

Green Templeton College

# Staff Handbook

## Green Templeton College

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# Green Templeton College University of Oxford

## Adoption Policy

### Adoption Leave – Green Templeton College Provisions

All employees of Green Templeton College who meet the relevant qualifying criteria, and regardless of their staff group, grade or hours worked, will be eligible for the provisions of the Green Templeton College adoption leave scheme.

Adoption leave and pay allows one member of an adoptive couple, the one with the primary care responsibility for the child, to take paid time off work when their new child starts to live with them. Paternity, or birth and adoption support leave and pay may be available for the other member of the couple, or an adopter's partner. Where a couple are adopting jointly they can choose which of them will take adoption leave and pay, and the other (regardless of gender) may take paternity leave and pay.

### The Qualifying Criteria

At the qualifying week (the week in which the employee is told by the adoption agency that he/she has been matched with a child) the employee must:

- hold a current contract of employment with Green Templeton College; and
- have at least 26 weeks' continuous service with the College; and
- have been matched with a child to be placed with him/her by a UK adoption agency; and
- have notified the agency that they agree that the child should be placed with him/her and agree the date of placement; and
- provide the College with the correct notification of his/her intentions to take adoption leave as the primary carer of the child; and
- intend to return to work at the end of the adoption leave.

Note that contractual pay will only apply where you have a current contract of employment with the College. Therefore, if your contract with Green Templeton College is due to end during your planned periods of Adoption Leave, the right to any contractual payments will end on the contract end date. If you are in any doubt about your entitlement to pay and leave, contact the HR Manager for clarification.

### Benefits

If s/he meets all these requirements, the employee will be eligible to receive the benefits of the Green Templeton College adoption leave scheme as follows:

26 weeks' full pay (inclusive of any statutory adoption pay which is due) ; followed by

13 weeks' statutory adoption pay (if the adopter does not meet all the statutory qualification rules for statutory adoption pay, s/he will only receive pay for the first 26 weeks of adoption leave.); followed by

13 weeks' unpaid leave

Total = 52 weeks' leave

### **Notice Periods**

No more than seven days after s/he is notified that s/he has been matched with a child the employee must provide the College with the correct notification of his/her intentions to take adoption leave.

At least 28 days before the date s/he wants it to begin, or as soon as is reasonably practicable (notice can be given earlier alongside notice of the start of adoption leave) the employee must notify the College of when s/he wants to receive statutory adoption pay (SAP). The employee can tell the College earlier than this if s/he wants to.

Evidence will be needed to demonstrate eligibility for Green Templeton College adoption leave and this includes:

- the name and address of the adoption agency; and
- the date the employee was notified of having been matched with the child; and
- the date on which the child is expected to be placed for adoption or, if it has already happened, the actual date of placement; and
- a declaration that the employee is the primary carer for the child and has chosen to receive SAP rather than Statutory Paternity Pay (SPP).

### **Start of Adoption Leave/Pay**

An adopter can choose to begin his/her leave and pay on:

- the date on which the child is placed with him/her for adoption; or
- a pre-determined date no earlier than 14 days before the expected date of placement, and no later than the expected date of placement.

### **Keeping in Touch Days**

The employee can undertake up to a maximum of 10 days' work under his/her contract of employment during his/her adoption leave, as long as both s/he and the College have agreed for this to happen, and agree on what work is to be done and how much s/he will be paid for it.

### **Returning to Work**

It is assumed that an employee will return to work at the end of his/her full 52 weeks of adoption leave unless s/he has told the College that s/he wishes to come back at any other time.

The employee can return to work earlier than the full 52 weeks of adoption leave, or can change the date of his/her return to work, as long as s/he gives eight weeks' notice to the College.

## **Green Templeton College University of Oxford**

### **Alcohol, Drugs and Substance Abuse Policy**

#### **Policy statement**

Green Templeton College has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees; similarly staff have a responsibility to themselves and their colleagues. The use of alcohol, drugs and other substances may impair the safe and efficient running of the College and/or the health and safety of employees.

The effects of alcohol, drugs and other substances can be numerous:- (These are examples only and not an exhaustive list).

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

*In order to provide the support and assistance which is necessary for employees experiencing alcohol, drugs or substance misuse Green Templeton College is committed to:-*

- the fair, dignified and sympathetic treatment towards employees in cases where a work related problem of alcohol, drugs or substance misuse has arisen
- encouraging employees experiencing alcohol, drugs or substance misuse to come forward to seek assistance *before* a work related problem arises
- providing employees with access to agencies providing expertise in alcohol, drugs or substance misuse and/or counselling
- giving employees the right to strict confidentiality, both in any internal discussions which may take place and in using any external agency

If performance or attendance at work is affected as a result of alcohol, drugs or substance misuse, or there is a belief that a staff member has been involved in any misuse related action/offence, the staff member may be subject to disciplinary action and suspended from work pending disciplinary investigation. Dependent on the circumstances, this could lead to dismissal.

Where alcohol is provided at College events, for example the Garden Party and the Christmas Party, it must not be consumed in excess or adversely affect conduct.



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**Animals at Work**

Animals are not allowed to be brought into College or kept in vehicles parked on College property.

The only exception to this policy is for those who require a guide dog or hearing dog.

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## **Capability Procedure**

### **Introduction**

It is recognised that during employment capability to carry out duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and the staff member fails to keep pace with the changes, or the individual changes (most commonly because of health reasons) and can no longer cope with the work.

### **A. Job Changes/General Capability Issues**

1. If the nature of the job changes or there are general concerns about the staff member's ability to perform the job, the College will try to ensure that the staff member understands the level of performance expected and adequate training and supervision will be provided. Concerns regarding capability will normally first be discussed in an informal manner and the staff member will be given time to improve.
2. If the standard of performance is still not adequate the employee will be warned in writing that a failure to improve and to maintain the performance required could lead to dismissal. The possibility of a transfer to more suitable work will be considered if this is at all possible.
3. If there is still no improvement after a reasonable time and it is not possible to transfer the employee to more suitable work, or if the level of performance has a serious or substantial effect on the organisation or reputation, a final warning of dismissal will be given unless the required standard of performance is achieved and maintained.
4. If such improvement is not forthcoming after a reasonable period of time, the employee will be dismissed with the appropriate notice.

### **B. Personal Circumstances/Health Issues**

1. Personal circumstances may arise which do not prevent the employee from attending for work, but which prevent them from carrying out normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, the College normally needs to have details of the medical diagnosis and prognosis so that it has the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking the employee's own doctor for a medical report. The employees' permission is needed before such a report can be obtained and it is expected that the staff member will co-operate in this matter should the need arise. When as much information as possible is obtained regarding the employee's condition, and after consultation with the employee, a decision will be made about their future employment with the College in their current role or, where circumstances permit, in a more suitable role.

2. There may also be personal circumstances which prevent attendance at work, either for a prolonged period(s) or for frequent short absences. Under these circumstances the College needs to know when it can expect the attendance record to reach an acceptable level. This may mean asking the employees' own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When as much information as possible has been obtained regarding the individual's condition, and after consultation with the staff member, a decision will be made about their future employment with the College in their current role or, where circumstances permit, in a more suitable role.

### **C. Short Service Staff**

Short Service staff are defined as:-

- Casual staff
- Staff who have not yet completed their probationary period
- Staff with less than 2 years' service

The College retains discretion in respect of the capability procedure to take account of length of service and to vary the procedures accordingly. If the staff member has a short amount of service, they may not be in receipt of any warnings before dismissal but will retain the right to a hearing and have the right to appeal.

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## **Children at Work**

### **Introduction**

It is recognised that sometimes childcare arrangements break down and it may be preferable to allow a child to come to work with their parent/carer, rather than that person take time off work.

However, individual circumstances differ and there are factors such as age of child, health of child (e.g. they may be off sick from school), parents' working environment to take into account.

Other issues are listed below:-

- Environments – some environments are unsuitable for children, e.g. kitchens, areas where building work is being carried out,
- Colleagues – younger children in particular can be disruptive to workers in a shared environment, particularly those who do work that requires high levels of concentration.
- Distractions – Caring for a child at work could distract a member of staff from their work and reduce productivity.

### **Risk Assessment**

Staff may bring their children into the workplace, subject to their line manager having carried out a risk assessment taking into account the above issues and finding that it is safe and acceptable to all parties for the child to be in College.

The staff member must have written or e-mailed permission from their line manager before bringing the child to work.

This does not include family events which take place on College premises, such as the annual garden party or, as an example, times when staff bring a new baby in to visit.

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**Confidentiality Policy**

All information that is acquired during the course of employment which relates to the College, or that of other persons or bodies with whom the college has dealings, and has not been made public shall be kept confidential.

This information should not be disclosed to any person without the College's written consent, both within and after termination of employment. The existence of this policy does not in any way curtail the obligation of staff to report matters or provide information where this is required by law.

All staff must exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall on termination of employment, return any material in their possession.

In the course of employment, staff may be required to work with sensitive or other personal information about students and/or staff. Reasonable care should be exercised to maintain the confidentiality of such information. Any concerns regarding sensitive information should be discussed with the line manager.

Any statements to the media, newspapers, radio television etc. on behalf of the College will be given only by the Principal or those authorised by him.

## **Green Templeton College University of Oxford**

### **Contracts of Employment**

The employer of staff is Green Templeton College or Templeton Services, and the contract of employment is produced by the HR Manager.

Within 8 weeks of commencing employment, the employee will be sent two copies of the contract of employment with attachments. One copy should be signed and returned to the HR Manager and the other copy retained by the employee. In addition the line manager will be sent a copy.

If members of staff are in doubt or have any questions about their conditions of employment, they should first of all consult their line manager.

#### **Changes:**

Should there be any significant changes proposed to an employee's terms and conditions these must first be discussed and agreed with the employee, after prior consultation with the HR Manager.

The agreed changes must be notified immediately by the line manager, in writing, to the HR Manager who will issue a new contract of employment, or an amendment to the contract of employment, within 8 weeks of the change coming into force.

# Green Templeton College University of Oxford

## Staff Disciplinary Policy

### A. Policy Statement

The purpose of Green Templeton College's Staff Disciplinary Procedure is to help and encourage all employees to achieve and maintain required standards of conduct and work performance and to ensure that a fair and consistent approach is taken.

The aim is also to ensure that the College's services are maintained and effective while all staff are treated fairly and equitably.

This procedure sets out the action that will be taken in response to alleged misconduct or poor work performance. Line managers must ensure that their staff are aware of general and specific rules, standards and procedures covering work and conduct. Employees must familiarise themselves with these standards and procedures and follow them. In appropriate cases of minor misconduct or unacceptable performance or behaviour, managers should use informal action before formal disciplinary action is taken. This may include setting clear targets and expectations, monitoring progress over a reasonable time period and providing additional coaching or training.

The College will work to avoid the need for formal disciplinary action, through the provision of clear guidance on the standards required

### B. Key Principles

1. The day to day supervision of employees is part of the normal managerial process and is outside the scope of this procedure.
2. All disciplinary action, whether informal or formal, will be carried out promptly.
3. No formal disciplinary action will be taken until the matter has been fully investigated and any mitigating circumstances have been taken into consideration.
4. If the formal disciplinary procedure is to be implemented, an employee will be given advanced notification in writing, to attend a disciplinary interview.
5. The written notification will advise the employee of the nature of the complaint against them and of the existence of any supporting evidence.
6. The employee will be given the opportunity during the disciplinary interview to state their case.
7. At every stage of the formal procedure an employee has the right to be accompanied by a fellow employee of their choice or a Trade Union official.
8. The decision on the action to be taken will be made by the manager hearing the case, who may choose to adjourn the meeting before reaching this decision.

9. Details of any disciplinary action will be confirmed in writing (with the exception of oral warnings) and the written notification will state clearly:
  - i) the conduct concerned
  - ii) the improvement required and the time limit for this,
  - iii) the nature of further disciplinary action in the event of failure to improve or further offences,
  - iv) the method of appeal.
10. An employee has the right to appeal against any disciplinary action taken against them.
11. Disciplinary warnings will normally progress from verbal warning to written warning, to final written warning or more severe penalties. However, there could be occasions when this progression will not be followed if the circumstances of a case warrant such

### **C. Scope of the Disciplinary Procedure**

There are three areas of conduct or work performance which could require the use of the procedure:

- Incompetence or Inefficiency
- Misconduct
- Gross Misconduct

Incompetence or Inefficiency. The disciplinary procedure should not be used to deal with cases of incompetence or inefficiency unless there is evidence that some fault lies with the employee or that the employee is incapable of maintaining a satisfactory level of performance. It is not envisaged that the formal procedure will be used in case of temporary or isolated difficulty.

A manager should not consider taking formal disciplinary action against an employee before:

- the employee's attention has been drawn informally to the ways in which their performance is considered to be deficient by the immediate supervisor, who will maintain a note of the discussion.
- the employee has been given any appropriate additional assistance including training.
- The employee has had appropriate direct supervision.

It is in the interests of all concerned that these issues are addressed as quickly as is reasonably practicable. The employee will be advised that if, after these steps have been taken, their standard of performance is still considered to be inadequate the formal disciplinary procedure will be brought into use.

Misconduct. Misconduct could cover any failure to comply with the accepted standards at work to be expected of an employee. Misconduct includes, but is not limited to, the following:

- persistent absenteeism and/or lateness;
- unauthorised absence;
- minor damage to College property;
- failure to observe College rules and procedures;
- failure to devote the whole of your time, attention and abilities to College business and its affairs during normal working hours;
- objectionable or insulting behaviour, harassment, bullying or bad language, rudeness towards the College's members, members of the public or other employees;
- unsatisfactory standards or output of work;
- unreasonable refusal to follow an instruction issued by a manager or supervisor;
- smoking on College premises.



This list is not exhaustive and in some circumstances these examples could be serious enough to be regarded as gross misconduct. Breaches of discipline by an employee which are not of a similar nature may be added together and result in progression through the disciplinary procedure.

Gross Misconduct. The consequence of Gross Misconduct is normally summary dismissal; that is dismissal without notice or payment in lieu of notice following a disciplinary hearing. Gross Misconduct can be a single act or omission, or short course of conduct, or an accumulation of those things which taken individually would not amount to Gross Misconduct. Gross Misconduct includes, but is not limited to, the following:

- stealing from the College or its members;
- other offences of dishonesty;
- falsification of a qualification that is a stated requirement of the employee's employment or results in financial gain to the employee;
- falsification of records, reports, accounts, expense claims or self-certification forms, whether or not for personal gain;
- sexual misconduct at work;
- fighting with or physical assault on members of staff or the public;
- deliberate damage to or misuse of the College's property;
- serious damage to the College's property;
- drunkenness or being under the influence of illegal drugs while at work;
- possession, custody or control of illegal drugs on the College's premises;
- serious breach of the College's rules, including, but not restricted to, health and safety rules and rules on computer use;
- gross negligence;
- conviction of a criminal offence that is relevant to the employee's employment;
- conduct that brings the College's name into disrepute; and
- discrimination or harassment of a fellow worker on the grounds of sex, sexual orientation, race, disability, age or religion or belief.
- Serious bullying or harassment

There could be mitigating circumstances which might allow the above examples to be treated less seriously than Gross Misconduct.

In addition, if your work involves driving for the College, the following amount to disciplinary offences:

- use of the College's vehicles without approval or private use without authorisation;
- failure to report any incident whilst driving our vehicles, whether or not personal injury or damage occurs;
- failure to report any driving conviction, or any summons which may lead to your conviction;
- carrying unauthorised goods or passengers in the College's vehicles or the use of our vehicles for personal gain; and
- loss of driving license where driving on public roads forms an essential part of the duties of the post.

