



Football Family Ltd: Employee Handbook & Code of Conduct

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1. WELCOME TO FOOTBALL FAMILY LTD

Football Family Ltd is an independent education company that strives to be an outstanding provider of choice. Our aim is to provide all our learners with the skills, motivation, work ethic and qualifications to enhance their expectations and contribute to the success of the local economy, focusing on our vision of inspire and achieve through providing unique opportunities for individuals who have the passion to make a positive impact within their local community.

We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

2. VISION, MISSION, VALUES & STRATEGIC AIMS OF THE COMPANY. SAFEGUARDING IS EVERYONE'S RESPONSIBILITY.

Football Family Vision

To be the best, giving people the opportunity to unlock their potential, gain qualifications and fulfil their aspirations.

Football Family Mission

We work to achieve the highest standard of delivery for all individuals. By placing individuals at the centre of everything we do, we aspire to motivate them, build their confidence, and inspire their lives. We strive to build a solid foundation for a strong and vibrant local economy through business, education, and coaching.

Core Values

- Learners at the forefront of all we do
- Pursue Excellence
- Safeguarding and Assurance

Football Family- Strategic Aims

- Achieve sustainable levels of ESFA funding to deliver key outcomes

- Ensure that all staff and our learners feel safe
- Create a desire for learning and development
- To be the Independent Training Provider of choice for employers both locally and nationally
- To foster and sustain a culture of high-quality Leadership and Management
- Providing opportunities to fulfil learners' potential
- Provide flexible learning opportunities that meet the varying and diverse needs of all our communities
- Promote Equality and Inclusion
- Have skilled and motivated assessors and support staff
- Achieve outstanding success rates across all our provision
- Achieve a robust financial outturn in each accounting year

Safeguarding is everyone's responsibility!

As part of your wider duties and responsibilities you are required to promote and actively support the company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury and it is everyone's responsibility. It is about creating safe places, being vigilant and doing something about any concerns you might have. Please see the Football Family Safeguarding and Child Protection Policy.

3. RESPONSIBILITY FOR THE STAFF HANDBOOK

The Managing Director has overall responsibility for the operation of this Staff Handbook and for ensuring that its policies and procedures comply with our legal obligations.

All managers have a specific responsibility to operate in accordance with the provisions set out in this Staff Handbook, ensure that all staff understand the standards of behaviour expected of them and to act when behaviour falls below those requirements.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policies and procedures and promote our aims and objectives with regard to equal opportunities.

Everyone should ensure that they take the time to read and understand the content of this handbook and act in accordance with its aims and objectives. All staff must ensure that they are familiar with and comply with and support its policies and procedures.

Questions about the content or application of the handbook should be directed to your Line Manager. In addition, staff are invited to submit any comments or proposals about the handbook or any of its content to any of the company directors.

The policies and procedures set out in this handbook apply to all directly employed staff. They do not form part of the terms of your contract with us, which are provided to you separately.

4. JOINING OUR ORGANISATION

Your terms and conditions of employment are shown in your Written Statement of Terms & Conditions which you were given shortly after you started working here. However, there are some other general terms & conditions within this handbook which you are also required to understand and adhere to.

4.1 Personal details

Payroll is responsible for maintaining up-to-date details of the home address, next of kin and emergency contact telephone numbers of each member of our staff by requesting that starter forms are completed.

This information will be requested by Payroll when you start work and you should advise of any changes straight away.

It is important that we maintain accurate details in case a member of staff has an accident or there is an emergency. Information is held in confidence and is only used when needed.

Such changes are to be recorded on a 'Change of Personal Details' form and submitted to Payroll.

4.2 Probationary period

You join us on an initial probationary period of 6 months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time within the original or extended Probationary Period.

4.3 Job description

You have been provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

4.4 Performance and development

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths and help you with your continual professional development.

4.5 Job flexibility

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or duties within our business. During holiday periods etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows us to operate efficiently and gain maximum potential.

4.6 Mobility

Although you are usually employed at one site, it is a condition of your employment that, whenever applicable, you can work at other locations from time to time. This mobility is essential to the smooth running of our business.

4.7 DBS clearance

For any appropriate position within our organisation it will be a condition of employment that we are in possession of a current DBS clearance when appropriate. From time to time the law regarding DBS clearance changes and we are obligated to change our policies in line with national guidelines.

