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Welcome to St. Catharine’s College

Welcome to St Catharine’s College, Cambridge. St Catharine’s was founded in 1473 by Robert Woodlark for a Master and three Fellows and is situated in the centre of Cambridge. In its early years the College was very small, the Master, three or four Fellows and no more than ten scholars. Today, the College comprises the Master, Professor Sir Mark Welland 69 Fellows and now has a student population of about 200 graduate students and 410 undergraduates. There are 31 Cambridge Colleges, of which St Catharine’s is one.

A Message from the Bursar

Welcome to St Catharine’s College. I hope that you will enjoy your time working as part of our team of staff.

Your contractual terms and conditions of employment are set out in your Contract of Employment. If any of the terms of this Handbook conflict with your Contract of Employment, the latter prevails.

The purpose of this Staff Handbook is to provide an easy and accessible source of information about many aspects of work at St Catharine’s College. It provides background information about the College, details of the facilities available to staff, and also contains the policies and procedures which govern employment practice within the College. The Handbook also outlines the College’s commitment to Health and Safety at work. In this respect it serves as a supplement to your Contract of Employment.

The text of the Handbook will be extended and updated as appropriate, and I would urge you to make yourself familiar with its content and to seek advice and clarity on any issues from your Head of Department, the HR Manager or me. Please promptly notify your Head of Department and the HR Manager of any changes to your personal contact details.

Regards

Nicola Robert
1. Introduction

1.1 General

This document is provided to formally notify you of the supplementary terms and conditions of service surrounding your employment with St. Catharine’s College. In addition to this Handbook, all employees are issued with a Contract of Employment, which contains the contractual terms and conditions of employment.

The work rules and policies included in this document are intended to be flexible for the efficient running of the College, and are not intended to be static contractual terms.

Any future changes to your terms and conditions (such as salary changes, job title changes and so on) will be notified to you in writing and will only be effective on authority of the Bursar/HR Manager.

1.2 Review

St. Catharine’s College may review, revise, amend or replace the content of this Handbook, and introduce new policies from time to time to reflect the changing needs of the business and to comply with new legislation or any part of it, at any time. If appropriate, where such a review is instigated there will be consultation with individual employees, or groups of employees as deemed applicable, before changes are applied.

1.3 Confidentiality

You are required not to disclose to any third party any confidential information acquired during your employment relating to St. Catharine’s College or its customers, suppliers or outside contacts unless authorised by a Head of Department, or relating to its staff, students or fellows unless authorised to do so by the Bursar.

You are also required to return to St. Catharine’s College, when leaving its employment, all copies of documents obtained by you in the course of your employment.

If, during your employment, you fail to adhere to this policy this may result in disciplinary action including dismissal. Dismissal does not preclude St. Catharine’s College taking legal action.

1.4 Duties

Your duties will be as outlined during your interview and as agreed with your Head of Department/and or provided in your Job Description. If you have any queries, then these should be discussed with your Head of Department/HR Manager.

1.5 Change in Personal Details

You must inform your line manager and the HR Manager of any changes in personal details which affect the administration of your employment with us. These include changes to your surname, home address, home telephone number and e-mail address, change of marital status, emergency contact details and your personal bank account, criminal convictions or cautions (unless spent). Please refer to the HR department for the appropriate form if you need to amend your personal details.

1.6 Conduct and Appearance

The conduct and appearance of employees contributes significantly to the image of St. Catharine’s College. You are expected to be pleasant, polite and considerate to students, visitors, colleagues, academic staff and
outside contacts. All employees are required to adhere to a standard of dress and appearance that is appropriate. Catering, Housekeeping, Maintenance staff and Porters need to wear specific clothing/uniform which will be provided by the College.

Clothing must be neat, smart, clean and appropriate to the work which is being undertaken. Where provided, work wear and name badges/lanyards should be worn. If you do not comply with these standards you will be subject to St. Catharine’s College’s normal disciplinary procedure. In serious cases, where in St. Catharine’s College’s view your appearance is unacceptable, you will be required to return home to change. It is possible, that no pay will be given for the duration of absence from work so incurred in this way.

You have the right to lodge an appeal against a decision on the acceptability of your appearance, using St. Catharine’s College’s normal grievance procedure. For any queries or for a copy of the uniform/dress code please refer to the HR Manager.
2. Appointment and References

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

All offers of employment are subject to satisfactory references. We normally take up two references from previous employers. In the event of an unsatisfactory reference being received during employment or before the employment has commenced, this could result in the withdrawal of the offer, or dismissal (if you have already started working for the College). In such cases, we will usually discuss the unsatisfactory references with you before making a decision.