#### **D. Suspension**

An employee may be suspended on full pay for a reasonable period for purposes of investigation, or for the protection of individuals. Suspension should take place as soon as possible following the alleged incident and should be carried out by the line manager or in their absence the most senior

person available at the time. The employee should be advised of the principal reason for the suspension and that the action does not in itself constitute a disciplinary sanction.

#### **E. Investigation**

The line manager, or another manager with suitable experience or training, will promptly and thoroughly investigate any matter that is reasonably suspected or believed to contravene any of the College's policies or rules or may otherwise be a disciplinary matter. However, there may be occasions when it is appropriate for the College to appoint an alternative 'Investigating Officer' externally to the College. The employee will be informed as soon as possible as to the fact of an investigation, the name of the Investigating Officer and when it has been concluded.

Depending on the circumstances of the case, the employee may be invited to attend an investigatory interview. If an employee is invited to attend an investigatory interview, the College will allow them to be accompanied by a colleague or a trade union official, even though this is not a statutory right. The College reserves the right to dispense with an investigatory interview and to proceed directly to a formal disciplinary hearing.

#### **F. Formal Procedure**

The formal disciplinary procedure will be implemented only where there appears to be a serious problem of conduct or performance, or where an informal approach does not improve or rectify matters. Wherever formal disciplinary action is being considered the procedure follows a 3-step process as detailed below:-

##### **Step 1 – The Disciplinary letter**

Where, upon completion of an investigation, there are reasonable grounds to believe that an employee has committed an act of misconduct, the employee will be invited to attend a disciplinary hearing before their line manager or another suitably experienced or trained manager.

In the event of poor performance by an employee, disciplinary hearings will usually be undertaken only where counselling of the employee, further training (if appropriate) and oral warnings have failed to produce a satisfactory improvement to performance.

In the event of a disciplinary hearing taking place the College will:

- a. give the employee a minimum of 48 hours' advance notice of the hearing;
- b. tell the employee the purpose of the hearing and that it will be held under the College's disciplinary procedure;
- c. explain the employee's right to be accompanied at the hearing by a fellow worker or trade union official;
- d. give the employee written details of the nature of his/her alleged misconduct; and
- e. provide to the employee all relevant information (which should include statements taken from any fellow employees or other persons that the College intends to rely upon against the employee) not less than two working days in advance of the hearing.

Where the employee is unable to attend a disciplinary hearing and provides a good reason for failing to attend, the hearing will be adjourned to another day. The College will comply with (a) above in respect of giving notice of the rearranged hearing. Unless there are special circumstances mitigating against it, if the employee is unable to attend the rearranged hearing, the rearranged hearing will take place in the employee's absence.

Where the chosen companion is unavailable on the day scheduled for the meeting, it will be rescheduled, provided that the employee proposes an alternative time within five working days of the scheduled date.

## **Step 2 - Disciplinary Hearing**

A disciplinary hearing will normally be conducted by the line manager or another suitably experienced or trained manager, together with the College's HR Manager who will attend for the purpose of noting the meeting and providing advice as to the College's HR procedures. The Principal will always be notified about any disciplinary hearing. Any member of management responsible for the investigation of the disciplinary offence(s) shall not be a member of the panel, although such managers may present any supporting facts and material to the disciplinary hearing. The employee will be entitled to be given a full explanation of the case against him/her and be informed of the content of any statements provided by witnesses.

The College may adjourn the disciplinary proceedings if it appears necessary or desirable to do so (including for the purpose of gathering further information). The employee will be informed of the period of any adjournment.

As soon as possible after the conclusion of the disciplinary proceedings, the disciplining manager will convey the decision to the employee and will also inform the employee what disciplinary action, if any, is to be taken. The decision will be confirmed in writing. The employee will be notified of his/her right of appeal under this procedure.

## **Disciplinary Action**

### **STAGE ONE Formal Verbal Warning**

In the case of minor or first shortcomings in an employee's conduct or performance, a formal verbal warning will be given. A file note of the warning will be recorded on the employee's personal file for six months, to be disregarded for disciplinary purposes after this time. A further file note will be made following the review meeting at the six month stage.

### **STAGE TWO Written Warning**

For more serious matters or where there have been further problems with performance and/or conduct following an oral warning, a written warning will be given. The warning will specify the reason for which it is given, the improvement to conduct or performance required and the time scale in which it must occur and will notify the employee that failure to improve will result in the issue of a final written warning. The warning will be disregarded for disciplinary purposes after twelve months satisfactory conduct or performance.

### **STAGE THREE Final Written Warning**

In cases of further breach of previously identified standards, or first offence of serious misconduct, a final written warning will be given. The warning will clearly explain that any repetition of the offence or other serious misconduct within a period of twelve months will result in further action which may include dismissal. The warning will be disregarded for disciplinary purposes after twelve months satisfactory conduct or performance.

## **STAGE FOUR Dismissal**

In cases of gross misconduct, further serious misconduct or if there is no satisfactory improvement the decision to dismiss will normally be taken. The alternatives to dismissal will include demotion if a more suitable post is available or transfer to another department. The employee will be given written notification of the reasons for dismissal and information regarding the right of appeal, within seven days.

## **PERIOD OF WARNINGS**

### *1. Formal verbal warning*

A formal verbal warning will normally be disregarded after a six month period.

### *2. Written warning*

A written warning will normally be disregarded after a twelve month period.

### *3. Final written warning*

A final written warning will normally be disregarded after a twelve month period.

## **Step 3 - Appeal**

1. You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.
2. If you wish to exercise this right you should write to the line manager senior to the manager who heard the case previously, within 14 days of the disciplinary/capability decision being taken.
3. An appeal against a formal warning or dismissal should give details of why the penalty imposed is either too severe, inappropriate or unfair in the circumstances.
4. The appeal procedure will normally be conducted by at least one College Officer, not previously connected with the process, so that an independent decision into the severity and appropriateness of the action taken can be made.

The College Officers are as follows:-

Principal

Bursar

Senior Tutor

Dean

Tutor for Admissions

Vice Principal

Tutor for Admissions

Secretary to the Governing Body

5. If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.
6. You may be accompanied at any stage of the appeal hearing by a fellow employee or a Trade Union official. The result of the appeal will be made known to you in writing within five working days after the hearing.
7. The appeal must decide on the basis of both sets of representations, together with any subsequent facts that may have come to light, whether or not to uphold the disciplinary sanction. In the event that the appeal finds for the employee, the appeal shall be allowed and all records of the disciplinary sanction shall be removed from the employee's record. In the event that the appeal does not accept the representations made by or on behalf of the employee, the appeal must uphold the disciplinary sanction.
8. Where an appeal lies against a dismissal, the decision to dismiss will have had immediate effect and, therefore, if the dismissal is by notice, the period of notice will already have commenced on the date that the decision was given. If the decision was to dismiss the employee summarily without

notice, the College will be under no obligation to reinstate or pay the employee for any period between the date of the original dismissal and the appeal decision and the original date of termination will stand. In the event that the decision to dismiss is overturned, the employee will be reinstated with immediate effect and he/she will be paid for any period between the date of the original dismissal and the successful appeal decision. His/her continuous service will not be affected. 9. The appeal decision will be final.

**G. Review of the Disciplinary Procedure**

This procedure will be periodically reviewed. Any amendment to it will be notified to employees in writing by the College's HR Manager and such written advice will inform employees as to the date when any amendment comes into effect.

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## **Employment of Children and Young Persons**

### **School leaving age**

A wide range of statutes impose strict limits on the employment of children under 16 years old. For this reason, no one of compulsory school age may be employed by Green Templeton College. The compulsory school leaving age of an individual in England and Wales is:

1. the end of the Spring term if the 16th birthday falls within the preceding 1 September and 31 January period or
2. the Friday preceding the Spring Bank Holiday if the 16th Birthday falls within the 1st February and 31 August period.

Employing departments should satisfy themselves that any prospective applicant who is 15 or 16 years old is no longer of compulsory school age. If in doubt, advice should be sought from the last school attended or the careers service.

### **Working time**

Please note that, where a young person is employed, the provisions of the Working Time Directive require that young people under the age of 18 have a break from work every four and a half hours (6 hours for adults).

# Green Templeton College University of Oxford

## Equality and Diversity Policy

### Policy Statement

The College will work to remove any barriers, real or perceived, which might deter people of the highest ability from applying to the College, either as staff or students. The College aims to provide an inclusive environment which values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential.

### Our Commitment

No prospective or actual student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the College on one or more of the following grounds, except when such treatment is within the law and determined by lawful requirements: age; colour; disability; ethnic origin; marital status; nationality; national origin; parental status; race; religion or belief; gender; sexual orientation; or length or type of contract (e.g. part-time or fixed-term).

With regard to staff, this policy applies to (but is not limited to) advertising of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment.

With regard to students, this policy applies to (but is not limited to) admissions, to teaching, learning and research provision, to the giving of scholarships, grants and other awards under the College's control, to student support, to College accommodation and other facilities, to health and safety, to personal conduct and to student complaints and disciplinary procedures.

In order to realise its commitment, the College will:

- promote the aims of this policy;
- be proactive in eliminating discrimination, including harassment and bullying, through training and the production and dissemination of codes of practice and guidance;
- have regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas, and for its policies, codes of practice and guidance to reflect legislation and be changed to meet the demands of new legislation;
- whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Commission for Equality and Human Rights;
- make this policy, as well as all codes of practice and guidance, available to all staff and students; and
- regularly review the terms of this policy and all associated codes of practice and guidance.

### Scope

This policy applies to all members of the College, students, Fellows and staff, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants, to student applicants, current and former students, to associate members and to visitors to the College.

These members of the College have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other students or members of staff on any of the grounds outlined above.

The College expects all its staff and students to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner at all times, and to respect equality for all staff, students, applicants and visitors. The College regards any breach of this policy by any employee(s) or student(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

### **Complaints**

The College takes any breach of this policy seriously. Disregard of this policy may result in disciplinary action up to and including expulsion or dismissal from the College.

#### ***Prospective students and staff***

The College encourages any prospective member of staff who has a complaint concerning a breach of this policy to write to the HR Manager, Green Templeton College, 43 Woodstock Road, Oxford, OX2 6HG.

Any prospective or current student who wishes to make a complaint concerning a breach of this policy should contact the College Office.

#### ***Current Staff***

Should use the grievance procedure outlined in the Staff Handbook.

All College members may use the procedure identified in the Student Anti-Bullying and Harassment Procedure if this is considered to be more appropriate.

Allegations regarding potential breach of this policy will be treated in confidence and investigated in accordance with detailed procedures. Individuals who make allegations in good faith will not be victimised or treated less favourably as a result. False allegations, unless they are found to have been made in good faith, will be dealt with under the appropriate disciplinary procedure.

### **Equal opportunities in employment**

The College will avoid unlawful discrimination in all aspects of employment.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

The College will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done. When considering requests for variations to these standard working practices it will refuse such requests only if the College considers it has good reasons, unrelated to any prohibited ground of discrimination, for doing so. The College will comply with its obligations in relation to statutory requests for contract variations. The College will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

The College will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these



groups, and will consider and take any appropriate action to address any problems which may be identified as a result of the monitoring process.

The College cannot lawfully discriminate in the selection of employees for recruitment or promotion, but the College may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group which the College identifies as being underrepresented in particular types of job.

### **Harassment**

The College has a separate Harassment Policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

### **Users of the College's services, suppliers and other people not employed by the College**

The College will not discriminate unlawfully against users of the College's services using or seeking to use goods, facilities or services provided by the College.

Employees should report any bullying or harassment by users of the College's services, suppliers, visitors or others to their manager who will take appropriate action.

### **Monitoring and review**

This policy will be monitored periodically by the College to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the College will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the College will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

## **Green Templeton College University of Oxford**

### **Flexible Working**

The Policy does not provide an automatic right to work flexibly and the ability for the College to provide an efficient service will be paramount. It is also recognised that not all roles are suitable for flexible working options, particularly if there are requests from several members of a team or department.

The term Flexible Working describes any working arrangement where the number of hours, or the time or place of work that is undertaken, varies from the standard practice. Common examples of flexible working are as follows:-

- Compressed working week
- Term-time working
- Part-time working
- Working from home
- Job Share

Employment legislation relating to flexible working states that employers must consider requests for flexible working from all staff provided the following criteria are met:-

- They must be an employee, but not an agency or casual worker
- They must have worked for the employer for 26 weeks' continuously before applying
- They must not have made another application to work flexibly under the right during the past 12 months

The employer must seriously consider an application made, and only reject it if there are good business reasons for doing so. The employee has the right to ask for flexible working - not the right to have it. Employers can reasonably decline the application where there is a legitimate business ground.

### **Scope**

The Policy sets out the College's approach to flexible working arrangements and details the application process.

The Policy provides a framework for developing individual working arrangements that meet the requirements of relevant employment legislation (currently Employment Rights Act 2002, Work and Families Act 2006 and Flexible Working Regulations 2014 amended) and enable the College to meet its commitment to promote equality and diversity amongst employees.

The Policy does not apply to:-

- Individuals who are not currently employed by the College, but who are applying for a position within the College

- Existing employees applying for alternative positions within the College who should do so based on the advertised terms and conditions and not assume that it will be possible to maintain any existing flexible working arrangements.
- Agency or casual workers

## **Aims**

The College recognises that flexible working arrangements can provide benefits to both employer and employees and is committed to enabling employees to achieve an appropriate work-life balance. The Policy also aims to support managers in developing a more flexible workforce in line with service requirements.

## **Procedure**

Any staff member who wishes to request flexible working arrangements should take the following steps:

1. Make a written request to their line manager stating the following:-
  - Describe the working pattern they would like to work including hours, days, time and place
  - Give the date from which they would like this arrangement to commence
  - Say what impact they think the change would have on colleagues and service delivery
  - Suggest how any negative effects could be mitigated
2. On receipt of a written request, the individuals' line manager may arrange to meet with the employee to discuss the request, as soon as practicable. The employee has the right to be accompanied at this meeting by a fellow employee.
3. Should the request be agreed, it is likely that a trial period may be required, to be agreed with the individuals' line manager.
4. An application can be refused where there are clear operational reasons which must be at least one of the following:-
  - Burden of additional cost
  - A detrimental effect on ability to deliver services
  - Inability to re-organise work amongst existing staff
  - Inability to recruit additional staff
  - Detrimental impact on quality of service
  - Insufficiency of work at a time the employee proposes to work
  - Planned structural changes
5. Whatever the outcome of the written request, a full response will be given to the requesting member of staff within a reasonable time period.

6. Should the request for flexible working not be agreed, the employee will have the right of appeal.

### **Appeal**

The appeal should be made in writing to the College's HR Manager. The employee should clearly state the grounds of appeal, i.e. the basis on which they say that the decision taken was wrong. This should be done within seven working days of the written notification of the outcome of the request for flexible working. An appeal meeting will be arranged to take place within 10 working days of the submission of the formal appeal.

The employee should ensure that they attend the meeting at the specified time. If they are unable to attend because of circumstances beyond their control, they should inform their line manager of this as soon as possible. If they fail to attend without explanation, or if it appears that they have not made sufficient attempts to attend, the hearing may take place in their absence.

The appeal hearing will be conducted by a panel of the Governing Body chaired by the Vice Principal or by an alternate acting on his or her authority. The appeal panel Chairperson will be assisted by two Governing Body Fellows appointed by the panel Chairperson. The appeal panel will consider the grounds that have been put forward and assess whether or not the decision reached was appropriate.

Following the appeal meeting, the employee will be informed of the outcome within seven working days. The outcome of this meeting will be final.

# Green Templeton College University of Oxford

## Staff Grievance Procedure

### A. Introduction

It is the policy of Green Templeton College to ensure that an individual with a grievance relating to their work, working conditions, or working relationships can use a fair and consistent procedure to raise the matter with the intention of it being addressed and resolved as promptly as possible.