4.8 GDPR

Employees may be required to give certain information relating to themselves in order that the Company may properly carry out its duties, rights, and obligations as the employer. The company will process and control such data principally for personnel, administrative and payroll purposes.

The term 'processing' may include the Company obtaining, recording or holding the information or data or carrying out any set of operation or operations on the information or data, including organising, altering, retrieving, consulting, using, disclosing, or destroying the information or data. The Company will adopt appropriate technical and organisational measure to prevent the unauthorised or unlawful processing or disclosure of data.

5. STAFF INDUCTION

All staff new and existing must all complete the staff induction, within the induction all staff are to be made aware of all the company policies and sign to show they have read and understood the corresponding policy and the induction must be counter-signed by the relevant manager.

The framework for the Induction process is provided by Payroll and the schedule for the Induction completed in liaison with your line manager.

6. INFORMATION, ADVICE & GUIDANCE

As an Education Provider, it is essential that our staff provide timely, accurate, and quality assured information, advice, and guidance, to enable learners to make informed decisions around opportunities and challenges in all aspects of their career, education and life. It is also essential that we take a pro-active approach to this support, to overcome any potential barriers to learning, to enable our learners to achieve. We have processes, training, and policies in place to ensure there are clear boundaries and limitations to the support we have.

7. EQUAL OPPORTUNITIES

We are committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (the protected characteristics).

The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers, and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

8. ANTI-HARASSMENT AND BULLYING POLICY

The purpose of this policy is to ensure that all staff are treated and treat others with dignity and respect, free from harassment and bullying. All staff should take the time to ensure they understand what types of behaviour are unacceptable under this policy.

This policy covers harassment or bullying which occurs both in and out of the workplace, such as on business trips or at events or work-related social functions. It covers bullying and harassment by staff and by third parties such as customers, suppliers, or visitors to our premises.

Staff must treat colleagues and others with dignity and respect and should always consider whether their words or conduct could be offensive. Even unintentional harassment or bullying is unacceptable.

We will take allegations of harassment or bullying seriously and address them promptly and confidentially where possible. Harassment or bullying by an employee will be treated as misconduct under our Disciplinary Procedure. In some cases, it may amount to gross misconduct leading to summary dismissal.

9. PAY

9.1 Administration

In order to be included in any monthly payroll, all adjustments to gross pay, other pay-related information, mileage, and expenses reach the Finance Department no later than 17:00 on the 20th of each month.

If the adjustment arises from a change in contractual terms, including variations to the work pattern full-time equivalent figure, the Payroll Department should be informed in enough time for the change to be processed.

9.1.1 Payment Schedule

The Finance Department will endeavour to process pay-related data received after the cut-off date if time allows, but only up to the pay-run date and no guarantee can be given that late items would be included. Late items that are not processed by the pay-run date will fall to be part of the following month's payroll. Therefore, every effort should be made to submit pay-related data via the relevant channel by the cut-off date.

9.1.2 Payment

For salaried staff, the pay month is the calendar month. Basic salaries are paid by the last working day of the current month.

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

Any pay queries that you may have should be raised with Payroll.

9.1.3 Overpayments

If you are overpaid for any reason you must notify the Payroll department immediately. The total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

9.1.4 Pay Review

A pay review will take place on an annual basis but does not imply that an increase will follow. Pay increases are based on the performance, motivation, and commitment of the employee, plus the provision of continued funding and budgetary requirements and are not guaranteed. Employees who are in their probationary period of employment will not be entitled to a pay review.

9.2 Lateness/unauthorised absenteeism

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.

All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

Lateness or unauthorised absence may result in disciplinary action and/or loss of appropriate payment.

9.3 Shortage of work

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working or having to lay you off work without pay other than statutory guarantee pay.

9.4 Maternity/Adoption/Paternity Leave and Pay

Maternity, adoption and paternity leave and pay is in accordance with current statutory provisions.

If you become pregnant, or your partner is pregnant, or you are seeking to adopt you should notify your Line Manager as soon as possible.

9.5 Parental Leave and Pay

We recognise that Football Family Ltd has an important part to play in making it possible for all parents to play a full role in their family responsibilities.

If you are entitled to take parental leave and/or emergency carer leave in respect of the current statutory provisions, you should discuss your needs with your Line Manager, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the business.