All recruitment information packs to include a separate Equal Opportunities monitoring form and data protection policies can be downloaded/viewed on the recruitment pages, or please liaise with the Bursar’s Assistant. Our vacancies will always be advertised on our website, the Cambridge University website and other appropriate recruitment sites depending on the nature of the vacancy. For any staff that do not have access to a computer, please refer to staff noticeboards or speak directly to your Head of Department.

Our recruitment data protection policies can also be found at the following;


2.1 Probationary Period

Employees joining St. Catharine’s College are recruited on the basis of an initial probationary period of normally 3 or 6 months. During this time your suitability for the position to which you have been appointed will be assessed. Heads of Departments, in liaison with the Bursar/HR Manager reserve the right to extend your probationary period if, in their opinion, circumstances so require.

The purpose of the probationary period is to allow both the new employee and their manager time to ensure the correct recruitment decision has been made.

You will be informed in writing at the end of the probationary period whether:

- You have successfully completed your probationary period.
- Or
- Your probationary period is being extended, including reasons and targets/standards to be achieved to successfully complete your probationary period.

Your HoD/line manager will liaise with you, mid-way through your probation period and then towards the end of the probation period. He/she will refer to the College probation form and will complete the form in conjunction with the employee. For a copy of the form or for any concerns relating to your probation period, please talk to your line manager/HR Manager.

During your probationary period, your employment may be terminated by St. Catharine’s College by giving one weeks’ written notice. The disciplinary procedure will not become effective until you have successfully completed your probationary period. During your probationary period, you will only be paid Statutory Sick Pay (SSP) under the agreed terms of the College’s Absence and Sick Pay policy.
2.2 Evidence of Qualifications

Written confirmation/evidence of any appropriate qualifications must be submitted together with your acceptance of the offer of employment. Confirmation may be requested at other times during your employment should it be considered appropriate.

2.3 Rehabilitation of Offenders Act 1974

If you have any concerns about previous criminal convictions, whether these are spent or unspent (refer to Appendix A) please do not hesitate to speak to the HR Manager.

St. Catharine’s College retains the right to review your continued employment if you are convicted of serious offences, which may affect either your ability to do your job, or where you might bring the reputation of St. Catharine’s College into disrepute.

2.4 Criminal Records Check (DBS Checks)

Dealing with the employment of people that have a criminal record has become a real issue for employers now that criminal records can be accessed through The Disclosure and Barring Service (DBS). Where necessary, St Catharine’s will carry out a basic, standard or enhanced disclosure. A criminal records disclosure (DBS check) will be sought in relation to jobs that the College feels carry a degree of risk and adult checks will apply to those working with children or vulnerable adults.

For further detailed information or how to apply for a DBS check through Cambridge Student Community Action, please refer to Appendix B for the College’s policy on DBS checks. The College policy on DBS checks should also be read in conjunction with the Safeguarding policy, which can be found at Appendix C.

2.5 Conflict of Interests

You should have declared any existing directorship, trusteeship or outside employment (including part-time or evening work) at the time of interview, as your main employment is with St Catharine’s College. This includes unpaid and charitable work. If you have any concerns relating to this area, please refer to your Head of Department/HR Manager.

2.6 Working Time Regulations (WTR)

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

Here at St Catharine’s, each department works different working hours to satisfy differing business needs. However, we strive to help staff balance their responsibilities at work and at home as working hours can greatly affect work-life balance. Many organisations are under pressure to satisfy demands 24/7 and must balance this with the needs of their workers. This is no different here at St Catharine’s, especially as outside of term-time, the College has to respond to differing business needs and moves into a busy conference period.

Generally speaking, the Working Time Regulations determine the maximum weekly working time, pattern of work and holidays, plus the daily and weekly rest periods. The regulations also cover the health and working hours of night workers.

In general, the Working Time Regulations provide rights to:

- A limit of an average 48 hours a week on the hours a worker can be required to work though individuals may choose to work longer by ‘opting out’.
St Catharine’s College wishes to ensure that no employees work in excess of these hours and therefore intends to take all reasonable steps to ensure that the limit on maximum working hours is not breached. For example, recent changes to the Catering split shift patterns to a now straight shift system, helps to create a better work/life balance for employees.

