreed to fund or part fund.

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

16. TRAINING BUDGET

The training budget is held by the HR Manager. We aim to allocate the appropriate resources to support training and development activities. All training and development expenditure will be authorised by the HR Manager.

17. EXTERNAL FUNDING

The HR Manager will be responsible for identifying any potential sources of external funding for training (e.g. government funding) and for investigating these and applying for available grants as appropriate.

18. EVALUATION

The benefits of training activities undertaken by individuals or teams should be reviewed within the relevant department following each activity. Evaluation may also take place via informal feedback and departmental meetings, etc.

All employees are required to provide feedback on external training, complete our Training Evaluation form and discuss this with their Head of Department.

Evaluation and review will also be undertaken centrally by the HR Manager; particularly where training is offered to a group of employees or where substantial investment is involved.

19. RELATED POLICIES AND DOCUMENTS

Our training activities cover the whole range of our operation, and therefore should be read in conjunction with other appropriate policies.

We also have the following related policies and documents:

- Absence Reporting and Sick Pay Policy and absence record.
- Bullying and Harassment Policy.
- Disciplinary Procedure.
- Equal Opportunity Policy.
- Grievance Procedure.
- Induction checklist.
- Health and Safety Policy.
- Recruitment and Selection Policy.

20. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

The College takes its duties under the Health and Safety at Work Act 1974 (HASAWA) seriously. These include the provision of a safe place and a safe system of work for our employees, workers and all others who may be affected by our activities. We recognise that violence at work and threatening behaviour are issues of concern to many and could have health and safety implications for Pembroke College.

2. SCOPE OF THIS POLICY

This policy covers all employees, including casual workers, and also any agency workers and contractors working at our premises.

3. AIMS OF THIS POLICY

This policy aims to reduce the risk of workplace violence towards our employees and workers, as well as to students, customers and visitors to our premises, and to ensure that a clear "no tolerance" stance is adopted throughout the College.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Health and Safety at Work Act 1974.
- The Protection from Harassment Act 1997.
- The Management of Health and Safety at Work Regulations 1999.

The Health and Safety at Work Act 1974 provides that "it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees". This duty also extends to visitors such as contractors and suppliers. In order for us to fulfil these duties, we will:

- Carry out a risk assessment in order to assess the risks to employees, workers, students and visitors.
- Decide what control measures, if any, are necessary.
- Implement any control measures if the assessment shows that they are necessary.
- Monitor any arrangements to ensure that they are effective.
- Review this from time to time and update as necessary.

5. DEFINITIONS

Violence at work has been defined as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". Whilst this definition applies to everyone, some may be at more risk than others. In our own workplace, we have identified the following groups of staff as being most at risk:

- Porters.
- College Nurse.
- Those who deal directly with visitors.
- Lone workers.
- Those who work outside of normal working hours.
- Cash handlers.
- Those who work within the College community and with vulnerable individuals.

6. HEADS OF DEPARTMENTS RESPONSIBILITIES

All Head of Departments have a responsibility to:

- Be familiar with this policy, implement it and ensure that anyone under their control is aware of it and understands it.
- Perform risk assessments in order to assess the risks to employees, workers and other visitors such as clients, and keep these up-to-date.
- Decide what control measures, if any, are necessary in their areas of operation.
- Implement any control measures if the assessment shows that they are necessary.
- Monitor any arrangements to ensure that they are effective.
- Take any report of work-related violence very seriously, and take immediate action, recording the details in writing.
- Support any employees or workers affected by any incidents or threats.
- Take on board any suggestions from employees or workers to prevent future violence.
- Co-operate with any external investigations (such as by the police or HSE).
- Continue internal investigations concurrently with external ones as necessary.
- Do not incite or increase the likelihood of a violent act nor ignore a violent act.
- Review the risk assessment as well as this policy from time to time and make any suggestions as to how any risk(s) could be better controlled or reduced.

7. EMPLOYEES' RESPONSIBILITIES

All employees have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. They are also expected to co-operate fully with the College in complying with any procedures that may be introduced as measures to protect their safety and well-being, as well as that of visitors. Staff must not incite or increase the likelihood of a violent act nor ignore a violent act.

Our employees are also responsible for ensuring that their family and friends do not get involved in any dispute between us and our workforce. Any relative or friend of an employee who is aggressive or disruptive will be asked to leave our premises and, if necessary, we will call the police. Unless the employee is disabled and in need of additional help and support, we will normally only deal directly with our employees regarding any employment related matters.