### B. Key Principles

1. The College believes that all employees should be treated fairly and with respect. If you are unhappy about the treatment that you have received, or about any aspect of your work, you should discuss this with your line manager, who will attempt to resolve the situation on an informal basis.
2. If you feel unable to approach your line manager directly, you should approach the College's HR Manager, who will discuss ways of dealing with the matter with you.
3. Where attempts to resolve the matter informally do not work, it may be appropriate for you to raise a formal grievance under this procedure.
4. A formal grievance should be used for all grievances arising from your employment. A grievance can be any problem or concern an individual has about their work, working environment, working relationships, or actions of fellow employees. It is impossible to provide a comprehensive list of all issues which may be seen as a grievance but ACAS suggest that common examples include: terms and conditions of employment; health and safety; relationships at work; new working practices; organisational change and equal opportunities/discrimination. It is important to understand that a grievance can be any work related matter that an individual perceives to be causing them difficulties or distress at work.
5. If your complaint relates to bullying or harassment on the part of a colleague, the matter should be dealt with under the harassment procedure.
6. Complaints that amount to an allegation of misconduct on the part of another employee will be investigated and dealt with under the disciplinary procedure.
7. Complaints that you may have about any disciplinary action taken against you should be dealt with as an appeal under the disciplinary procedure.
8. Grievances raised while you are subject to disciplinary proceedings will usually be heard only when the disciplinary process has been completed. Insofar as a grievance has any bearing on the disciplinary proceedings, it can be raised as a relevant issue in the course of those proceedings.

## **Mediation**

It may be appropriate for the matter to be dealt with by way of mediation, depending on the nature of your grievance. This involves the appointment of a third-party mediator, who will discuss the issues raised by your grievance with all of those involved and seek to facilitate a resolution. Mediation will be used only where all parties involved in the grievance agree.

## **Grievance Procedure – Step 1 – Statement of Grievance**

The first stage of the grievance procedure is for you to put your complaint in writing. This written statement will form the basis of the subsequent hearing and any investigations, so it is important that you set out clearly the nature of your grievance and indicate the outcome that you are seeking. If your grievance is unclear, you may be asked to clarify your complaint before any meeting takes place.

Your complaint should be headed "Formal Grievance" and sent to your line manager. If your complaint relates to the way in which your line manager is treating you, the complaint may be sent to the College's HR Manager.

Further attempts may be made to resolve the matter informally, depending on the nature of your complaint. However, if you are not satisfied with the outcome, you may insist on the matter proceeding to a full grievance hearing.

Often grievances can affect working relationships. As far as possible staff will work as normal i.e. *status quo ante* will prevail.

## **Grievance Procedure – Step Two – Meeting**

Before proceeding to a full grievance hearing, it may be necessary to carry out investigations of any allegations made by you, although the confidentiality of the grievance process will be respected. If any evidence is gathered in the course of these investigations, you will be given a copy long enough in advance of the hearing for you to consider your response. If you are invited to attend an investigatory meeting, the College will allow you to be accompanied by a colleague or a trade union official, even though this is not a statutory right.

The hearing will be held as soon as is reasonably practicable and, subject to any need to carry out prior investigations, within 10 working days of the receipt of your written complaint. The hearing will normally be conducted by a College Officer or senior manager. At the meeting, you will be asked to explain the nature of your complaint and what action you feel should be taken to resolve the matter. Where appropriate, the meeting may be adjourned to allow further investigations to take place.

You should ensure that you attend the meeting at the specified time. If you are unable to attend because of circumstances beyond your control, you should inform the person hearing the grievance as soon as possible. If you fail to attend without explanation, or if it appears that you have not made sufficient attempts to attend, the hearing may take place in your absence.

While you will be given every opportunity to explain your case fully, the person conducting the hearing will intervene if he/she thinks that the discussion is straying too far from the key issue, or to

ensure that the meeting can be completed within a reasonable timeframe, depending on the nature and complexity of your complaint.

Following the meeting, you will be informed in writing of the outcome within seven working days and told of any action that the College proposes to take as a result of your complaint. You may discuss this outcome informally with either your manager or the College's HR Manager. If you are dissatisfied with the outcome, you may make a formal appeal.

### **The right to be accompanied**

You have the right to be accompanied by a fellow worker or trade union official at any grievance meeting or subsequent appeal.

The choice of companion is a matter for you, but the College reserves the right to refuse to accept a companion whose presence would undermine the grievance process. Please note that individual workers are not obliged to agree to accompany you. Companions will be given appropriate paid time off to allow them to accompany colleagues at a grievance hearing or appeal hearing.

At any hearing or appeal hearing, your chosen companion will be allowed to address the meeting, respond on your behalf to any view expressed in the hearing, and sum up the case on your behalf. However, both the hearing and appeal hearing are essentially meetings between the employer and you, so any questions put directly to you should be dealt with by you and not your companion.

Where the chosen companion is unavailable on the day scheduled for the meeting or appeal, the meeting will be rescheduled, provided that you can propose an alternative time within five working days of the scheduled date.

### **Accessibility**

If any aspect of the grievance procedure causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this issue with the College's HR Manager, who will make appropriate arrangements.

### **Grievance Procedure – Step Three - Appeal**

Your appeal should be made in writing to the person who heard your initial grievance hearing and copied to the College's HR Manager. You should clearly state the grounds of your appeal, i.e. the basis on which you say that the result of the grievance was wrong or that the action taken as a result was inappropriate. This should be done within seven working days of the written notification of the outcome of the grievance. An appeal meeting will be arranged to take place within 10 working days of the submission of your formal appeal.

You should ensure that you attend the meeting at the specified time. If you are unable to attend because of circumstances beyond your control, you should inform your line manager or the HR Manager of this as soon as possible. If you fail to attend without explanation, or if it appears that you have not made sufficient attempts to attend, the hearing may take place in your absence.

The appeal hearing will normally be conducted by at least one College Officer not previously connected with the process so that an independent decision into the severity and appropriateness of the action taken can be made.

The College Officers are as follows:-

Principal  
Bursar  
Senior Tutor  
Dean  
Tutor for Admissions  
Vice Principal  
Tutor for Admissions  
Secretary to the Governing Body

The appeal will consider the grounds that you have put forward and assess whether or not the conclusion reached in the original grievance hearing was appropriate. The appeal is not a rehearing of the original grievance, but rather a consideration of the specific areas with which you are dissatisfied in relation to the original grievance. The appeal may therefore confine discussion to those specific areas rather than reconsider the whole matter afresh.

Following the appeal meeting, you will be informed of the outcome within seven working days. The outcome of this meeting will be final.



# Green Templeton College University of Oxford

## Staff Harassment Policy

### Introduction

The College is committed to ensuring equality and fair treatment in the workplace for all members of staff. One of the key aims of the policy is to enable the College to provide a working environment in which all staff feel comfortable and in which everyone is treated with respect and dignity, regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, disability or any other personal factor or quality.

All staff have the right to work in an environment that:

- Is free from abuse or insults
- Is safe
- Promotes dignity at work
- Encourages individuals to treat each other with respect
- Values politeness
- Is open and fair
- Encourages colleagues to support each other

This policy is intended to provide a means for members of staff who believe that they have been harassed or bullied to raise a complaint either informally or formally. The College treats all complaints of harassment seriously and will investigate them promptly, efficiently and in confidence. The College harassment policy provides a framework for resolving complaints of harassment or bullying and for stopping any behaviour deemed to be harassment under the definition established within the policy.

### Definition of harassment

The current definition of harassment is: “unwanted conduct that violates people’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment”.

The defining features of harassment is that it is behaviour that is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person.

Harassment is a subjective concept; one person’s office banter is another person’s harassment and the College will take all factors into account when deciding if behaviour constitutes harassment.

Bullying is the persistent use of power and position (which may result in peer or upward bullying) to coerce others by fear, persecution or to oppress them by force or threat. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power intended to undermine, humiliate, denigrate or injure the recipient. It may not be, or even appear to be, based on gender, race or other specific factor.

Reasonable and appropriate management instructions administered in a fair and proper way, or a reasonable and proper view of a member of staff's work will not constitute harassment.

### **Examples of harassment**

Examples of behaviour which may amount to harassment include:

- suggestive comments or body language;
- verbal or physical threats;
- insulting, abusive, embarrassing or patronizing behaviour or comments;
- offensive gestures, language, rumours, gossip or jokes;
- humiliating, intimidating, demeaning and or persistent criticism;
- open hostility;
- isolation or exclusion from normal work, conversations or social events;
- publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials;
- unwanted physical contact, ranging from an invasion of space to a serious assault.

(the above list is not intended to be exhaustive)

### **Harassment Advisers**

The University of Oxford has appointed and trained approximately 300 harassment advisers. A harassment adviser has four main functions:

- to listen effectively and discuss the situation with the complainant;
- to provide clear information, help and guidance about the options available, the next steps to take, and how to best take them; and
- to provide support through the resolution process.
- to report anonymous statistical information as shall be required by the College or University of Oxford

A harassment adviser cannot:

- approach the alleged harasser in an attempt to mediate or resolve the matter for you;
- act as a representative or advocate; or
- be involved in any formal stage of the process except by way of providing the support required during this time.

An individual may be unsure as to whether certain behaviour amounts to harassment. Discussing the situation with a harassment adviser may help in making this assessment. The adviser can also provide further information on the steps that can be taken if the behaviour in question does not appear to be harassment under the terms of this policy.

The College has trained harassment advisers. Names are available from the HR Manager.

If an individual wishes to speak with a harassment adviser on a matter unconnected with the College there are about 60 of the University's advisers who provide advice outside their own department, faculty or college. The designated harassment line (01865 270760) will be able to put individuals in touch with one of the University's harassment advisers. Further details are available on the University's website at <http://www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork/>

## **Right to report harassment/bullying**

Employees have a right to report any behaviour towards them which they believe constitutes harassment or bullying. This will include behaviour that has caused offence, humiliation, embarrassment or distress. Apart from complaints about the behaviour of colleagues, employees have the right to complain if they believe that they have been bullied or harassed by a third party, for example a customer, client or supplier. Employees who raise a genuine complaint under this policy will under no circumstances be subjected to any unfavourable treatment or victimisation as a result of making a complaint.

However, if it is established that an employee has made a deliberately false or malicious complaint against another person about harassment or bullying, disciplinary action will be taken against that employee.

Any employee who witnesses an incident that he/she believes to be the harassment or bullying of another member of staff should report the incident in confidence either to his/her line manager or to the College's HR Manager. The College will take all such reports seriously and will treat the information in strict confidence as far as it is possible to do so.

## **Informal complaint**

Before raising a formal complaint, the employee may be able to talk directly and informally to the person whom he/she believes is harassing him/her and explain clearly what aspect of the person's behaviour is unacceptable, or is causing offence, and request that it stop. It may be that the person whose conduct is causing offence is unaware that his/her behaviour is unwelcome or objectionable and that a direct approach can resolve the matter without the need for formal action. Where an employee would like support to make such an approach, he/she should contact the College's HR Manager.

## **Formal complaint**

If, however, the employee feels unable to take this course of action, or if he/she has already approached the person to no avail, or if the harassment is of a very serious nature, he/she may elect to raise a formal complaint. Formal complaints must be made in writing and raised with either the line manager or, if preferred, the HR Manager.

In bringing a complaint of harassment/bullying, the employee should be prepared to state:

- the name of the person whose behaviour he/she believes amounts to harassment or bullying;
- the type of behaviour that is causing offence, together with specific examples if possible;
- dates and times when incidents of harassment or bullying occurred, and where they occurred;
- the names of any employees who witnessed any incidents, or who themselves may have been the victims of harassment or bullying by the same person; and
- any action that the employee has already taken to try to deal with the harassment.

## **Investigation**

The College will appoint a suitable person to conduct an investigation into the complaint. The person

dealing with the complaint will invite the employee to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation.

The employee will have the right to be accompanied to this meeting by either a fellow worker or trade union official. The employee should take all reasonable steps to attend.

All those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within ten working days of the meeting, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to the employee and to the alleged harasser.

If either the employee or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to both the employee and to the alleged harasser. The employee has the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

### **Responsibility on line managers to deal with complaints**

Managers who receive a complaint of harassment have a duty to investigate the matter thoroughly and objectively and to take corrective action. Line managers should be responsive and supportive towards any worker who raises a genuine complaint of harassment or bullying. The College's HR Manager will assist any line manager in dealing with complaints of harassment or bullying.

The College reserves the right, at its discretion, to suspend any employee who is under investigation for harassment or bullying for a temporary period whilst investigations are being carried out. Such suspension will be for as short a time as possible and will be on full pay.

Any employee accused of harassment or bullying will be informed of the exact nature of the complaint against him/her and afforded a full opportunity to challenge the allegations and put forward an explanation for his/her behaviour in a confidential interview, with a companion who is a colleague or trade union representative present if he/she wishes.

The College regards all forms of harassment and bullying as serious misconduct, and any employee who is found to have harassed or bullied a colleague will be liable to disciplinary action in accordance with the College disciplinary procedure.

The College may offer the opportunity to use a trained conciliator who will endeavor to bring about a mutually acceptable resolution to the situation. The preferred outcome of the College's harassment and bullying policy is that people against whom complaints are made change their behaviour to remove the cause of harassment.

The College will maintain records of investigations into alleged incidents of harassment or bullying, the outcome of the investigations and any corrective or disciplinary action taken. These records will be maintained in confidence and in line with the provisions of the Data Protection Act 1998. Anonymous statistical information regarding harassment cases within Colleges is provided to the University of Oxford Equality and Diversity Unit as part of their monitoring procedures.

# Green Templeton College University of Oxford

## Holidays

The number of working days paid holiday to which staff are entitled in each leave year is 38 per year (this is inclusive of any fixed/closure days and statutory/bank holidays). For staff with less than a year's service, and part-time staff, the amount of annual holiday allowed will be calculated on a pro-rata basis. Holiday accrual begins from the first day of your employment.

Holidays are to be taken at times approved in advance by the line manager (who will not unreasonably withhold consent) and in line with any restrictions laid out in the staff member's contract of employment. The normal leave year runs from 1 January to 31 December. A maximum of 5 days unused holiday may be carried forward into the new leave year, at the discretion of the line manager.

Some staff will be required to take part of their holiday entitlement during closure days, depending on the requirements of the College.

All staff will be given a holiday card which is used to record and request holiday from the individual line manager.

### Requesting Holiday

All holiday requests must be made using a holiday card. Staff should complete their holiday card and have it signed by their Line Manager or a Senior Manager before making any firm holiday arrangements.

Holiday requests will only be considered if they are presented on a holiday card and will be allocated fairly within teams ensuring that operational efficiency and minimum staffing levels are maintained throughout the year.

The minimum notice normally required for holidays, is at least four weeks of intention to take holidays and one week's notice for odd single days. Any staff member requiring annual leave in an emergency should discuss the matter with their line manager at their earliest opportunity.

### Holiday Entitlement On Leaving

Leaving the employment of the College, is the only time when any untaken holiday may be paid. A member of staff who has not taken full holiday entitlement at the time s/he leaves, will be paid accrued holiday pay calculated in proportion to the period already worked during the leave year less the value of any days of holiday already taken. If the member of staff has taken more than the full holiday entitlement at the time of leaving, calculated in proportion to the period already worked during the leave year, then the College will deduct an appropriate sum from the final payment.

### Holiday Entitlement for Part-Time Workers

Holiday entitlement for part-time workers is pro-rata to that of full-time workers, including pro-rata time off in lieu for bank holidays, according to the number of hours worked.

### **Unpaid Leave**

Unpaid leave will only be granted in exceptional circumstances and after all paid leave is exhausted e.g. during the first part year of service where the leave allowance is insufficient to cover a pre booked holiday.