Working additional hours during evenings and weekends, may well be a component of your position working at St Catharine’s College. However, any such requirements will be made clear to you at the point of a formal job offer and as much practicable notice will always be provided. If you have any queries about your hours of work, please refer to your Head of Department in the first instance.

St. Catharine’s College reserves the right to ask employees to resign from outside positions in certain circumstances, for instance if the role is likely to conflict with the employee’s responsibilities at St. Catharine’s College.

Although it is not practicable to define all circumstances which might be detrimental, this does include activities which:

- Interfere with your ability to perform your job with St. Catharine’s College satisfactorily.
- Cause embarrassment to St. Catharine’s College.

Failure to notify your manager of secondary employment, or carrying out secondary employment which management believes results in a conflict of interest, may result in disciplinary action including dismissal. For the avoidance of doubt, or confusion, it is better to disclose all your outside interests or to consult with your Head of Department.

2.7 Immigration

In accordance with Immigration Legislation the College is required to ensure that all staff that require approval to work in the UK are checked and authorised. All employees will have to provide the necessary documentation. The College is committed to equality of opportunity and therefore verifies the eligibility to work for all employees irrespective of race, ethnic origin, nationality or national origin.

The College is also an A-rated sponsor and can provide Certificates of Sponsorship (CoS) to those people that require sponsorship. The law in this area changed considerably during 2008 so to work at the College it is likely that you may need to be approved under new ‘Tier’ arrangements, which will also include providing the appropriate documentation along with a copy of your passport/and or other appropriate formal documentation.

Immigration checks apply to all Staff, Casual staff, Students and Student summer workers. For all Staff and Fellow’s enquiries (which tend to be Tier 1 and Tier 2) please refer to the HR Manager. For all Student enquiries (which tend to be Tier 4) please refer to the Senior Tutor’s PA.

Countries in the EU and EEA;

The European Union (EU) is an economic and political union of 28 member states that are located primarily in Europe. It operates an internal (or single) market which allows free movement of goods, capital, services and people between member states.
The countries in the EU are;

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

The European Economic Area (EEA)

The EEA includes EU countries and also Iceland, Liechtenstein and Norway. It allows them to be part of the EU’s single market.

Switzerland is neither an EU or EEA member but is part of the single market - this means Swiss nationals have the same rights to live and work in the UK as other EEA nationals.

There will be no change to the rights and status of EU nationals living in the UK, nor UK nationals living in the EU, while the UK remains in the EU.

All employees, including College Teaching Officers or Junior Research Fellows are responsible for ensuring that any extensions to their terms of employment are approved under current Immigration regulations. For further advice on this, which documents to provide or any other area relating to Immigration, please see the HR Manager.

2.8 Prevent

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on specified authorities – including higher education institutions – to have “due regard to the need to prevent people from being drawn into terrorism”. This is commonly referred to as the ‘Prevent duty’.

The Act makes clear that we must balance the duties under Prevent with our legal requirements in relation to freedom of speech and academic freedom, as enshrined in other legislation. Freedom of expression is itself an important means to challenge and prevent people from being drawn into terrorism.

For students, experimenting with political, religious and philosophical ideas might well be a natural part of their University experience. However, when these thoughts become far from the norm and an individual begins to see violence as a legitimate means to achieve political, religious or philosophical ends, then as a College and an employer, we are obliged to intervene.

Radicalisation can take place face-to-face, online, or there have been cases where individuals radicalise themselves. Whilst there is very low risk, a small number of people may be vulnerable to a range of radicalising causes, including religious radicalisation, far-right politics or animal rights extremism. There is no set pattern to the occurrence of radicalisation but it would be helpful to look out for the following behaviours as single or combined signs for concern:

- Noticeable changes in peer group or religious practices.
- Sudden or increased isolation from family/social group.
- Extremist political activism or the accessing, possession or distribution of materials advocating extremist views.
- An undertone of grievance or ‘them and us’ language/behaviour.
- Increased emotional instability, and/or cultural/social anxiety.
- Possession of suspicious items (large amounts of money, multiple passports, possession of unusually large amounts of everyday materials which could be used to make incendiary devices).