8. PROCEDURES

The following are guidelines on action that we will take to reduce the risk of violence to employees, students and visitors. They are not exhaustive, but are a set of principles to be followed if a risk is perceived or occurs:

- As part of the risk assessment process, we will talk to employees and workers in order to assess what, if any, further preventative measures are required.
- All employees or workers are actively encouraged to discuss with their Head of Department any concerns that they may have. All approaches will be treated sympathetically.
- Where immediate action is required in response to a violent act, the employee or worker should approach their Head of Department or a colleague for help. Department heads should respond to the situation by talking to the perpetrator, explaining that their behaviour is not acceptable. They should try to resolve the problem and, if that is not possible, call the Porters' Lodge for assistance. They will remove the person where required. Medical assistance should be provided immediately if needed and consideration given to whether the member of staff feels able to continue working or needs to go home (chaperoned if necessary).
- The police should be informed of any serious incident or persistent cases of violence. CCTV footage should be retained to comply with any subsequent investigations (either internal or by the police) and following the CCTV Policy of the College. Statements should be taken from any witnesses promptly and a copy sent to the HR Manager/H&S Officer.
- Any incident of violence, threats or verbal abuse must be reported to the individual's Head of Department.
- If an incident causes death, major injury or more than seven consecutive days off work (including weekends) it should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

9. DEALING WITH VISITORS

The safety of our employees and workers is paramount. Any employee or worker who faces rude or aggressive visitors must never return aggression as this is how anger can escalate into violence. Instead they should try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, the employee or worker should always withdraw from it, where possible, and seek advice from their Head of Department or Porters' Lodge.

10. PREVENTING WORKPLACE VIOLENCE

We have CCTV monitoring on the premises which may be used in any investigation of violence in the workplace. Signs are posted around the College informing visitors of this monitoring. These must not be removed, covered over or obliterated by having anything placed in front of them.

All new employees and workers (including agency workers) should be made aware of the CCTV Policy which can be found in the Health and Safety Policy and on the Pembroke College website. Those who have daily direct contact with visitors or members of the public should in particular be given a copy of this policy to read.

11. PROTECTIVE CLOTHING OR AIDS

Where our risk assessment suggests that protective clothing or aids (such as a panic button under the desk or mobile alarm) would reduce the risk of workplace violence, we commit to providing this.

12. ADVICE AND COUNSELLING

The College recognises that counselling or other specialist help may be appropriate for anyone who suffers an incident of violence at work. We aim to deal with these cases constructively and sympathetically. The HR Manager/College Nurse will give advice and guidance on how to obtain help and assistance with any workplace violence related issue. All requests for help will be treated in the strictest confidence.

13. RELATED POLICIES

We also have the following related policies:

- Health and Safety Policy.
- Lone Workers Policy.
- Safeguarding Policy.

14. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

1. INTRODUCTION

Pembroke College aims to conduct its business at all times with the highest standards of integrity and honesty. We expect all employees and workers to maintain the same standards in everything they do. All those who work for us are therefore strongly encouraged to report any perceived wrongdoing by the College or its employees, workers, contractors or agents that falls short of these principles.

This policy is not contractual but sets out the way in which we plan to manage such issues.

2. SCOPE OF THIS POLICY

This policy covers all employees and workers, including those on fixed-term contracts, any casual workers, volunteers or agency workers. It aims to protect those who make a 'protected disclosure' either during their employment (or duration of the contract/agreement in the case of workers) and also after this has ended, and also enables them to take action in respect of any victimisation.

For a disclosure to be protected it must reasonably appear to the employee or worker that it is in the "public interest". The previous requirement that it should be brought in "good faith" no longer applies (however a disclosure that is not made in good faith may result in a reduction of up to 25% in any compensation subsequently awarded by a tribunal).

Note that the scope of this policy does not cover any potential breaches of an employee's employment contract: these should be raised under our Grievance Procedure.

Nor is this policy intended to be used to question financial or business decisions taken by the College, nor as a means of reconsidering any matters that have already been addressed under our bullying and harassment, grievance, disciplinary or other procedures.

3. AIMS OF THIS POLICY

This policy aims to assist in the early detection of any inappropriate behaviour or practices within Pembroke College and to provide a clear procedure for our employees and workers to report to us any wrongdoing at work which they believe has occurred, or is likely to occur.

We recognise that individuals may not always feel comfortable about discussing their concerns internally, especially if they believe that the College itself is responsible for the wrongdoing. The aim of this policy is to ensure that they feel confident and able to raise any reasonable concern about our business activities in the knowledge that it will be taken seriously, and that no action will be taken against them by either the College or their colleagues.

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Protection from Harassment Act 1997.
- The Public Interest Disclosure Act 1998 (PIDA).
- The Bribery Act 2010.
- The Enterprise and Regulatory Reform Act 2013.