9.6 Bereavement Leave and Pay

Where bereavement is in respect of a member of your immediate family (i.e. parents, siblings, spouse or partner and children), up to 2 days of paid leave may be granted. This should be discussed and authorised by your Line Manager.

9.7 Time Off for Dependants and Pay

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your Line Manager.

10 SICKNESS & ABSENCE PROCEDURE

10.1 “What to do if you are ill”

When you are absent from work because of sickness you must keep your Manager or designated officer fully informed. You must follow this procedure: -

Day 1 of absence

You must notify your Manager or designated person before 7.30 am, unless specified by your line manager. You must state the reason for your absence and if possible, indicate when you might return to work. (Only in exceptional circumstances would it be acceptable for a representative to notify your manager or designated person on your behalf). **It is not acceptable to send an email or a text to notify us of your absence.** Where possible you should try to give some indication of your expected return date, notifying us as soon as possible if this date changes.

Days 2 and 3 of absence

No action is required unless you have given an indication of an expected return on the 2nd or 3rd day. If you are unable to return as indicated, you should again contact your manager or designated person to keep them informed.

Day 4 of absence

You must make further contact with your manager or designated person to provide an update on your absence. If possible, you should indicate an expected date of return.

Days 5, 6 and 7 of absence

No action is required, unless you have given an indication of an expected return on the 5th, 6th, or 7th day. If you are unable to return as indicated, you should again contact your manager or designated person to keep them informed.

Day 8 of absence –

If your incapacity extends to more than 7 days, you must provide a Fitness for Work Statement (Fit Note) for all absences from the eighth calendar day until you return to work. The first seven days absence will be covered by the self - certification form.

Medical Certificates

Doctors’ certificates are not issued for short-term incapacity. In these cases of incapacity (up to seven calendar days) you must sign a self-certification absence form on your return to work.

If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a 'Fitness for Work' certificate (fit note) and forward this to us without delay.

In certain circumstances you may be required to produce a Fitness for Work Statement (Fit Note) if you are absent on the day before or the day after either annual leave, or a Bank holiday.

Failure to comply with the above procedure may result in delay or loss of pay and/or disciplinary action.

10.2 Payments

You are entitled to statutory sick pay (SSP) if you are absent because of sickness or injury provided you meet the criteria in the current SSP regulations. When you are absent for four or more consecutive days you will be paid SSP by us if you are eligible. This is treated like wages and is subject to normal deductions.

Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

Any contractual sickness/injury payments for days which qualify for SSP will be offset against SSP on a day-to-day basis. A deduction will be made for any other state benefits received if you are excluded or transferred from SSP. In addition to SSP, further payment will be made to enhance the level of sick pay in accordance with your statement of particulars.

Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

10.3 Return to Work

You should notify the Managing Director/Line Manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.

If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Upon returning to work after any period of sickness you will be required to attend a return to work interview with your line manager to ascertain the reasons for your absence.

10.4 General

Submission of a 'Fit for Work' certificate or sickness self-certification absence form, although giving us the reason for your absence, may not always be regarded by us as enough justification for accepting your absence. Sickness is just one of several reasons for absence and although it is understandable that if you are sick you may need time off, continual, or repeated absence through sickness may not be acceptable to us.

In deciding whether your absence is acceptable or not we will consider the reasons and extent of all your absences, including any absences caused by sickness. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.

If we consider it necessary, we may request a report from your doctor or arrange for you to be independently medically examined and your employment is dependent upon you agreeing to such requests.

10.5 Unauthorised absence

Cases of unauthorised absence and Lateness will be dealt with under our Disciplinary Procedure and/or loss of appropriate payment.

Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

If you do not report for work and have not telephoned the Managing Director/ your Line Manager to explain the reason for your absence, the Managing Director/Line Manager will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

11. HOLIDAY ENTITLEMENT AND CONDITIONS

11.1 Annual Holidays

Your holiday year begins on 1st August and ends on 31st July each year. Our standard Annual Entitlement is 28 days including Bank Holidays.

As specified in the Statement of Particulars of Employment, full time employees will receive a paid holiday entitlement during each complete holiday year. Part-time employees will receive a pro-rata entitlement.

11.2. Specific Conditions Applying to your Annual Holiday Entitlement

If your employment either commences or terminates during the course of a holiday year your entitlement is calculated as one twelfth of the annual holiday entitlement for every month of completed service during the holiday year.