If you have concerns for any of your colleagues, students or witness any type of behaviour that concerns you, please report this immediately to your Head of Department and refer to Appendix D at the back of the Staff Handbook, which should help to explain how to report these concerns. Here at St Catharine’s College, the Senior Tutor is the Prevent Co-ordinator.
2.9 Job Flexibility and Mobility

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

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

The nature of some roles at the College may require employees to work outside the UK for a period not exceeding one month at any time. Details of any work regulations outside the UK will be discussed with an employee on an individual basis.
3. Salaries

3.1 Determination

The Heads of Departments determine all salaries subject to the agreement of the Bursar. It is College policy to review salary levels when the Head of Department/Bursar deems this as appropriate. It should be noted that a pay increase at review is not guaranteed.

Your salary on joining St. Catharine’s College is specified in your Contract of Employment. The HR Manager/Payroll department will notify any changes to your salary in writing.

3.2 Payment

On joining us, you are required to complete a New Starter form which includes your name, home address and bank or building society details. Please note that it is your responsibility to notify HMRC of any such changes. You may also have a P45 from a previous employer.

Your annual salary is payable by 12 equal monthly instalments, paid in arrears on or around the 26th of each month (unless the 26th is a weekend or bank holiday, in which case payment will be made on the nearest preceding or following business day). Where employment commences or ceases during a month, part payment will be made and calculated as the annual salary divided by the number of working days per year multiplied by the number of working days you have been employed during the month.

You are required to have your salary paid by credit transfer into your personal bank account. This information is requested with the offer of appointment letter. It is your responsibility to advise the College of any changes at the earliest opportunity.

St. Catharine’s College reserves the right to alter the frequency or date of the salary payments to meet changing operational requirements. St. Catharine’s College will give sufficient advance notice to employees, so individual adjustments to personal financial arrangements can be made.

During 2015 the Payroll department introduced open payslips. This means, the College will be able to distribute payslips in a new way. For all those employees who would like to receive their payslips in this way and can provide an email address, payslips will be published electronically from within the current payroll system to a secure online payslip portal. Once employees have registered, they will be able to quickly view their current and historic payslips in a secure area.

Any queries regarding your payslip should be raised in the first instance with your Head of Department and may subsequently be raised with the Payroll & Finance Administrator/HR Manager.

3.3 Taxation

A statement of taxable earnings to date (form P60) and taxable benefits (form P11D) are issued each year, in either April or May; copies will be sent to all relevant employees in advance of submission to HMRC. Employees should check these details carefully.

Please ensure these forms are kept securely as duplicates cannot be issued.

Tax records for St. Catharine’s College employees are held by:

**HM Revenue and Customs, Hereward House, Peterborough, PE1 1TJ.**

When contacting the Revenue, you should quote St Catharine’s College and the PAYE tax reference number, which is: **126/U42**
3.4 Expenses

St. Catharine’s College’s policy is to reimburse you for all reasonable expenses necessarily incurred in the course of St. Catharine’s College’s business. Claims should be submitted to your Head of Department.

Receipts must support all such expenditure by whosoever incurred. If a VAT receipt is not submitted only the net amount may be reclaimable.

3.5 Deduction from Wages

St. Catharine’s College may deduct from your salary or require payment from you subject to the terms of the Employment Rights Act (1996) for any of the following:

- Loans from St. Catharine’s College under terms agreed between the parties.
- Any money due from you to St. Catharine’s College.
- Excess of any other payment made to you by St. Catharine’s College, including salary where you fail to work your full notice as required by your contract of employment, or annual leave taken in excess of entitlement if you terminate your contract part way through the holiday year.
- Excess of expenditure claimed.
- Such money requested by you, in writing, to be deducted with the approval of the Senior Bursar.
- Attachment of Earnings Orders issued to St. Catharine’s College.

Should there for any reason be any overpayment of salary recoverable under the terms of the Employment Rights Act (1996) St. Catharine’s College reserves the right to adjust future salary payments until the overpayment has been recovered and/or to require payment upon request. Any adjustment will only be made after consultation with you.

A deduction from salary does not preclude the consideration of disciplinary action being taken, where appropriate.

3.6 Pension Scheme

AVIVA Pension Scheme

The College is a participant of the Cambridge Colleges Group Personal Pension Scheme and all new employees are entitled to join the scheme. N W Brown (Richmond House, 16-20 Regent St Cambridge CB2 1DB) administer the scheme for us. AVIVA have been selected as the scheme is simple, flexible and provides value for money.