### **Additional Holidays for Long Service**

All staff are entitled to long service leave based on their length of continuous service with Green Templeton College (or Green or Templeton Colleges for staff who commenced prior to 2008), in accordance with the table below:-

<b>More than (years)</b>	<b>Less than (years)</b>	<b>Extra Days Leave</b>
5	7	1
7	12	2
12	20	3
20	25	4
25	30	5
Over 30		6

## **Green Templeton College University of Oxford**

### **Hours of Work**

The standard number of hours in the working week is 36.5 for staff paid on support staff grades 1 -5. Staff employed on academic or academic-related grades 6 – 10 work a 37.5 hour week. There are some staff whose working hours are different for historical or operational reasons.

Staff working part-time hours receive salary and holiday entitlement in proportion “pro-rata” to the full-time equivalent.

There are no fixed working hours and line managers will agree starting and finishing times with individual staff, to suit the requirements of the work they carry out.

# Green Templeton College University of Oxford

## IT Policy on Staff Use of E-mail and Internet

### Policy Statement

Green Templeton College is committed to developing appropriate technology to ensure the efficient and cost effective provision of services. To this end employees are encouraged to develop IT skills including using the email system as a communication tool and accessing the Internet. All use of E-Mail and the Internet by staff must be in accordance with this policy and with the Computing Rules of Green Templeton College and with the University Rules for Computer Use of the University of Oxford which can be viewed at the following e-mail address <http://www.ict.ox.ac.uk/oxford/rules/> .

### Allocation of Email Addresses

Staff will be given an E-Mail address and should regularly check their post. E-Mail addresses with Internet access are given to those who need to use these facilities as a normal part of their work. All E-Mail users will be issued with a unique password which will be changed at regular intervals and is confidential to the user. Accessing the E-Mail system using another employee's password without prior authorisation is a breach of policy and is likely to result in disciplinary action.

### The Legal Position

Staff should be aware that electronic text (E-Mail) has the same status in law as the printed word. This means that E-Mail communications can be potentially actionable in law in exactly the same way as the printed word for breaches of the relevant legislation such as the Data Protection Act or the laws surrounding libel or defamation.

Staff must, therefore, be aware that they have a personal responsibility and are potentially personally liable for the legality, accuracy and confidentiality of statements made in E-Mail communications. This applies irrespective of whether those communications are circulated internally within the organisation or externally via the Internet.

Where defamatory statements or other comments which are actionable in law are made, or where there is breach of confidentiality, then disciplinary action may be taken.

### Personal Use

The E-Mail service and access to the Internet have been provided to staff on the basis that they will be used primarily for College business purposes. However, reasonable and limited use of these services for social and recreational purposes, where not in breach of this policy and other relevant rules or otherwise forbidden, is permitted outside of normal working hours. This is to be viewed as a privilege and if there is evidence of abuse, appropriate disciplinary action may be taken.

### Training

Employees will be trained in the use of the E-Mail system and accessing the Internet and how to best utilise it in the workplace. Training will normally take place in-house and will include the employee



being taken through this policy. Lack of training in the system will not be an acceptable defence when addressing abuse of the system issues.

### **Guidelines**

The purpose of these guidelines is to provide users with an E-Mail etiquette. In this sense they can be seen as statements of good practice in using the E-Mail system:

- E-Mail is a messaging medium somewhere between a formal letter or memo and spoken or telephone communication. It tends to be more informal than the written word, but more formal than telephone conversations. You should, therefore, be very careful to avoid phrasing which may be misinterpreted or offend the recipient. The use of humour or irony does not always come across as intended and can cause offence.
- the E-Mail system should not in general be used to disseminate personal and confidential information but may be used for this purpose when there is a specific business related issue.
- anyone receiving an E-Mail which is clearly not meant to have been sent to them should send it back to the originator as soon as possible.
- E-Mails should not be forwarded on to another person without the permission of the originator, unless it is clear to any reasonable person that the information contained in the E-Mail is not intended to be in any way confidential.
- E-Mail is not an appropriate debating forum. Do not use it to enter into discussion where it would be more appropriate to have a face to face meeting or to make contact by phone. Never use it as a means of avoiding direct contact.
- Critical information must not be stored solely within the E-Mail system. Hard copies must be kept or stored separately on the system.
- Do not send libellous or defamatory material whether original or downloaded from another source.
- if you need further advice on using the E-Mail system then contact the IT Team.

### **Monitoring Email Use and Internet Access**

Use of the E-Mail system and of Internet access may be recorded and monitored to ensure the system is being used effectively and in line with this policy and all relevant legislation.

Employees will be considered to have consented to this monitoring by their acceptance of an E-Mail address at Green Templeton College and their agreement to comply with the Green Templeton College Computing Rules.

Hard copies of E-Mail messages may be used as evidence in disciplinary proceedings. The College reserves the right to retain E-Mail messages and records of sites accessed for a reasonable period.

### **Security**

- User IDs and passwords help maintain individual accountability for all use of college computing facilities. Any employee who obtains a password or ID for any work-related

purpose must keep that password confidential. Passwords should not be written down and password sharing is strictly forbidden.

- Staff are advised to log out of computers when leaving their office.
- All data, including incoming e-mails of employees, may be checked if they are absent for work or on leave, without having made arrangements for access to their e-mails or data, as the College will need to ensure that business matters can effectively be dealt with in their absence.
- The College's e-mail or internet facilities may not be used to deliberately propagate a virus. Staff should be alert to the potential dangers of accepting programs from public sources or unsolicited software. Approval must be sought from a member of the IT Team before downloading and installing software from the Internet. In addition, software or data owned or licensed to the College may not be uploaded without express authorisation from the IT Manager.
- Staff should guard against the risk of viruses being imported into the College's computer systems, and report any actual or suspected virus infections immediately.
- Staff should not use the College's internet facilities knowingly to disable or overload any system intended to protect the privacy or security of another user.

### **Inappropriate Use of Email and the Internet**

Although active use of the E-Mail system and of the Internet is encouraged, abuse of these systems can result in very serious consequences for the College and disciplinary action may be taken for inappropriate use, which could lead to summary dismissal. Inappropriate use of the systems would include:

- Harassment
- Personal use of the system during work time without good reason
- On-line gambling
- Accessing, using or printing any material that may cause offence e.g. pornography
- Downloading or distributing copyright protected information and/or any copyrighted software
- Posting unapproved confidential information about other employees, volunteers, the College, students, suppliers, etc.
- Using another person's identity so as to appear to be someone else or attempting to gain access to anyone else's e-mail to which you do not have authorised access.
- Use of the E-Mail system or of the Internet for purposes that any reasonable person would know the College would not approve of

### **Resolving Complaints**

Employees who feel that they have cause for complaint as a result of E-Mail communication should raise the matter initially with their immediate line manager and/or the IT

Manager. If necessary, the complaint can then be raised through the grievance procedure.

# Green Templeton College University of Oxford

## Maternity Policy

### Maternity Leave – Green Templeton College Provisions

Female employees who meet the relevant qualifying criteria, and regardless of their staff group, grade or hours worked, will be eligible for the provisions of the Green Templeton College maternity leave scheme.

All pregnant employees irrespective of length of service have a statutory right to reasonable paid time off work to keep appointments for antenatal care prescribed by a doctor, midwife or health visitor. Evidence of appointments may be requested.

### The Qualifying Criteria

In order to qualify for the Green Templeton College maternity leave scheme, at the 15<sup>th</sup> week before the expected week of childbirth an employee should:-

- i) Hold a current contract of employment with Green Templeton College; and
- ii) Have at least 26 weeks' continuous service with Green Templeton College; and
- iii) Provide Green Templeton College with the correct notification of her intention to take leave; and
- iv) Intend to return to work following the birth of the baby.

### The Benefits

- All employees are entitled to take up to one year's (52 weeks') maternity leave, regardless of length of service with the College. The employee may decide how much of the 52 weeks' maternity leave they wish to take; however they must take by law a minimum of two weeks' leave from date of childbirth.
- If she meets all the following requirements, the employee will be eligible to receive the benefits of the Green Templeton College maternity pay scheme as follows:-

26 week's full pay; followed by  
13 week's statutory maternity pay; followed by  
13 week's unpaid leave

Total = 52 week's leave

- Staff who comply with the above criteria but who indicate before the commencement of their maternity leave that they do not wish to return to work, will receive 39 weeks' Statutory Maternity Pay only (provided their earnings also reach the government's Lower Earnings Limit for National Insurance Contributions.)

- Staff who have less than 26 weeks' continuous service into the 15<sup>th</sup> week before the baby is due will not be entitled to Green Templeton College maternity pay or Statutory Maternity Pay, but may be entitled to a state Maternity Allowance which can be claimed via the individual's local JobCentre Plus office.

### **Informing the College**

To claim maternity leave and pay under the Green Templeton College maternity scheme, an employee should notify her department no later than the 15<sup>th</sup> week before the expected week of childbirth of:

- i) The fact that she is pregnant
- ii) The expected week of childbirth
- iii) The date when she intends to start taking leave
- iv) Her intention to return to work after the birth of her baby

The employee should also provide the College with a copy of her MatB1 form that she will have been given by her healthcare provider (usually the GP or midwife) usually around the 25<sup>th</sup> week of pregnancy.

### **Starting Maternity Leave/Pay**

A woman can choose to start her maternity leave any time after the beginning of the 11<sup>th</sup> week before the expected week of childbirth (although maternity leave will start automatically before then if she gives birth early or is ill for a pregnancy-related reason during the last four weeks of her pregnancy) and may change her chosen start date by giving 28 days notice.

### **Contact during Maternity Leave**

The College may make contact with the employee (and vice-versa) while she is on maternity leave, as long as the amount and type of contact is not unreasonable (e.g. to discuss plans for returning to work or to keep her informed of important developments in the workplace).

### **Keeping in Touch Days – Working During Maternity Leave**

The employee can undertake up to a maximum of 10 days' work under her contract of employment during her maternity leave, as long as both she and the College have agreed for this to happen, and agree on what work is to be done and how much she will be paid for it.

### **Returning to Work**

It is assumed that the employee will return to work at the end of her full 52 week's of maternity leave unless she has told the College that she wishes to come back at any other time.

The employee can return to work earlier than the full 52 week's of maternity leave, or can change the date of her return to work, as long as she gives 8 weeks' notice to the College.

If the employee decides not to return to work at the end of her maternity leave, or returns to work for less than three months, the College reserves the right to reclaim all or part of the payments

made under the College scheme, minus any statutory maternity pay element to which the employee was eligible.

# **Green Templeton College University of Oxford**

## **Mobile Phone Policy**

### **Introduction**

The increasing reliance on work and private mobile telephones, has prompted the need for the College to take steps to ensure that mobile phones are used responsibly within the working environment. This policy is designed to ensure that potential issues can be clearly identified and addressed.

### **Mobile Phones issued by the College**

The Bursar will authorise the provision of a mobile phone only when it is clearly essential to enable a College member to fulfil their duties.

Examples of when a mobile phone is deemed necessary are the Domestic Bursar, duty member of the maintenance staff, the Maintenance Manager, the Conferences and Events Manager and Development Director and Junior Deans.

As the purpose of a College mobile phone is to provide a key contact number for staff when they are away from their desk or on call only a basic handset with a limited contracted number of minutes and text package will normally be provided. College mobile phones are only to be used for College purposes and not for private calls or texts. If the holder of a College mobile phone suspects that they will exceed the contracted minutes or texts they are to inform the Finance Department. It is the responsibility of the employee who has been issued with a mobile phone, to ensure that it is kept charged and switched on whilst on duty.

A register of College mobile phones and their holders will be held by the Finance Department.

The holder of a College mobile phone is also responsible for the safekeeping and condition of the mobile phone at all times, and will be responsible for the cost of any repair or replacement other than fair wear or tear. In the event that the mobile phone is lost or stolen, the College Finance Department must be notified immediately in order to block the phone.

When the holder of a College mobile phone ceases to be a member of the College or is no longer in a role authorised for the provision of a mobile phone they are to return it to the Finance Department.

### **Driving**

College reminds all employees that it is an offence to use hand held mobile phones whilst driving. A driver will be liable for prosecution if holding a mobile phone or any other type of hand held device to send or receive any sort of data.

It is therefore forbidden for employees to use hand held mobile phones whilst driving. A mobile phone may only be used where there is an incoming call through a hands free device, in which case the call should be kept to the shortest possible time and only to effect essential communication.

Otherwise the employee may stop and park the vehicle where it is safe and legal to do so and switch the engine off, before making or taking a call.

### **Personal Mobiles**

Many College staff have roles which have a customer focus to them. That includes not only front of house staff, but also those who attend meetings and events, receive visitors or represent the College in other ways.

For this reason, and in order to be courteous and present a professional image, staff are permitted to have their mobile phones about their person, but they must be switched to silent whilst working. Employees should not make or receive personal mobile phone calls during working hours, except in an emergency or with the permission of their line manager.

Routine calls and texts should be limited to allocated lunch and/or tea breaks.



## Green Templeton College University of Oxford

### Other Leave or Absence from Work

#### Time Off To Care For Dependants

Employees who wish to take time off for dependants are entitled to take a reasonable amount of paid and unpaid time off during normal working hours. In every case, save that of an emergency occurring overnight or at the weekend, application should be made in advance to the line manager or the person to whom sickness absence is normally reported to, if the line manager is not available. In no case should a member of staff leave the place of work without having obtained permission.

Leave can be taken in order to:

1. provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted;
2. make arrangements for the provision of care for a dependant who is ill or injured;
3. in consequence of the death of a dependant;
4. because of the unexpected disruption or termination of arrangements for the care of a dependant
5. to deal with an incident which involves a child of the employee and which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for him.

The term "dependant" is defined, in relation to an employee as:

- a spouse or civil partner
- a child
- a parent
- a person who lives in the same household as the employee, other than by reason of being his/her employee, tenant, lodger or boarder

For the purposes of (1) or (2) above, dependant also includes any person who reasonably relies on the employee:

- for assistance on an occasion when the person falls ill or is injured or assaulted, or
- to make arrangements for the provision of care in the event of illness or injury.

For the purposes of (4), dependant also includes any person who reasonably relies on the employee to make arrangements for the provision of care.

### **Caring for those who are sick and dealing with domestic emergencies**

Absence from work to attend to the sickness of a member of the immediate family or equivalent, or to attend to a family or domestic emergency, will be paid in the first instance, up to a maximum of 2 days to allow the staff member to make the necessary arrangements for continued care or attention.

Additional unpaid leave may be taken, or annual leave granted to enable further time to be spent away from work.

It is important that these provisions are not abused. The frequency of leave requests will be monitored.

### **Bereavement Leave**

Leave of absence to attend the funeral of a person with whom there has been a close personal relationship, or to carry out executorial duties, will normally be granted as paid leave outside your annual leave.

Sympathetic consideration will be given to the need for additional paid time away from work for staff who are coming to terms with a bereavement.

When the staff member's own health is adversely affected by bereavement, a short period of sick leave may be more appropriate.

If extended time away from work to travel to or from a funeral, or to carry out non-executorial duties associated with a death is required, unpaid or annual leave may be granted.

### **Medical and Dental Appointments**

Visits to the doctor, dentist or a hospital should be made wherever possible at a time when it will be least disruptive to the work of the College. Permission to attend will not be withheld unreasonably, however, the line manager may ask to see an appointment card or letter to verify the appointment.

### **Antenatal Appointments**

All pregnant employees are entitled to time off with pay for antenatal appointments including relaxation and parent craft classes. An appointment card verifying your attendance should be shown to the line manager.

### **Election to Westminster or European Parliament**

Two days of paid leave will be granted to employees who are standing as *bona fide* candidates for election to Westminster or the European Parliament and who have taken three or more days of personal leave in connection with their candidacy. This leave is to be taken at any reasonable time subject to operational requirements, noting that one of the two days offered by the College is to cover, where possible, the day of election.