It is our company policy that you take up to 4 days from your holiday entitlement during the Christmas & New Year period, as our offices are closed.

Holiday pay is paid at normal rate.

In the event of the termination of your employment any holidays accrued but not taken will be paid in your final wage. We reserve the right to ask you to take accrued holiday in the notice period. However, in the event of you having taken holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary. This is an express written term of your contract of employment.

11.3 Holiday Booking Procedure

Before you make any financial commitments or arrangements regarding taking paid annual leave, please ensure you have the appropriate authority.

It is best to make a personal record and track the holidays you have accrued/taken on a Holiday request form to avoid discrepancies or disputes.

Holidays will be approved on a first come first served basis. However, we must ensure adequate staffing levels and operational efficiency is maintained through the year. This is the reason why you must not make any firm holiday plans until your request has been approved.

At least 28 days' notice is required of your intention to take holidays of more than one week. For holidays of one day only, at least 7 days' notice is required.

All doctors and dentist appointments should where possible be arranged for out of working hours. For appointments that are short notice you will need to contact your line manager who may/may not approve annual leave.

Requests for holidays of longer duration should be submitted in writing to the Managing Director/your Line Manager. Each request will be considered on its own merits and written approval or refusal will be made.

Sickness that occurs whilst on any pre-booked holiday period will still count as holiday.

For all employees who have a fixed term 12-month contract, all holidays must be taken 2 months before contract end date.

11.4 Absence due to inclement weather- severe weather guidance

When the weather is sufficiently inclement to cause difficulties, but you manage to report for work personally at any time during that day it will be regarded as if you had worked a full day. If you are not able to attend work at all, you must contact your line manager and be available on email who will advise if you are entitled to annual leave for that day. This will depend on personal circumstances.

If you do not contact your manager and you do not appear for work at all and do not take a day's annual leave, you will not be paid.

Should weather conditions worsen once you are at work it may be possible for you to leave early, however this would be at your manager's discretion.

Should we decide to close the office/classroom early and send you home, then this would be treated as if you had worked your normal hours.

Please note that if you are unable to attend work then you must phone your line manager. Text messages are not appropriate to notify absence.

12. CAPABILITY PROCEDURE

We recognise that during your employment with us your capability to carry out your 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 you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work. The capability policy contains the detail of how this policy works, however, if the situation cannot be resolved then the appropriate procedure may be invoked.

13. DISCIPLINARY PROCEDURE

The aims of this Disciplinary Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.

It is our policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.

What is covered by the procedure?

This procedure is used to deal with misconduct. It does not apply to cases involving genuine sickness absence, proposed redundancies, or poor performance.

Minor conduct issues can often be resolved informally between you and your line manager. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored for the purposes of any future capability hearings. In some cases, an informal verbal warning may be given, which will not form part of your disciplinary records. Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).

You will not normally be dismissed for a first act of misconduct, unless we decide it amounts to Gross Misconduct or you have not yet completed your probationary period.

If you have difficulty at any stage of the procedure because of a disability, you should discuss the situation with your line manager as soon as possible.

14. GRIEVANCE PROCEDURE

Who is covered by the procedure?

This procedure applies to all employees OR staff regardless of length of service. It does not apply to agency workers or self-employed contractors. However, it does not form part of any employee's contract of employment OR your contract. It may be amended at any time and we may depart from it depending on the circumstances of any case.

It is our policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.

15. WHISTLEBLOWING POLICY

We are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards. Please see the FF Whistleblowing policy. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

The aims of this policy are:

To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.

To provide staff with guidance as to how to raise those concerns.

To reassure staff that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

16. HEALTH AND SAFETY POLICY

We are committed to ensuring the health and safety of our staff and customers OR and clients OR and anyone affected by our business activities and to providing a safe environment for all those attending our premises through regular assessments of risks in the workplace. Please see the FF Health and Safety policy.

In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, provision and maintenance of safe equipment, ensuring the safe handling and use of substances, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

We will take steps to ensure our statutory and contractual duties are always met.

17. SMOKING AT WORK

Smoking within any Company Buildings is STRICTLY PROHIBITED, apart from the Designated Smoking Area or off Company Premises, this also includes the use of E Cigarettes.

Employees who do not comply with the no smoking policy, will be subject to disciplinary action.

18. DATA PROTECTION / CONFIDENTIALITY POLICY

Everyone has rights about how their personal information is handled. During our activities we will collect, store and process personal information about our staff, and we recognise the need to treat it in an appropriate and lawful manner.