You are eligible to join the AVIVA Pension scheme at St Catharine’s provided that you are over the age of 16 and under the age of 65. However, the College will not start making employer contributions until you have completed 6 months service.

A meeting will be arranged with a representative from N W Brown to discuss the scheme and to complete a risk questionnaire to identify the level of investment risk that you are prepared to accept when investing the pension contributions and any other requirements. This will enable N W Brown to recommend which of Aviva’s 247 investment funds will be appropriate for you.

A formal recommendation with supporting key feature documentation, illustration of projected benefits and pension fund information will be supplied. If you wish to join this scheme, please refer to the AVIVA pension details contained in your Induction pack and as mentioned above, St Catharine’s will then arrange an appointment with NW Brown for you, so that you can discuss the best pension contributions with a fully qualified pensions advisor, depending on your personal circumstances.
Contributions

In addition to your salary, the College will pay at least 2% of your basic salary each month into your pension policy for each 1% that you pay up to a maximum College contribution of 10%. For the College to make its maximum contribution of 10% you are required to make a pension contribution of at least 5% of your monthly pay. You can pay more if you wish but the extra will not be matched by the College. The starting minimum is 6% from the College and 3% from yourself. Your personal contributions can be treated and processed as salary sacrifice, if you so wish.

NEST

All Employers now have to enrol their staff into a pension scheme. In July 2014, St Catharine’s College adopted the National Employment Savings Trust (NEST) pension scheme in an attempt to help people save more for their retirement. The government’s aim is to get more people to have another income, on top of the State Pension, when they come to retire. The full basic State Pension is currently £125.97 per week.

To this end, you will be enrolled into NEST if you are not already in a pension scheme and you satisfy the eligibility criteria.

As mentioned above, here at St Catharine’s, we enrolled members of staff into our workplace pension scheme wef from 1st July 2014.

If you do not meet the eligibility criteria (as above) and are not already a member of one of the College pension schemes, you may still be entitled to join, should you wish.

If you are a member of the NEST scheme it is a requirement that you make changes to the scheme yourself, the College cannot do this for you. However, when you enrol into NEST, you will automatically receive an information pack and log-in details in order to be able to manage this.

You should automatically be enrolled into NEST. If you have not and would like to join, then please put this in writing to the HR Manager.

CCFPS and USS

The College was also a participant of the Cambridge Colleges Federated Pension Scheme (CCFPS) and the Universities Superannuation Scheme (USS). However, CCFPS was closed to new entrants in October 2009 and eligibility to join the USS pension scheme, has also ceased to be possible here at St Catharine’s.
4. **Working Hours**

4.1 **Normal**

The normal working hours will be specified in your contract of employment. However, the needs of the College may require you to work outside these hours in certain circumstances. Should this need arise, you will always be given notice. Please note, due to differing business needs and requirements that are worked across the various departments, the hours of work per week differ from department to department.

4.2 **Working Time Regulations**

The Working Time Regulations as already mentioned, are in existence to help to ensure employees do not work over and above a set amount each week/month. It is possible to opt-out of these arrangements on a voluntary basis.

If you have not opted out of the Working Time Regulations, you are entitled to the following rest periods and breaks;

- A 20 minute unpaid rest break after 6 hours work or 30 minutes if you are under the age of 18.
- 11 hours daily rest in each 24 hour period.
- 2 rest periods of not less than 24 hours during 14 days OR one uninterrupted rest period of not less than 48 hours in each 14 day period.

The above are the statutory regulations. Here at St Catharine’s tea and coffee breaks can be taken at the discretion of the Head of Department. Payment is not made for the lunch period. Whilst it is necessary for employees to work at such times as are necessary for the effective performance of their duties, St. Catharine’s College wishes to ensure that no employee works in excess of these hours. If you need further clarification on this area, please seek advice from your Head of Department.

4.3 **Overtime and Time off in lieu (TOIL) arrangements**

Overtime will be paid, only on the instruction of the Head of Department. Time off in lieu (TOIL) is the College’s standard method. TOIL must normally be taken within three months of being accrued or as agreed with your Head of Department. TOIL and Overtime must be requested on a leave form indicating the time required and the dates when the overtime or TOIL was worked and as submitted to your Head of department.

Some departments of the College require staff to work overtime during the evening and weekends, for example, the Housekeeping, Catering and Development teams. The Contract of Employment/Offer letter will detail any overtime requirements and notice of all evening or weekend events will always be provided in advance.