### **Jury service**

Staff should report to their line manager if they receive a summons to serve on a jury. Leave to attend for jury service is normally given with full pay, in which case no claim for loss of earnings should be made to the Crown.

### **Voluntary public service**

Members of staff should obtain the agreement of their line manager to the time-off involved before undertaking voluntary public service. The College will grant reasonable paid leave of absence to such members of staff required to attend council meetings, to serve as magistrates, school governors etc.

### **Volunteer Reserve Forces**

Staff who are members of Britain's Volunteer Reserve Forces (Territorial Army, Royal Naval Reserve, Royal Marines Reserve and the Royal Auxiliary Air Force) who are required to attend a two week summer training exercise may be granted one week's paid leave for this purpose, the remaining week to be taken from the employee's normal annual leave entitlement.

### **Young workers' right to paid leave for study**

Employees aged sixteen to seventeen who have not achieved a recognised standard in their education or training have the right to reasonable time off with pay to study or train for a relevant qualification which will help them achieve that standard. Those employees aged eighteen who have commenced such study will have the right to complete their studies.

### **Other statutory rights to time off work**

Certain employees have rights to take time off work for recognised activities. This includes members and officers of recognised trade unions, who are allowed time for specific trade union duties and activities, safety representatives, trustees of occupational pension schemes, and employee representatives acting under consultation requirements for either redundancy or business transfer (TUPE).

**Green Templeton College  
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**Overtime and Time Off In Lieu (TOIL)**

Overtime is defined as time which, with the approval of the line manager, is working in excess of 36.5 hours per week. The following conditions apply:-

- (i) Only staff employed in grades 1-5 are eligible for overtime.
- (ii) Overtime can be taken either as time off in lieu (TOIL) or as paid hours. TOIL will be at single time, i.e. one hour off for every additional hour worked.
- (iii) Any additional qualifying hours worked up to 36.5 hours per week will be paid at plain time.
- (iv) Where compensation for overtime is to be paid, additional qualifying hours worked over 36.5 per week will be paid in accordance with the following schedule:  
  
the first 7.25 hours of overtime working (in excess of 36.5 hours): time and a half  
  
any subsequent hours of overtime working (i.e. on completion of 43.75 hours): double time
- (v) Work on public holidays will be paid at double time.
- (vi) Staff employed on grades 6 – 10 may claim TOIL at single time if they are requested to work a Bank Holiday or a fixed closure day.

# Green Templeton College University of Oxford

## Paternity Policy

### Paternity Leave – Green Templeton College Provisions

There are two separate entitlements to paternity leave and pay:

- Ordinary Paternity Leave and Pay (OPL): two weeks' leave at full pay in the first 26 weeks following the birth or adoption.
- Additional Paternity Leave and Pay (APL): up to 26 weeks' leave after the mother returns to work some of which may be paid.

### Eligibility

In line with statutory provisions, the paternity leave arrangements apply to any employee who meets the criteria regardless of gender or marital status, i.e. any employee who is either:

- married to
- the civil partner of
- or the partner of

an expectant mother or adoptive parent.

### Ordinary Paternity Leave (OPL)

In order to qualify for Ordinary Paternity Leave employees must:

- v) Hold a current contract of employment with Green Templeton College. If the employees' contract is due to expire during the period of OPL or APL, the right to any contractual payments ends on the contract end date.
- vi) Have at least 26 weeks' continuous service with Green Templeton College by the end of the qualifying week. The qualifying week is 15 weeks before the expected week of childbirth or the week in which adoptive parents receive notification that they are matched with a child.
- vii) Have the main responsibility (apart from the birth mother/primary adopter) for bringing up the child.

### Entitlements (OPL)

- Employees who meet the qualifying criteria may take two weeks' (10 days) OPL on full pay on the birth or adoption of a child.
- The leave can be taken between the date of the child's birth or adoption and 26 weeks after that date
- The leave is usually taken in one block but may be split into two separate blocks of one week, at the discretion of the line manager and in accordance with operational

requirements. Only one period of leave is permitted even in the case of multiple births or placements.

- Employees' must give at least 28 days' notice of their intention to take OPL. In the event of the baby arriving earlier than expected, this notice can be waived.

### **Additional Paternity Leave and Pay (APL)**

In order to qualify for **additional paternity leave and pay** an employee must:-

- i) Be the father of the baby and/or the husband, partner or civil partner of a woman who is due to give birth
- ii) Have or expect to have the main responsibility for the baby's upbringing (with the exception of the mother/primary adopter).
- iii) Have at least 26 weeks' continuous service with Green Templeton College by the end of the qualifying week. The qualifying week is 15 weeks before the expected week of childbirth or the week in which adoptive parents receive notification that they are matched with a child.
- iv) Hold a current contract of employment with Green Templeton College. If the employee's contract is due to expire during the period of OPL or APL, the right to any contractual payments ends on the contract end date.

The baby's mother must also meet the following criteria:-

- i) Be entitled to statutory maternity leave, statutory maternity pay or maternity allowance
- ii) Return to work at least two week's after the baby's birth, but with at least two weeks of unexpired statutory maternity leave entitlement remaining.

And there are criteria for adopters to meet as well:-

- i) One of the adoption partners (the primary adopter) can claim adoption leave and the partner (co-adopter) is eligible for paternity leave.
- ii) Employees can take their APL any time between 20 and 52 weeks after the child is placed for adoption (with UK adoptions) or arrives in the UK from overseas.

### **Entitlements (APLP)**

- Eligible employees may take between 2 weeks' and 26 weeks' leave not earlier than 20 weeks after the birth or adoption placement and ending no later than 12 months after this date.
- The Additional Paternity Pay is known as Additional Statutory Paternity Pay (ASPP). ASPP is paid at either the rate of SMP (Statutory Maternity Pay) or at 90% of the average weekly pay, whichever is the lower.
- The amount of ASPP the father/partner can take depends on the amount of maternity leave and pay that the mother has remaining, following her return to work. (i.e. if the mother returned to work having taken 26 weeks' maternity leave, the father/partner could claim up to 13 weeks of ASPP with a further 13 weeks unpaid leave).

- Green Templeton College offers an enhanced Paternity Pay Scheme for staff. This is available if the mother returns to work between 20 and 26 weeks after the birth or placement for adoption. She may still have up to 6 weeks of her entitlement to full pay remaining and in these circumstances the father/partner is entitled to claim up to 6 weeks' leave at **full pay**. Any additional leave is paid at statutory rates.

### **Giving notice**

Employees must give 8 weeks' notice of their intention to take APL. A return date will be agreed before the staff member goes on APL, but if they wish to change this, then 6 weeks' notice must be given to the employer, to allow them to make arrangements regarding any paternity cover.

### **Evidence of the child's birth/adoption or the mothers/partners' employment**

Green Templeton College has the right to request a copy of the child's birth certificate or adoption notification and the name and address of the mother/partner's employment. Any employee asked for this information must respond within 28 days.

### **Keeping in Touch**

Green Templeton College may make reasonable contact with staff during any period of paternity leave, and in the same way, employees may stay in contact with the workplace. The College should keep the employee informed of any information relating to their employment.

### **Keeping in Touch (KIT) Days**

An employee on APL may, with the agreement of their line manager, work for up to 10 KIT Days without bringing the APL period to an end or losing the entitlement to pay.

Any work carried out during APL will count as a whole KIT day, up to the 10 day maximum. Even if the employee comes into work for a one hour training session, they will be paid for the hours they work but one of their KIT days will have been exhausted.

Any work over the 10 day limit will automatically bring the APL and pay periods to an end.

## **Green Templeton College University of Oxford**

### **Pension**

College staff who are under the age of 60 and employed (whether full-time or part-time) on a contract of employment are eligible to join either the University of Oxford Staff Pension Scheme (OSPS) or the Universities Superannuation Scheme (USS).

#### **OSPS**

This pension scheme is offered to staff on Support Staff Salary Scales 1 -5. All new eligible staff are automatically brought into membership of OSPS unless they give notice in writing that they do not wish to join the scheme.

OSPS provides a pension and tax-free lump sum on retirement as well as life cover whilst in the university's employment. Employees in OSPS are contracted-out of the State Earnings Related Pension Scheme (SERPS), for which there is a National Insurance rebate. Contributions to the scheme are in the form of stated percentages of salary paid both by the individual employee and by the university. The employee's contribution is currently 6.35% and the university's contribution is the balance of the cost of providing the benefits. Members of OSPS can pay additional voluntary contributions to boost their pension.

#### **USS**

Eligible members of College staff are those on Academic and Academic Related Salary Scales 6 - 10, under the age of 60. Staff will be deemed to be in membership of the University's Superannuation Scheme (USS), unless they give notice in writing. Employees in USS are contracted-out of the State Earnings Related Pension Scheme (SERPS), for which there is a National Insurance rebate. Contributions to the scheme are in the form of stated percentages of salary paid both by the individual employee and by the University. Details of current contribution rates are available from the USS website at <http://www.usshq.co.uk/>.

Staff members who change grade must move into the appropriate pension scheme for that grade, or make their own personal arrangements for a private pension.



# Green Templeton College University of Oxford

## Personal Development Review Policy and Procedure

### 1. Introduction

#### 1.1 College Policy

The College is committed to all staff participating in a regular Personal Development Review. The process and documentation may vary slightly between staff groups but the common aim is to ensure that all are clear about the objectives and responsibilities of their own role, and to have their performance reviewed on a regular basis.

### 2. Explanation

#### 2.1 Principles

Every employee should have a Job Description which describes the purpose of their job and the key tasks, this forms the basis for the Personal Development Review.

In addition, the Personal Development Review should include an indication of the general standards of behaviour which are required to support the values and business objectives of the College.

The key to effective performance, is the regular review of each employee's performance by his/her manager. The manager and the employee should be having regular one to one meetings throughout the year, to ensure that progress is being made towards achieving the annually agreed objectives. The Personal Development Review is the annual planned discussion between a manager and a member of their staff. It is NOT a lecture by the manager, a disciplinary meeting, a salary discussion or a secret report on the employee's performance. Similarly the Personal Development Review is a separate exercise from the completion of Probation Reports or formal performance management when an employee's performance is not meeting expectations, these are subject to their own procedures.

The Personal Development Review meeting should review the employee's performance over the past year, including the achievement of agreed targets and objectives, as well as plan the performance levels for the year ahead and identify any training and development needs. The Personal Development Review form should be completed to provide a record of the discussion. In addition to the annual completion of the PDR Form it is recommended that the form is reviewed after 6 months.

#### 2.2 Objectives

The purposes of an effective Personal Development Review system are:

- to ensure an understanding of the role and responsibilities by the employee and to agree objectives or targets for the coming year
- to provide a basis for a discussion between the manager and the employee

- to identify development opportunities for the employee to enhance his/ her performance.

It will also identify and reinforce the standards that support the values and objectives of the College.

### 2.3 Advantages

An effective Personal Development Review system offers a number of advantages:

- *for the Employee*, it lets him/her know how they are getting on, what their manager thinks of their performance, how he/she can become more effective and it provides an opportunity to discuss the future.
- *for the Manager*, it gives an opportunity to review performance over a longer period, identify where and how improvements could be made and removes any areas of confusion in the job.
- *for the College*, it ensures that all individual activities and behaviours are supporting the overall business objectives and highlights future training and development needs for the organisation.

## 3. **Documentation**

### 3.1 Job Description

Each staff member will have a Job Description setting out the main purpose and key tasks of their post. The Job Description also sets out the standards and attitudes which are necessary for the overall success of the College.

### 3.2 Invitation to Review

Each year all employees will receive an invitation to review by their manager setting out the date, time and venue of the meeting. The invitation and the Employee Discussion Notes should be given to the staff member by the manager, at least one week before the meeting is due to take place. Having noted the date and time agreed for the meeting, each employee should consider the questions set out on the Employees Discussion Notes document.

### 3.3 Employee Discussion Notes

The employee is asked to consider a series of questions to help them prepare for the meeting by considering the tasks within the Job Description and how well they consider these were achieved. Any training or development needs should also be noted for discussion. Staff will be given working time to consider and complete their responses which will form the basis for discussion, and which should be submitted to the Manager in advance of the Meeting. Brief notes only are required. These will form part of the review documentation.

The questions posed follow the order that the review meeting is likely to follow and will help the employee to contribute constructively to the discussion. It should be noted that this meeting is to review the whole year and discussions should not be dominated by recent events.

### 3.4 The Review Meeting

This will normally last between 30-60 minutes, depending on the amount of discussion needed and the points either party wishes to raise.

The first part of the review meeting will be a review of the past year's performance (except when this is the employees' first Personal Development Review).

The second part of the interview needs to focus on agreeing targets for the coming year. As each target is agreed, consideration should be given to any additional support or training that is required to achieve.

The manager should ensure that there is common understanding about what is required and how performance will be monitored.

### 3.5 Review Report

As soon as possible following the Review Meeting, the manager will complete the Personal Development Review Report summarising discussions, any action points or objectives planned for the future, and any training or development needs identified.

Targets or objectives agreed between manager and employee should be SMART- that is:-

Specific  
Measurable  
Achievable  
Realistic  
Timebound

In many cases the manager's report will be in brief bullet pointed format, incorporating points from the Employee Discussion Notes. Special circumstances, or where a performance concern exists, may require more detailed recording.

### 3.6 Inviting the employee's input

Once the review form has been completed by the manager, the form will be given to the employee for them to review and comment upon.

The employee is free to add written comments to the form about the discussions and the manager's written comments. Completing and signing the "Employee's Comments" section does not necessarily indicate agreement by the employee but acknowledges that it has been read.

### 3.7 Getting approval of 'grandparent'

Once signed by the employee, the forms are seen by the manager's manager, the 'grandparent'. This will enable the manager's comments, plus any employee's comments, to be reviewed by the next level manager (viz. organisational grandparent) and it will help to ensure consistency by line managers.

If there is dissent between the views of the manager and employee, the 'grandparent' should discuss these differences with the manager. The grandparent will then decide whether further meetings are necessary with the employee and manager.

### 3.8 Retaining Completed Reports

Once the Personal Development Review form has been reviewed by the 'grandparent' and returned to the manager, a copy of the form should be given to the employee and the originals of all of the documentation used during the process, should be forwarded to the HR Department for safekeeping.

The managers, with the HR Department, are responsible for ensuring that completed review forms and their contents are treated as confidential. Such information is limited to managers of the College on a 'need to know' basis.

## 4. **Monitoring Results**

### 4.1 Training and Development Recommendations

It is the manager's responsibility to monitor the actions agreed in the performance review and to ensure that any commitments for training and development are implemented.

## 5. **Further Reviews**

In certain circumstances, e.g. where the performance of an employee is not at an acceptable level the issue will be taken forward under the College Staff Disciplinary Procedure. In the case of new employees, it is possible that they may not have been in post for sufficient time to be reviewed adequately. Their first performance review will then need to be deferred for a period. In any event, new employees normally should have a performance review prior to the confirmation of their appointment

**Green Templeton College  
University of Oxford**

**Personal Telephone Calls**

Many staff use a telephone in the course of their employment. However, in common with all employers, the additional cost of personal calls and the amount of time spent on such calls during working hours is a concern of the College.

Staff should only use workplace telephones to make and receive personal calls that are brief and important.

Calls to notify home of late working are considered to be business calls.

Other personal calls that need to be made during working hours must be paid for.

Personal telephone calls to destinations abroad may only be made in exceptional circumstances with the approval of the line manager.

Fax machines are not available for personal use and may not be used except in exceptional circumstances with the approval of your line manager.

# Green Templeton College University of Oxford

## Probation Policy

### Purpose of Probation

Every post must have a specified probationary period. The purpose of the probationary period is to ensure that a post holder taking up a new appointment is, within a reasonable period of time, able to gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance. Probationary periods are specified in the contract of employment when an employee joins the College from another organisation, and may also be appropriate where an existing employee is promoted to a higher grade.