The types of information that we may be required to handle include details of current, past and prospective employees, suppliers, customers, and others that we communicate with. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how we may use that information.

All information that: -

- a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence

- b. relates particularly to our activities, our employees, young people and their families on any of our programs, or any other company or persons we have dealings of any sort; and
- c. has not been made public by, or with our authority; is classed as confidential and (unless the law requires it) you shall not at any time, either while you are employed here or after you have left the company, disclose confidential information to any person without our prior written consent.

19. IT ACCEPTABLE USE POLICY

Our electronic communications systems and equipment are intended to promote effective communication and working practices within our organisation and are critical to the success of our business. This part of our handbook deals mainly with the use (and misuse) of computer equipment, e- mail, the internet, telephones, mobiles, and voicemail, but it applies equally to the use of fax machines, copiers, scanners, and CCTV. It outlines the standards we require users of these systems to observe, the circumstances in which we will monitor use of these systems and the action we will take in respect of breaches of these standards. Please see the FF Electronic communications policy.

Staff should not post derogatory, disrespectful, or intrusive comments or images relating to Football Family or any employee or associate of Football Family on social media. Employees should be mindful of disclosing their employer on Social Media if their independent or personal social media activity could bring the company into disrepute.

All staff are always expected to protect our electronic communications systems and equipment from unauthorised access and harm. Failure to do so may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

20. MILEAGE AND EXPENSES POLICY

20.1 Use of Own Vehicle for Business Purposes

Where you are required to use your own vehicle for business purposes, a check will be made of your MOT, Insurance policy and driving licence prior to authorisation by your Line Manager to allow use of your vehicle for business purposes. Your Insurance Policy must include “use of vehicle for business purposes”.

20.2 Employees who are required to use their vehicles in the performance of their duties will receive allowances for the use of their vehicles on business only after being so authorised by the Office Manager.

20.3 General claim of expenses/subsistence

The basic principle of expense claims is that no employee should be placed at a financial disadvantage whilst undertaking official duties and that they are fairly compensated for expenditure genuinely incurred.

21. GENERAL TERMS OF EMPLOYMENT, INFORMATION & PROCEDURES

This section of the handbook contains information relating to various rules and procedures. It also gives guidance in specific areas.

21.1 Working Time Regulations and Other Employment

If you already have any other employment, paid, unpaid or voluntary or are considering any additional employment, paid, unpaid or voluntary, you must notify us so that we can discuss any implications arising from the current working time regulations and ensure that no conflict of interest exists.

21.2 Standard of Dress

As you are liable to encounter customers and members of the public you must present a professional image in both your appearance and dress.

You should wear appropriate clothes relative to your job responsibilities, which must always be kept clean and tidy.

Employees must ensure that they dress appropriately and do not display on their person or on any personal belongings anything that may be offensive to any members of the community or other employees.

If supplied, employees must wear their identification badges when working on our behalf and meeting customers or members of the public.

21.3 Employees Property

As we do not accept liability for loss of, or damage to property you bring onto the premises, please do not bring personal items of value onto the premises. Please do not leave any personal items on the premises overnight.

21.4 Parking

To avoid congestion all vehicles must be parked only in the designated parking areas. No liability is accepted for damage to vehicles, however caused.

21.5 Media Statements

Other than with the prior authorisation of the Managing Director/ your Line Manager, any statements to any member of the media must only be given by a Director.

21.6 Buying or selling goods or services

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

21.7 Our property

Use of our property for a purpose other than normal duties is not permitted. No property is to be taken away from our premises without prior written permission from a Director. You must notify the appropriate member of management of any damage to the property or premises immediately.

21.8 Acceptance of gifts

Employees must not accept directly or indirectly any payment or any other benefit or thing of more than nominal value from any supplier or customers or from anyone else with any actual or prospective business relationship with the Company.

Friendships may develop between customers and employees. However, any relationship between a customer and an employee which is likely to jeopardise business relations in the company is not acceptable. Employees must use their common sense to avoid any actual relationships.

22. TERMINATION OF EMPLOYMENT

22.1 Terminating employment without giving notice

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment.

22.2 RETURN OF OUR PROPERTY

On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

Policy Reviews

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other Policies and Procedures, please contact: info@footballfamily.org.uk