



GIRL ON FIRE

27. Employment: Absence, Wellbeing And Workplace Safety

Owner: Director | Conditional: employees; relevant safety controls cover all workers

Employees notify [contact] as soon as reasonably practicable if unable to work, giving expected duration where known and following lawful evidence requirements. Administer statutory and contractual sick pay and leave under current rules and written terms. Do not require unnecessary diagnostic detail or disclosure to the wider team.

Use supportive return-to-work discussions and consider occupational health advice, disability-related adjustments and safe workload. Attendance targets must not be applied mechanically without considering Equality Act duties. Manage long-term capability fairly and seek advice before dismissal or other serious action.

Provide training, safe systems, supervision, rest and lone-working controls. Prevent and respond to workplace harassment, including relevant risks from participants and third parties. Record concerns, protect reporters and review prevention measures. Support staff affected by distressing disclosures within professional boundaries.

Maintain current leave/pay arrangements for holiday, family-related and other statutory leave. Insert the actual reporting methods, entitlement schedules and contractual enhancements in the employment handbook rather than inventing them in this pack.