### Probation for staff moving roles

Probationary periods for staff moving into different roles within the College should normally be used where there is any gap in employment between the two appointments, or where the new post is substantially different, or at a higher grade, even if there is no gap in employment.

### Length of probationary periods

The probationary period of support staff (Grades 1 – 5) is normally six months, unless the post is a fixed term contract of less than six months duration.

The probationary period of academic-related (Grades 6 – 10) and other senior appointments, may be between 6 months and one year.

### Managing the probationary period

Line managers should support and give guidance to new employees with a thorough induction programme which includes health and safety. They should discuss their expectations with the employee during the induction process.

Line managers should actively manage the employee during probation and should not wait until the end of probation to do this. It is important that any concerns are brought to the attention of the employee as they arise, so that the employee has an opportunity to address those concerns.

The line manager should set a date with the employee for a mid term review of performance approximately half way through the probationary period. The purpose of the meeting will be to indicate whether the probationary period is proceeding successfully or not.

It is important to emphasise that the College wishes probationary periods to be completed successfully and every support will be given to ensure that this happens.

Successful completion will be confirmed to employees at the end of the probationary period.

In some circumstances, however, it might become apparent that the employee has some fundamental difficulties with the work. On speaking to the employee it might become apparent that

the employee is not going to meet the required standards; this could be for reasons such as erratic attendance or unacceptable behavior or inadequate performance of the job role.

In these circumstances, it is possible that the probationary period could be extended or the contract terminated before, or at the end of, the probationary period. This will always be confirmed in writing.

# **Green Templeton College University of Oxford**

## **Recruitment and Selection Policy Statement**

Green Templeton College welcomes diversity amongst its staff and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post. In pursuance of these aims, the College will adhere to the following procedure in respect of the recruitment and selection procedure for all advertised posts.

### **Selection Criteria**

Selection criteria will be clearly defined and reflected in the further particulars sent to candidates. Job qualifications or requirements which would have the effect of inhibiting applications from individuals possessing one or more protected characteristics as defined by the Equality Act 2010 (namely age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation) will not be demanded or imposed, except where they are justifiable in terms of the job advertised.

### **Advertising**

All posts at Green Templeton College are advertised, with the exception of some very short-term temporary assignments. Job advertisements will normally be widely advertised in order to encourage applications from a broad range of suitable candidates from all backgrounds. The College retains the right to advertise some posts internally only, for reasons of expediency or where an existing employee's current post may be at risk. Every post will have a job description and person specification with clear criteria.

### **Equality and Diversity**

The policy of Green Templeton College is that all staff are afforded equal opportunities within employment. Entry into employment and progression are determined by personal merit alone and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Selection of Candidates**

The ability of each candidate to perform the job description will be compared objectively against the selection criteria for that job, and all applications for a post will be processed in the same way. Information sought from candidates and passed to those responsible for appointments will relate only to the qualifications for, or requirements of the job. The College recognises its statutory obligation to make reasonable adjustments to the workplace and its working arrangements to accommodate candidates with disabilities.



Interview questions will relate to the selection criteria. No questions will be based on assumptions, for example, about roles in the home and family. In particular, questions about private personal relationships, children or domestic obligations will not be asked at interview, although candidates may request information about policies and staff benefits. Where it is necessary to obtain information about personal circumstances (for example where flexibility to work irregular hours is a stated criterion for the post) questions about this will be asked equally of all candidates and will relate only to the job requirements.

Where disabled candidates identify themselves at application stage, appropriate interview arrangements (such as accessible interview room, car parking or an interpreter) will be offered to enable such candidates to compete on an equal basis.

### **Record Keeping**

All applications are confidential and will only be seen by those directly involved in the recruitment and selection process.

Details of candidates and of selection decisions will be kept for six months after an appointment has been made. The College will supply reasonable feedback to unsuccessful candidates on request during that period.

Details of the gender, ethnicity, any disability, age, marital status, sexual orientation, religious belief and whether the applicant is a carer are requested from staff and applicants for jobs to enable confidential recruitment monitoring to take place.

Records may be used to determine whether members of one gender or persons of a particular racial group or those with a disability do not apply for employment, or apply in smaller numbers than might be expected. Or whether they are shortlisted or appointed in a lower proportion than the application rate, or are concentrated for example in certain jobs. Where such under-representation is identified, positive action initiatives will be developed in accordance with relevant national legislation.

# Green Templeton College University of Oxford

## Redundancy Procedure

**Green Templeton College aims to take all reasonable steps to avoid making employees redundant. Where redundancy is unavoidable the College will seek to handle the redundancy in a fair and consistent manner.**

### **1. Policy**

- 1.1.** It is the policy of the College to consider redundancy as a last resort only once other measures e.g. loss of temporary employees, recruitment freezes, reduced overtime, retraining or other work rearrangements have been considered.
- 1.2.** When redundancy is unavoidable the College will follow the method of selecting employees to be made redundant in accordance with the procedure detailed in section 3.1 below.
- 1.3.** It is the policy of the College, wherever possible, to offer suitable alternative employment to staff whose positions are to become redundant. Where appropriate, such alternative employment would be offered on a trial period as defined by the Employment Rights Act 1996. If the trial period proved unsuccessful the statutory rights to redundancy would remain.
- 1.4.** Where an offer of alternative employment cannot be made, or is reasonably refused by an employee, the individual concerned will be given reasonable paid time off during working hours for the purposes of looking for new employment, irrespective of length of service.

### **2. Legal definition of redundancy**

- 2.1** Subject to the above policy, Green Templeton College will only dismiss due to redundancy where the circumstances of the dismissal fits the technical definition of redundancy specified by law i.e. where the dismissal is wholly or mainly attributable to:

a) the fact that the employer has ceased or intends to cease to carry out the business for the purposes for which the employee was employed, or has ceased or intends to cease, to carry on that business in the place where the employee was so employed e.g. where a whole department or function closes down or is expected to close down/funding ceases or is withdrawn, **or**

b) the fact that the requirements of the College for employees to carry out work of a particular kind or for employees to carry out work of a particular kind in the place where they were so employed, have ceased or diminished or are expected to cease or diminish. For example, work may be expanding but because new methods of working are introduced, such as new technology or work being put out to contract, the requirement for some jobs in some areas may cease or diminish or be expected to cease/diminish.

c) a reason not related to the individual concerned or for a number of reasons all of which are not so related.

### **3. Redundancy procedure**

#### **3.1. Selection Criteria**

Once the organisation is satisfied that other measures for avoiding redundancy have been exhausted and that a redundancy situation exists consultation will take place as soon as possible as outlined under section 5 below and potentially redundant employees will be selected in accordance with the following procedure:-

**a)** The 'pool' of employees from which selection is to be made to be clearly defined and agreed.

**b)** If appropriate, volunteers for redundancy will be sought in the first instance in order to avoid as far as possible compulsory redundancy. It is the right of management to decide whether it is appropriate for a particular employee to leave under voluntary redundancy.

### **4. Appeal**

4.1 Employees who feel that they have been unfairly selected for redundancy under the above selection criteria may appeal within 5 days of receiving the letter of redundancy.

### **5. Consultation**

5.1 Green Templeton College will consult with staff and their elected representative on all proposed redundancies. Consultation will take place as soon as a possible redundancy situation arises and within the statutory time limits where more than 20 employees are to be made redundant at one establishment. The consultation will include:

- the reasons for the redundancy proposals
- the number and description of employees whom it proposes to dismiss as redundant
- the total number of employees of each description employed by the employer at the College
- proposed method of selecting
- proposed procedures for carrying out dismissals including the period over which dismissals are to take effect
- proposed method of calculating any redundancy payments

The consultation will include ways of avoiding the dismissals, reducing the number of employees to be dismissed and mitigating the consequences of the dismissals and will aim to reach an agreement with staff and their representatives.

5.2 Consultation will take place as soon as possible with individuals concerned (even if consultation has already taken place with appropriate representatives) and within the statutory time limits. Employees will be informed of the reasons for the redundancy proposal and be given the opportunity to comment or make representations prior to the

final decision to dismiss. Part of the consultation will include discussing steps to avoid dismissal i.e. any alternative work that may be offered and the acceptability to the employee e.g. in terms of nature of work, grade level and location etc.

**5.3** Suitable alternative work will be offered wherever possible for a trial period as laid down in employment law.

## **6. Notice Period**

**6.1** Green Templeton College will give as much notice as possible of dismissal on grounds of redundancy but will, as a minimum, give the statutory or contractual period (whichever is the longer) of notice of termination of employment.

**6.2** Dependent on the circumstances, the College will determine whether or not the employee is required to work the period of notice.

**6.3** All employees required to work their period of notice will be granted a reasonable amount of paid time off work to look for new employment in accordance with employment law or to make arrangements for training. This time off will be agreed initially with the employee's line manager.

**6.4** An employee who is given notice due to redundancy will receive a written statement outlining the reason for the redundancy and detailing the calculation of any redundancy payment due.

## **7. Redundancy payments**

**7.1.** Employees with at least 2 years' continuous service will normally qualify for redundancy payment. This includes employees on fixed term contracts with over 2 years' service. Green Templeton College pays statutory redundancy pay which is capped at 20 years' service. The number of weeks' pay used in assessing the amount of redundancy payment due is determined by the employee's continuous completed years of service and their age when those years were being worked:-

a) **1.5 week's pay** for each complete year of employment during which the employee was aged **41 or over**

b) **1 week's pay** for each complete year of employment during which the employee was aged **23 - 40 inclusive**

c) **0.5 week's pay** for each complete year of employment during which the employee was aged **18 - 22**

**7.2** A week's pay is the basic weekly wage or salary under the contract of employment. Where earnings vary the amount is the average weekly earnings (excluding non-contractual overtime) during the 12 weeks before termination.

**7.3** Green Templeton College calculates redundancy payments using the actual gross weekly pay of the individual employee.

## **8. Redeployment**

- 8.1** Green Templeton College will seek to avoid redundancies wherever possible. It will endeavour to offer suitable alternative employment to staff whose post is to become redundant.
- 8.2** Once a post has been identified as being redundant, the following will be available to the post holder:-
1. Suitable alternative employment on a trial basis in accordance with employment law, where such employment is available.
  2. Automatic interview for another post within the College where the post holder meets the essential criteria of the Person Specification.
  3. Reasonable time off to look for alternative work, in accordance with employment law.
  3. Assistance in looking for alternative work where practicable.

## **Green Templeton College University of Oxford**

### **Re-grading Policy**

The specific duties and responsibilities of a post may vary from time to time without changing the nature of the post or the level of responsibility it carries. Such variations are common and do not necessarily alter the status of the post and reasonable flexibility of the post holder is to be expected.

Where there has been a substantial increase in responsibilities, consideration may be given to re-grading the post. The additional responsibilities must be of a permanent nature and should have been successfully undertaken by the post holder for a minimum of three calendar months.

In order to ensure a consistent approach, all re-grading requests will be considered by the HR Committee.

Any re-grading request must be made by completing the Green Templeton College re-grading request form which will be countersigned by the individual's line manager who will state whether or not they support the re-grading request.

A request for re-grading may be initiated by an individual member of staff or their manager and the procedure above will be adopted in each case.

## **Green Templeton College University of Oxford**

### **Relocation Policy**

Relocation expenses are not offered routinely. However, the College reserves the right to offer relocation expenses in certain circumstances.

The College will decide before advertising a post whether it will qualify for relocation expenses and this will be stated clearly in the particulars of the job.

In deciding whether to offer relocation expenses, the College will take regard of the following considerations:

- The need to recruit nationally or internationally to secure a suitable appointment
- The difficulty of recruiting to a particular post
- The importance of the post to the academic and business needs of the College
- The need to pay relocation costs in order to secure an appointment
- Any other material factors

The intention is to provide financial assistance to the postholder. Assistance may be provided for the type of housing which is normally of no greater size than that occupied immediately prior to their appointment with Green Templeton College.

The criteria for claiming relocation expenses is set out within the policy and paid only where the College is satisfied that the employee needs to move home, and that the arrangements proposed are reasonable. The employee will be required to demonstrate that no other person involved in the move is receiving reimbursement of relocation expenses.

In the event of the employee leaving the employ of Green Templeton College within 2 years, repayment will be required of a sum equivalent to the expenses received, less one twenty fourth for each completed month of service.

Application for relocation expenses must be made during the first six months of service.

Applications should be put in writing and must be accompanied by relevant invoices.

Relocation expenses could include removal expenses, legal and surveying fees, stamp duty etc. It could also include a settlement allowance for replacement of carpets, curtains or other fixtures. Receipts are required for all expenditure.

**Green Templeton College  
University of Oxford**

**Retirement Policy**

Following the removal of the Default Retirement Age, employees may retire at any age.

An employee who decides to retire is required to formally resign from their post, submit the resignation in writing, and provide the notice specified in their contract of employment in the normal way.

It is helpful to understand the intention of employees with regards to their future career and retirement plans, as far as is possible, to enable the College to undertake workforce planning and to assist employees in their career planning process. Consequently line managers will discuss retirement plans with staff from time to time.

It is acknowledged that individual intentions to retire can change due to a variety of personal circumstances and any informal discussions will only be progressed formally once notice to resign has been given.



# Green Templeton College University of Oxford

## Salaries

### Salary scales

Green Templeton College uses the salary scales of the University of Oxford for the majority of posts. Each new post within the College should be evaluated and graded within the salary scales according to the job description. Any percentage salary increase awarded for cost of living is paid from 1<sup>st</sup> August, but because pay awards are agreed nationally for all participating Universities, they are often not agreed until later in the year. In these circumstances they will be backdated.

### Annual Increments

Annual increments for staff on incremental scales normally operate from 1 August (for grades 1 to 5) or 1 October (for grades 6 to 10) each year, payment of the first increment normally being subject to the member of staff having had three months' service in the grade by that date.

### Payment

Salaries are normally paid at calendar monthly intervals on the last but one working day of the month, payment being by credit transfer direct to a named bank or building society account. A payment slip showing deductions and net salary will be distributed shortly before the payment date.

### Acting Up Allowance

In cases where individuals are asked to assume the full duties of a higher graded post during periods of extended absence of the postholder it is open to the College at its discretion to authorise temporary payments at the median salary point of the higher grade. To qualify for such payment, any such absence must exceed a continuous period of one month. Individuals concerned should have such arrangements confirmed in writing. Where possible this notification will be given in advance, but may have to be given retrospectively, e.g. in cases of unexpectedly lengthy sickness.

Employees receiving acting up allowance will continue to receive the allowance during their annual leave. In addition employees will continue to receive the allowance during any sick leave where this leave does not exceed two consecutive weeks. After two consecutive weeks of sick leave the allowance will cease. If, after return from sick leave, the acting up allowance is still payable, this will start immediately.

Employees receiving acting up allowance will cease to receive the allowance during any time when they are on maternity or paternity leave.

This allowance only applies where the full duties of the senior post are undertaken.

### **Income Tax, National insurance and other deductions**

On starting work, employees should bring the P45 Tax Form which is obtained from the previous employer. If the employee does not have a P45 at the time of starting work, it is very important that a P46 form is completed instead, to ensure tax deduction at the correct rate.

Employees who have not worked for an employer before, will be advised by the College how to obtain a National Insurance number. The amounts statutorily due for Income Tax and National Insurance are deducted automatically from earnings, as are superannuation contributions and any other deductions authorized by the employee. All employees receive a statement of pay and tax during the year to 31 March (Form P60), which should be kept carefully since it may be needed for self-assessment purposes. The taxable salary shown on the P60 is after deduction of superannuation contributions.