5. RESPONSIBILITY

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the management of Pembroke College.

Heads of Departments have a crucial role to play in encouraging employees and workers under their supervision to report any concerns they may have.

Any employee or worker who has knowledge of, or reasonably suspects, any fraud, theft or other suspicious or unlawful act taking place within Pembroke College is required to report this to their Head of Department, or to use the procedure set out below.

All employees and workers, irrespective of their job or seniority, are required not to subject any other employee or worker to any detrimental treatment nor harass or bully such an individual on the basis they have raised a concern under this policy. They are also required not to encourage others to do so nor to tolerate such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of such behaviour. In addition, an employee or worker who has victimised a colleague may be personally liable for any victimisation.

6. PROCEDURE

All of our employees and workers are encouraged to use the procedure set out below if they have a concern about any of the following:

- Wrongdoing at work, including any criminal offence.
- A failure to comply with legal obligations or breach of any statutory Code of Practice. Note that any complaint relating to an alleged breach of an employee's individual contract should be raised under our Grievance Procedure.
- A miscarriage of justice.
- A health and safety danger.
- An environmental risk.
- A concealment of any of the above.

This list is not exhaustive but indicates the types of concerns that should be raised:

- Misuse of assets including stores, equipment, vehicles, buildings, computer hardware and software.
- Failure to comply with appropriate professional standards.
- Bribery, corruption or fraud including the receiving or giving of gifts or hospitality in breach of our procedures.
- Falsifying records.
- Failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant avoidable cost, or loss of income to the College or would otherwise seriously prejudice the College.
- Abuse of authority.
- Using the power and authority of Pembroke College for any unauthorised or ulterior purpose.
- Causing damage to the environment.

The employee or worker does not have to be able to prove the allegations, but should have a reasonable and genuine belief that the information being disclosed is true: some allegations may prove to be unfounded, but we would prefer the issue or concern to be raised early on, rather than run the risk of not detecting a problem early on.

If appropriate, they should discuss the matter with their Head of Department in the first instance. However, should they prefer (perhaps because the Head of Department is unavailable, or indeed might be the cause of the concern), then any of the following, all of whom are designated to deal with such matters, may be approached: another Head of Department or HR Manager.

Where requested, we will respect so far as we can legally the confidentiality of any whistleblowing complaint received, but cannot guarantee that the investigation process will not result in colleagues speculating on the identity of the whistle-blower. It must be appreciated that it will be easier to follow up and to verify complaints if the individual is prepared to give their name. Unsupported anonymous complaints and allegations are much less powerful and therefore will be treated with caution.

If the matter requires further investigation, this will be carried out and the individual raising the concern will be informed of the outcome of the investigation and what action, if any, has been taken.

Where such investigation involves outside agencies e.g. the police this may cause some delay in the investigation.

If they remain unhappy about the speed or conduct of the investigation, or the way in which the matter has been resolved, they should refer the matter to the Bursar.

Following further investigation of the complaint, the individual will be informed of the result and whether any action has been taken.

We undertake that no employee or worker who makes a bona fide report under this procedure will be subjected to any detriment as a result, and we will not condone any form of victimisation, bullying or other detrimental treatment e.g. by co-workers of anyone who has raised a concern under the remit of this policy. If any individual feels that they are being subjected to detrimental treatment, bullying or harassment by any person within Pembroke College (including their colleagues and co-workers) as a result of their decision to invoke this procedure, they must inform the Bursar immediately and appropriate action will be taken to protect them from any reprisals. Any victimisation, bullying or detrimental treatment will be dealt with under our Disciplinary Procedure.

However, if it should become clear that the procedure has been invoked for malicious reasons or to pursue a personal grudge, this will constitute misconduct and will be dealt with through our Disciplinary Procedure.

7. REFERRAL TO EXTERNAL BODIES

The College recognises there may be matters that cannot be dealt with internally and external authorities (such as the police, the Health and Safety Executive or external auditors) will need to become involved. Where this is necessary we reserve the right to make such a referral without the employee's or worker's consent.

8. EX-EMPLOYEES AND WORKERS

Any protected disclosures made by ex-employees or workers after the termination of their employment/contract should also be dealt with under this procedure. In such cases, we normally ask that the employee/worker sets out the details of their concerns in writing and we will then respond in writing, having undertaken such investigations as we deem to be appropriate.

9. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents:

- Bullying and Harassment Policy.
- Data Protection GDPR Policy.
- Grievance Procedure.
- Disciplinary Procedure.

10. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from May, 2021. The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to the HR Manager.



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