# Green Templeton College University of Oxford

## Security Protocol

### Introduction

The College is committed to keeping as secure as possible its premises and property as well as that of students, staff and Fellows. However, it is important for staff to realise that the College is a high risk area because many visitors pass through the gates, and particularly at night, members of the public use the cross-path which runs adjacent to the College's south boundary.

Oxford Colleges are known to be targeted for being an easy and soft option for theft and criminal activities and we have been warned about this by the Police and University Security Services.

With this in mind, the following Security Protocol has been put together by staff and management to try and raise awareness of security and also to be clear about what action the College will take in various circumstances, as well as clarifying the rights and responsibilities of staff.

### College Property

Staff are responsible for the protection and safe-keeping of College property entrusted to their care.

The College is a high-risk area and staff must report any suspicious sightings or occurrences to the Lodge staff.

Work spaces, computers, work equipment and furniture remain the property of the College even if allocated to an individual, and may be re-allocated at the discretion of the management.

Office doors are to be locked when a room is vacated to ensure property is protected. Security procedures relating to care of high-value College property and its return must be followed. Failure to take adequate care and follow this reasonable instruction could result in disciplinary action being taken.

No food or drink belonging to the College may be taken home unless the employee has the express permission of the Food Service Supervisor or Head Chef, and in their absence, the Domestic Bursar.

To help the Lodge staff manage security, any staff member who works outside of their normal working hours, must gain the permission of their line manager beforehand and inform the Lodge.

For security reasons, it is forbidden for staff to sleep overnight on College premises and anyone found doing so may be subject to disciplinary proceedings. There may be exceptional circumstances where a staff member has booked accommodation through the Colleges normal booking systems. If a staff member needs to stay on the premises overnight, for example during adverse weather conditions, s/he must obtain written permission from the Bursar or Domestic Bursar.

### Staff Property

Staff are advised to lock their bags and other personal items into a locker, desk drawer or their car, rather than leaving them unattended.

It is recommended that staff do not bring large amounts of money, personal documentation such as passports, or high value items to work.

The College will take no responsibility for money or personal possessions belonging to staff, who are responsible for the protection of their own belongings.

If it is necessary to bring money or valuables to work, there are two safes located in the Lodge and in the Finance Department where these items can be deposited for the day.

Staff who are working, may park their vehicles on College premises on a first come first served basis, although priority will be given to staff members with special needs or a disability. This is not a contractual right for any staff member and it may be necessary to withdraw parking spaces in the future for operational reasons. Catering staff may park their cars at the side of the Doll Building during the daytime, but if working after 6pm they must park in the main car park so that the Lodge staff are able to monitor vehicles on site. Staff vehicles must never be parked on the cross hatch lines in front of the kitchen door unless loading or unloading catering supplies.

Staff may park their cars in the main car park when off duty in evenings and weekends provided they display a College parking permit in the window of the vehicle. Staff may leave cars in College car parks overnight at the discretion of the Bursar or Domestic Bursar, or the Lodge Manager, and written permission should be obtained.

### Losses

College Property:- If high-value College property cannot be accounted for, then the Police will be informed and asked to investigate.

Staff Property:- If staff property or money is reported missing, the College will not normally take any action unless there are signs of a forced entry. The College reserves the right to call the Police in at any stage.

Student Property:- If a student reports money or items missing and has concerns that it may have been stolen, the Police will be called.

### Voluntary Searches

1. Although the College does not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on College premises, all employees are asked to assist in this matter should a search be considered necessary. Requests for searches do not necessarily imply suspicion in relation to any individual concerned.
2. If a member of staff submits to a search, if practicable s/he will be entitled to be accompanied by a third party to be selected only from someone who is on the premises at the time a search is taking place.

# Green Templeton College University of Oxford

## Sickness Absence Policy and Procedure

### Absence through sickness

#### Notification of sickness and how to claim benefits

Under the Social Security and Housing Benefits Act 1982 and subsequent legislation, employers are responsible for paying certain prescribed rates of Statutory Sick Pay (SSP) to their employees, regardless of service but subject to certain exclusions, for up to 28 weeks of sickness in any period of incapacity for work.

Some members of staff may find themselves excluded from these arrangements, perhaps because they are over state pension age, or are paid less than the national insurance contribution lower limit, or have already received 28 weeks' SSP. If excluded for these or any of the other stated reasons, you should obtain the appropriate form from your Line Manager to enable you to forward a claim for State Benefit to the Department of Social Security. SSP payments will be made as part of salary, and will therefore be liable to tax and national insurance deductions.

The procedures for application and qualification for sickness benefit are summarised below:

#### a) Immediate notification of sickness

If a staff member is unable to attend for work because of illness, s/he or someone on their behalf, should inform the Line Manager in the College by telephone on the first day of absence from work, giving the reason for the absence and the expected date of return. Alternatively if the Line Manager is not available HR or the Lodge Porter on duty should be informed. Failure to provide such notification without good reason, or if the College is not satisfied with the reasons for absence, means that the College reserves the right to withhold payments of both statutory sick pay (SSP) and contractual sick pay.

Sickness absence of seven days or less must be recorded on a Return to Work Record Form immediately on returning to work. The staff member will be asked to attend a Return to Work interview with the line manager and the Return to Work Record Form will be countersigned by the Line Manager and forwarded to HR immediately.

#### b) Sickness absence from work for more than seven days

If staff member is absent from work because of sickness for more than seven working days (including sickness on Saturdays and Sundays for this purpose), s/he should obtain a doctor's certificate which should be sent to the College as soon as possible, and should continue to send in doctor's certificates until the doctor decides that s/he is fit to return to work. The College reserves the right to request medical evidence should it be considered necessary.

It should be noted that even though a doctor's certificate is not required for SSP purposes for absence less than seven days, staff should nevertheless visit their doctor before that date if they feel

sufficiently ill to require medical treatment. If the doctor provides a certificate at that stage, it should be forwarded to the College immediately.

c) Withholding of sick pay

The College may withhold statutory sick pay (and sick pay paid out under its own sick pay scheme) if it has good reason to believe that illness is not genuine. If the College decides to withhold payment of statutory sick pay for any reason, you will be so informed in writing. If you disagree with this decision to withhold payment, you should get in touch with your Line Manager and raise the matter informally in the first instance. It is open to you to progress the matter through the grievance procedure if necessary. If, after this, you still claim that you are entitled to Statutory Sick Pay, you may apply to an Adjudication Officer of the Benefits Agency, who will decide incapacity on the facts.

d) Qualifying day

The statutory sick pay legislation requires that an employer must agree those days which are to count as qualifying days for statutory sick pay. The question of qualifying days has been raised within the joint committees representing employees within the University and it has been agreed that an employee's qualifying days for SSP will normally be Monday to Friday, or the actual days worked if these are less than five days. Where an employee works fewer than five days per week the department should notify the Payroll Office of the individual's working arrangements to ensure that accurate records are kept for SSP purposes.

e) Sickness during annual holiday

If you are taken ill whilst on annual leave, arrangements will apply under which, provided you satisfy your department by production of a doctor's certificate, you will be able to take the balance of your annual holiday (but excluding any allowance for sickness on days of public holiday or fixed closure days) at a later date after you return to work, provided that it is taken before 31 December in the same year. (In exceptional circumstances the period within which any balance of holiday may be taken may be extended to 31 March next following the absence.) The normal reporting requirements for sickness still apply when you are taken ill whilst on annual leave.

f) SSP and the College's own sick pay scheme

The College's own sick pay scheme provides that if you are absent from work through sickness or injury you will be entitled to payment at the rate of full salary, which will *include any payment due under the SSP scheme*, for such period as the College may determine. At the end of this period of full sickness pay, the College has discretion to pay at the rate of part salary for a further period but any such reduction would not normally affect payment of SSP so long as your entitlement to such remains. If you are excluded from the SSP scheme, the College will deduct the amount of any short-term incapacity benefit payable by the DSS from any salary paid. No deductions shall be made from payments at half pay under the College's own sick pay arrangements, except that where the total amount of half-pay plus incapacity benefit or other allowances exceeds full pay, a deduction will be made of an amount equivalent to the excess.

These paragraphs refer only to the main points on sick pay which concern employees. Further information on matters such as sickness during pregnancy etc. may be obtained from your Line Manager.

### College sick pay scheme

As noted in paragraph (f), the College's sick pay scheme provides that if an employee is absent from work through sickness or injury he or she will normally receive discretionary payment at the rate of full salary, which includes any payment due under the SSP scheme, for such period as the College may determine. At the end of this period of full sickness pay, the College has discretion to pay at the rate of part salary for a further period.

<b>Service</b>	<b>Full pay (*)</b>	<b>Half pay (*)</b>
First three months	2 weeks	2 weeks
Remaining nine months of first year	2 months	2 months
Second and third years	3 months	3 months
Fourth and fifth years	5 months	5 months
After fifth year	6 months	6 months

(\*) Inclusive of any College sick pay given in the 12 months preceding the latest period of such leave.

The above scale of allowances provides guidance only as to the rates of salary payable in the event of absence due to illness, and the College retains the discretion to make payment for lesser or additional periods.

### Third party claims for absence caused by an accident

If you are absent from work as the result of an accident or injury that happens whilst you are not at work and is caused by another person (e.g. a car accident), you are not entitled to receive sick pay if damages for loss of earnings are recoverable from the person who caused the accident, who is referred to as the 'third party'. In this event, the College will, having regard to the circumstances of the case, advance you a sum not exceeding your entitlement to sick pay in accordance with the scale of allowances set out above, on the understanding that, if you are awarded compensation for loss of earnings, you must refund to the College any such compensation you receive, subject to a maximum of the total sum it has advanced to you whilst you were absent.

If you make such a refund, the College will disregard the period of sick leave covered by the refund in making any calculation of entitlement to sick leave payments under the scale of allowances set out above.

Where no damages for loss of earnings are recovered, the College will waive its right to seek a refund, and the period concerned will be regarded as sick leave. The requirement to refund advances from damages received does not extend to any non-salary related compensatory awards, nor to payments made directly by an insurance company without reference to third party recovery.

# **Green Templeton College University of Oxford**

## **Staff Consultation and Information Policy**

### **Senior Managers Group**

Senior managers meet weekly to inform each other of work programmes and other significant issues which are on-going that week. Following this meeting, managers will update their staff and also may take items to the meeting which their staff members have raised.

### **All Staff Meetings**

The College will inform and consult its staff through termly staff meetings to which all staff will be invited. The day and time of these meetings will be variable to allow the maximum number to attend.

### **Staff Representatives**

Two staff representatives will be elected annually at a staff meeting, and one of these representatives will attend as a member of the HR Committee. The HR Committee, as necessary, may also invite other members of staff to attend for discussion of particular items.

Topics on which information will be provided and on which employees will, as appropriate, be consulted will include:

- The development of employment policies, practices, codes of practice and regulations including this policy;
- Measures designed to bring about greater equality of opportunity for College staff, including equal opportunities monitoring arrangements and the outcome of such monitoring
- The College's arrangements for training and developing staff;
- The recent and future development of the College's activities and its economic situation
- Decisions likely to lead to substantial changes in work organisation or in contractual relations



## **Green Templeton College University of Oxford**

### **Staff Loans**

Green Templeton College may provide an interest free loan facility to members of staff for payments related to enabling staff to meet their obligations associated with work, for example, season tickets, purchase of bicycle, relocation costs or work-related training.

The maximum amount that may be applied for as a staff loan is the lesser of two months' net salary or £3,000, to be repaid over a maximum of 12 months in equal instalments via a deduction from salary.

A staff member must have been in post for at least three months before a loan can be considered.

Applications should be addressed to the line manager in the first instance and all requests for a staff loan must be approved by the College Accountant before authorisation for payment will be given.

If for any reason the employee leaves the College's employment before the total of the loan has been repaid, any outstanding amount will be deducted from the employee's final pay. Where this is not possible, an invoice for the outstanding balance will be raised which will be payable immediately.

In the event that the item for which a loan has been given is lost or stolen before the end of the loan period, the outstanding balance will still be deducted from salary.

# Green Templeton College University of Oxford

## Staff Smoking and Vaping Policy

### Introduction

In accordance with the Smoke Free (Premises and Enforcement) Regulations 2006, which came into force on 1<sup>st</sup> July 2007, smoking is prohibited in all College buildings and in all shared College vehicles. In addition, Governing Body took the policy decision that with effect from 1<sup>st</sup> September 2015, smoking and vaping (the use of e-cigarettes) will not be permitted anywhere on College premises, to include buildings owned or managed by Green Templeton College that are off the main site. The policy applies to all College members including members of Governing Body, staff, students visitors and contractors so that a healthy, safe and comfortable environment can be maintained. Responsibility for implementing the policy will rest with the Domestic Bursar with day to day responsibility also resting with line managers.

### Enforcement

- People smoking tobacco products or vaping on College premises should be asked politely to desist
- Any refusal to desist should be reported to a manager
- For staff, refusal to desist may constitute a disciplinary offence
- Staff will be supported to give up smoking or vaping
- Visitors and contractors who refuse to desist should be politely asked to leave the premises with the assistance of Lodge staff if necessary

### Assistance to give up smoking

Some smokers and vapers may find that the smoking restrictions provide the impetus they need to give up entirely. Others may be anxious that they may be unable to stop.

Support is available from the University Occupational Health Team (HR Manager will have further details), and the College Nurse.

In addition, there is the Quit Charity [www.quit.org.uk](http://www.quit.org.uk) or Quitline 0800 002200

Help is available from the NHS via their Smoking Helpline on 0800 022 4332 or website at <http://smokefree.nhs.uk/> You can also join the NHS "Together Programme".

# Green Templeton College University of Oxford

## Staff Student Relationships Policy

### Introduction

**The policy generally relates to members of staff who have any responsibility for a student with whom they are having or have had a relationship.**

1. This policy covers current and former close personal or intimate relationships, however brief, between members of staff and students where the staff member has any responsibility for the student. These include, but are not limited to: marital, sexual, romantic, or emotional relationships whether they are conducted in person or online.

For the purposes of this policy, a 'member of staff' should be understood as including but not limited to any individual who is working within the College under a formal contract of employment or as a casual paid worker, and any other individual (such as visiting academics) to whom the College offers any of the privileges or facilities normally available to its employees.

A student should be understood as any individual who is studying for a postgraduate qualification, or who is a student on any course arranged by or through the College.

2. The College regards the professional relationship between members of staff and students as central to the student's educational development and wellbeing. Professional relationships are any in which the staff member through his or her employment with the College has any educational, administrative, pastoral or supervisory involvement with a student. The College reminds staff of the importance of maintaining academic and professional integrity and of their responsibility for the welfare of students.

3. Implicit in the professional role of members of staff is an obligation to ensure that conflicts of interest do not arise, and that relationships with students for whom the staff member has any responsibility remain strictly professional, respecting the trust inherent in them.

4. While the College does not wish to regulate the private lives of its staff, it strongly advises staff not to enter into a close personal or intimate relationship with a student for whom they have any responsibility, and alerts them to the complications that may result.

5. To embark on a close personal or intimate relationship with a student often involves difficulties rooted in the inequalities of power as well as problems in maintaining the boundaries of professional and personal life. Also, these relationships could disrupt the teaching and learning environment for other students and colleagues and might lead to accusations of favouritism or bias and undermine trust in the academic process.

### Guidance for Staff on Relationships and the need for Disclosure

6. The College requires that any close personal or intimate relationship with a student for whom a staff member has any responsibility is brought to the attention of the member of staff's manager or another senior manager, in order that action can be taken to mitigate any unintended consequences. The member of staff should also disclose any former relationship with a current student for whom they are given or are to be given responsibility. If the staff member is unsure if

they have any responsibility for the student, they should declare the relationship to their manager, in order that they can assess the risk of unintended consequences arising. Any declaration of this kind will, so far as possible and subject to the specific provisions of this policy, be treated in confidence, and every effort will be made to ensure that it does not disadvantage either party with regard to their professional advancement or academic progress.

7. Disciplinary action may be taken against a member of staff who fails to declare a close personal or intimate relationship as required by this policy.

8. If a close personal or intimate relationship is pre-existing between a member of staff and a candidate for admission as a student, the member of staff must make their manager or another senior manager aware of it at the outset of the admissions exercise, so that steps can be taken to avoid any conflict of interest arising. The matter will, as far as possible, be handled in confidence to ensure that there is no detriment to the candidate.

### **Line Manager or Senior Manager's responsibilities**

10. If such a relationship develops during the course of employment or study between a member of staff and a student for whom they have a professional responsibility, this must be disclosed by the member of staff to their manager or another senior manager as early as possible so they can take steps to:

- consult with the member of staff and the student to identify any impact their relationship may have within the College;
- facilitate the re-organisation of duties to minimise contact and ensure the member of staff is not tutoring, supervising, assessing, providing pastoral care, or professionally responsible for administering activities in which the student is involved; and,
- ensure that appropriate action is taken to minimise the potential effect of the relationship on other staff and/or students.

11. The manager or senior manager should ensure wherever possible that the member of staff does not have sole responsibility for supervising the student's work or for taking decisions that affect the student.

12. The manager or senior manager will deal with the situation in a manner that protects the dignity and privacy of all parties, and those involved will be expected to comply with any reasonable decision or action. There will be no obligation on the parties involved to keep their relationship confidential.

October 2014

# Green Templeton College University of Oxford

## Staff Training and Development Policy

### Policy Statement

Green Templeton College is committed to staff development for all members of staff. The key purpose is to facilitate personal and professional development which enables individuals and teams to achieve their full potential at work.

The College also recognises that, as an institution concerned with learning, it has special responsibility for encouraging and supporting learning for all members of staff.

The College's operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups. The College wants to support staff in the performance of their designated roles and to help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the College as a whole.

### Equality of Opportunity

The College seeks to ensure that training and development opportunities are available for all staff. No member of staff will be treated less favourably than another. Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

### Assessing the Need for Staff Training and Development

Training and development needs will arise for a variety of reasons. For example:

- as part of the induction process for staff joining the College for the first time
- to support continuous personal and professional development in order to enhance current job performance and prepare for future career progression
- to attain skills and qualifications necessary to undertake new roles within the College
- to familiarise staff with and assist them in the implementation of new policies and procedures
- to help support the delivery of the College's strategic and operational needs

Line managers have overall responsibility for identifying Departmental and individual training needs, and for ensuring that these support the College's strategic aims. Line Managers in consultation with the individual member of staff are responsible for ensuring that, so far as is possible, these needs are met.

Individual and team training needs will be identified through the personal development review process or as a result of a specific request by an employee.

Line Managers are responsible for ensuring that staff are adequately trained to undertake their work and individual members of staff are expected to discuss with their managers, the training they

believe they require, to take part in training activities, and to share information, skills and knowledge with their colleagues.

### **HR Managers' Responsibility**

It is the responsibility of the HR Manager to oversee implementation of the College's training and development policy.

The HR Manager will be responsible for the training budget. The HR Manager will work with line managers to identify training requirements and ensure these are met.

### **Line Managers' Responsibilities**

The HR Manager will provide guidance to them in meeting their obligations listed below.

Line managers will be responsible for:

- The planning and implementation of cost-effective training
- Identifying areas of their own work and work done by staff for whom they are responsible which could be assisted by training and development activities;
- Ensuring their staff attend training requirements;
- Prioritising training;
- Ensuring that new staff reporting to them are provided with appropriate induction training;
- Ensuring that all staff for whom they have line management responsibility receive regular feedback on their performance, and that annual performance reviews are completed on time, with clear objectives set, and any training needs clearly identified
- Ensuring that staff who are attending organised training know the reasons for the training, its objectives, the expected outcomes and standard of performance, then ensuring that their performance is measured against this and the training properly evaluated
- Ensuring that staff who are undertaking professional qualifications are given the appropriate support and encouragement, and that regular monitoring is done to ensure they are proceeding well with their studies

### **Individual Responsibilities**

The College aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development. All members of staff are required to participate in personal development reviews, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

### **Individual Training Expenses**

The College is fully committed to the career development of all employees and are therefore willing to meet the costs associated with necessary and identified personal study and training focused on the College's requirements. Expenses incurred attending short term training courses, seminars etc. during normal working hours, will be dealt with under our normal expense procedures.

### **Study Leave and Professional Development**

The College will consider financial support for costs associated with training for proficiency at work and/or career development. Members of staff who are interested in pursuing longer-term training opportunities in excess of one week, with a cost attached, will be required to complete an Application for Staff Training and Development Assistance Form, which includes a repayment

agreement clause should he/she leave within 2 years of completion of the training, or abandon the training without good reason.

Staff who have been accepted for a course must attend regularly and schedule their annual leave to avoid being away for any course or examination dates. The College reserves the right to ask course organisers for periodic reports on any member of staff's progress.

### **Training Evaluation**

The benefits of training activities undertaken by individuals or staff teams should be reviewed within the relevant department following each activity. Evaluation may also take place via informal feedback and departmental meetings etc.

Evaluation and review will also be undertaken centrally by the HR Manager, particularly where training is offered to a group of staff or where substantial investment is involved.

# **Green Templeton College University of Oxford**

## **Standards Policy**

### **Introduction**

The public are entitled to expect the highest standards of conduct from all our employees, especially as Green Templeton College receives some of its income from public funds, students, and others with whom we work. In addition, it is important for the college's reputation that staff project a professional image at all times.

### **Aims**

This Policy aims to provide guidelines for all employees which will help maintain and improve standards, and protect all employees from misunderstanding or criticism. It covers all those employed under a contract of employment. Failure to maintain required standards will be dealt with under normal disciplinary procedures.

### **General conduct**

Staff are expected to carry out their duties in accordance with Green Templeton College policies and procedures. Employees are expected to bring to the attention of the appropriate level of management any deficiency in the agreed level of service without fear of recrimination using agreed procedures. Any impropriety or breach of procedure must be reported.

### **Staff Concerns**

If staff believe that they are being required to act in a way which:

- Is improper, illegal or unethical
- Is in breach of a professional code
- May involve possible maladministration, fraud or misuse of funds
- Is otherwise inconsistent with this Policy

They should raise the matter through their line manager or the HR Manager who will treat the matter in confidence in accordance with the Whistle Blowing Procedure

### **Financial Conduct**

Any funds and resources entrusted to members of staff must be used for the purpose intended and in a responsible and lawful manner. Employees should seek to safeguard such funds from theft, abuse or waste and strive to ensure value for money.



Staff should be aware that it is a serious criminal and disciplinary offence to corruptly give or receive any loan, gift or other reward in return for doing (or not doing) anything, or showing favour (or disfavour) to any person or organisation.

Staff may not receive any payment, loan or benefit from their employer except what is due under their contract of employment or as reimbursement for legitimate expenses.

If any member of staff is in any doubt, or has concerns about a situation which may put them in breach of this policy, they should seek advice from their line manager or the HR Manager.

### **Relationships**

All staff need to achieve and maintain effective working relationships with colleagues, students, fellows and external contacts. Mutual respect between these groups of people is essential.

In the provision of resources or services, staff should maintain absolute impartiality and avoid any conflict of interest. Staff should never allow themselves to be compromised by, or taken advantage of, because of personal relationships with any group or individual.

All relationships of a business or private nature with contractors, suppliers and consultants should be made known to the appropriate manager. Orders and contracts must be awarded on merit and by fair competition and no special favour should be shown to any business.

Staff should not make use of their position for personal advantage.

### **Employment**

The employment of close relatives or partners of employees or fellows is possible provided that a full, fair and competitive recruitment process is carried out in accordance with Green Templeton College Recruitment and Selection, and Diversity and Equality policies. Any such appointment should be reported to the HR Committee.

Employees should not directly manage or be managed by a close relative or partner.

### **Outside Activities**

Staff activities outside the workplace are their own business, but in some circumstances could overlap or conflict with the interests of Green Templeton College. Employees should discuss with their line manager if they are in any doubt.

Staff should obtain written permission before undertaking outside activities if their official duties overlap in some way with the proposed activity, if it arises through work, or if it makes use of material or facilities to which they have access by virtue of their position. This applies to both voluntary activity and paid work.

No paid outside work of any sort should be undertaken at the workplace and staff should not make use of any office facilities (telephone, postage, etc.) in connection with such work.

Staff must avoid any activity in the public arena which could bring Green Templeton College into disrepute.

**Declaration of interests**

Staff must ensure that their private or personal interests do not influence their decisions, and that they do not use their position to obtain personal gain of any sort, either for themselves directly, or for family, friends, or associates.

Staff must declare any financial or non-financial interests which may bring about conflict with College interests to their line manager at the earliest opportunity.

# Green Templeton College University of Oxford

## Stress Policy

### Introduction

Green Templeton College is committed to protecting the health, safety and welfare of employees and recognises that workplace stress is a health and safety issue, and acknowledges the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the college. Managers are responsible for implementation and the college is responsible for providing the necessary resources. The college recognises that it has a duty to take action to reduce stress and where reasonably practicable to eliminate ill health which is caused by work related stress. Where it is believed an employee is showing signs of stress we have in place systems to discreetly monitor and assess individuals. Where appropriate, the college will seek to provide the necessary occupational health assistance and counselling programmes required.

### Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The HSE has identified six key ‘Management Standards’ that represent a set of conditions that reflect high levels of health, well-being and organisational performance. These management standards provide a practical framework which organisations can use to minimise the impact of work-related stress.

### The Management Standards summarised:

**Demands** – Staff are able to cope with the demands of the job.

**Control** – Staff are able to have a say about the way the work is done.

**Support** – Staff receive adequate information and support from managers and colleagues.

**Relationships** – Staff are not subjected to unacceptable behaviours, e.g. bullying or harassment at work.

**Roles** – Staff understand their roles and responsibilities.

**Change** – Staff are involved in and consulted about any organisational changes.

The checklist is intended to provide managers and staff with guidance on the practical steps they can take to identify and address potential sources of workplace stress. It is hoped that this proactive approach will mitigate the occurrence of potentially harmful levels of stress.

### Policy

- The college will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The college will consult with staff representatives on all proposed action relating to the prevention of workplace stress.
- The college will provide training for all managers and supervisory staff in good management practices.

- The college will provide confidential counselling for staff affected by stress caused by either work or external factors.

## **Responsibilities**

### **Line Managers**

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Ensure duties allocated are current and relevant to the member of staff.
- Ensure staff receive the *resources* in a timely fashion that are needed to undertake their duties
- Monitor workloads to ensure that people are not overloaded.
- And also:
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

### **HR Manager and Health and Safety Officer**

- Arrange specialist advice and awareness training on stress.
- Provide or organise training and support to managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their manager on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Keep up to date with any changes and developments in the field of stress at work.

### **HR Manager**

- Give guidance to managers on the work related stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics. Stress audits to be conducted.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors or other persons such as another manager where appropriate to provide support.

**Employees**

- Communicate with line managers to help ensure that workload is effectively managed, tasks are achievable and any training needs are requested.
- Inform managers of any resourcing issues, time constraints or other barriers that are currently affecting ability to achieve workload.
- Raise issues of concern with line manager, HR, safety officer or staff representative.
- Support colleagues by sharing information and knowledge and by working cohesively as a team.
- Take responsibility for managing own stress, by gaining knowledge and self-awareness in order to identify and ease factors that may affect or increase personal stress levels.
- Accept opportunities for stress management training or counselling when recommended.

**Health and Safety Committee**

- The Health and Safety Committee will oversee the policy and other measures to reduce stress and promote workplace health and safety.

## **Green Templeton College University of Oxford**

### **Termination of Appointments by Notice**

The period of notice which an employee is obliged to give to terminate their appointment is laid down in the contract of employment, this may vary from one week to six months, depending on the individual's role and the length of their contract. Notice to terminate appointments should be given to the line manager in writing.

If the College wishes to terminate a staff member's employment, then the length of notice that they are entitled to receive is similarly stated in the contract of employment, but there are certain minimum periods laid down by legislation, which are as follows:

- 1 week if the staff member has worked continuously for the College for less than two years;
- not less than one week's notice for each year of continuous employment if the staff member has worked continuously for the College for two years or more, but less than twelve years;
- not less than twelve weeks' notice if the staff member has worked continuously for the College for twelve years or more.

# Green Templeton College University of Oxford

## Whistle Blowing (Making a Protected Disclosure)

### Introduction

Under certain circumstances, employees have legal protection if they make disclosures about organisations for whom they work. These employees are commonly referred to as “whistle blowers” and their activities have often received wide publicity in the media.

An employee who believed, for example, that organisations were disposing of toxic waste illegally may have “blown the whistle” directly to the press or television, perhaps because of concern for the environment, a belief that the organisation would attempt a “cover-up” if asked to stop, or for financial gain.

Employees who blew the whistle in organisations, were often treated detrimentally by them or their engagements were terminated. This discouraged employees from whistle blowing even where such action would be for the good of the public. The legislation is designed to protect employees from suffering any detriment or termination of engagement for whistle blowing.

### Qualifying Disclosures

Certain disclosures are prescribed by law as “qualifying disclosures”. Disclosures are qualifying disclosures where it can be shown that the college commits a “relevant failure” by:-

- a) Committing a criminal offence
- b) Failing to comply with a legal obligation
- c) A miscarriage of justice
- d) Endangering the health and safety of an individual
- e) Environmental damage
- f) Concealing any information relating to the above

These acts can be in the past, present or future. For example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen.

### The Procedure

An employee should in the first instance report any concerns to their line manager, or a more senior member of staff if this is more appropriate, who will treat the matter in complete confidence. If not satisfied with the explanation or reason given, the matter should be raised with the appropriate organization or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department.

Concerns may be taken direct to the appropriate organization or body.

### **General Notes**

The Public Interest Disclosure Act 1998 prevents an individual from suffering a detriment or having their contract terminated for “whistle blowing” and the College takes very seriously any concerns which may be raised under this legislation.

Staff should be confident to use the procedure if they are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then disciplinary action may be taken, as may be appropriate in the circumstances.



## Green Templeton College University of Oxford

### Work Permits

All individuals wishing to work in the UK must be entitled to do so before they can be employed, and must be able to prove their right to work to any prospective employer. The College as with all UK employers has a legal responsibility to check all potential employees' right to work in the UK before work commences.

As a general rule, most overseas nationals from outside the European Economic Area (EEA) require approval to work in the UK from the Home Office UK Border Agency (UKBA), although there are some exceptions to this.

The UKBA has now established a Points Based System which is used to determine overseas migrants' rights to enter and work in the UK. Currently there are five 'tiers' (and several sub-tiers) in the points-based system as follows:

**Tier 1:** Highly skilled workers and Post-study workers

**Tier 2:** Sponsored skilled workers with a job offer (previously Work Permit holders)

**Tier 3:** Low skilled workers (this tier is currently suspended)

**Tier 4:** Students

**Tier 5:** Temporary workers (e.g. Sponsored researchers and Youth Mobility Scheme)

Applications under Tier 1 are made directly by the individual.

The University of Oxford has a licence to issue Certificates of Sponsorship (CoS) under Tier 2 and Tier 5 (sponsored researchers) for the University Departments and the other Colleges in the Oxford Collegiate System. Applications under these tiers are processed through the University Work Permits Desk.

The new points-based system came into force on 27 November 2008. Work Permit applications are no longer accepted, except for Bulgarian and Romanian nationals, and it is now necessary to apply for a Certificate of Sponsorship (note that a CoS is **not** a certificate as such, but a unique reference number issued to the migrant by the Work Permits Desk).