The paid overtime rate will be at the standard hourly rate. However, in some instances, the standard rate might be paid at time and a half or double time. Time and a half will be paid at weekends and double pay rate may be more appropriate on bank holidays. Any such arrangements must be agreed and only on strict instruction by the Head of Department. If you are unsure or have any queries, please refer these directly to your Head of Department or the HR Manager and refer to Appendix F for the Working Hours User Guide.

4.4 **Overtime and Holiday Pay**

Under the Working Time Regulations, overtime has been excluded in the calculation of holiday pay unless it is both compulsory and guaranteed. In recent years, the case law surrounding this area has changed considerably. During 2014, there was a significant Employment Appeal Tribunal, which established that -
holiday pay must correspond to the pay that the employee or worker normally receives. Case law has been varied and widespread since then.

Considerations as to whether such pay should be included in the holiday pay calculation is whether it occurs with enough frequency to be said to be ‘normally included’ as a part of that worker’s pay. The holiday pay calculation only applies to the first four weeks of statutory leave under the Working Time Directive - not the additional 1.6 weeks’ holiday, nor any additional contractual holiday.

In some instances, it may be appropriate to support Student workers for a defined period, such as the Telephone Campaign workers in the Development office. In instances where holiday pay and the accommodation off-set is appropriate, these will be paid as separate elements, not ‘wrapped’ up in the overall hourly rate.

From 1st April 2018, we have changed the way we pay our Casual staff. However, we will ensure that all Casual or temporary workers receive the correct holiday pay and are paid the appropriate proportion of their annual leave allowance during the time they work. Annual leave for this group of staff will now be paid at the end of the short-term working arrangement, whilst the employee is not in work.

If you have any concerns about how your overtime or other conditions are calculated, please refer to your Head of Department/HR Manager.
5. Leave

5.1 Annual Entitlement

The holiday year runs from 1st October to 30th September and the annual holiday entitlement is 25 days plus Bank or Public holidays for permanent employees. If your department is required to work during Bank Holidays you may be entitled to payment for this or possibly a day in lieu. Your holiday entitlement will be calculated on a pro-rata basis for your first year, based on the number of complete months worked.

Entitlement for employees on a fixed term contract is 5.6 weeks per year, worked out on a pro-rata basis with reference to the length of the contract and the number of hours/days worked each week.

Part-time staff are entitled to a pro-rata holiday entitlement which is calculated as follows:

\[
\text{contractual hours per week} \times \frac{\text{annual entitlement}}{\text{full time contractual hours (NUMBER hours per week)}}
\]

Wherever possible St. Catharine’s College will honour reasonable holiday arrangements already made by the new employee, although the dates should be discussed before joining.

On leaving your employment, you will receive time off work or payment for any outstanding holiday. Any holiday taken in excess of your entitlement will be deducted from any final salary or expenses owing to you. If you leave St Catharine’s College, please complete the Leaving Form and return to the HR Manager. This form will provide your ‘last working day’ and your ‘paid to date’.

At your HoD’s discretion, based on College needs, you may be required to work your notice period and receive pay in lieu of outstanding holiday entitlement. St. Catharine’s College reserves the right to ask any individual working their notice to take any outstanding holiday entitlement during the notice period. We will work with you to accommodate the best possible outcome for you and the College. However, employees who do not co-operate may forfeit any pay for these holidays.

5.2 Rules Regarding the Booking of Holidays

You should complete an Annual Leave Form (Leave form) for all holiday requests and have it signed by your Head of Department before making any firm holiday arrangements. Each department/HoD is responsible for these Leave Forms, so please ask them in advance for a form.

Holiday requests will only be considered if you present them on a Leave Form and your Head of Department will allocate agreed holiday dates on a ‘first come - first served’ basis whilst ensuring that departmental efficiency and minimum staffing levels are maintained throughout the year. Therefore, please ensure that you do not make travel arrangements prior to your holiday request being authorised by your Head of Department.

You should normally give at least four weeks’ notice of your intention to take holiday of one week or more and at least one week’s notice for single days. Normally, you may not take more than three working weeks’ leave consecutively. For special/longer holidays, please ensure you discuss these plans well in advance with your line manager.

You may be required to reserve up to 3 days of annual entitlement to be taken during the Christmas holidays. Full details of any Christmas closures are set early in the year by the Bursar, so please ask your HoD or the Bursars Assistant/HR Manager for the details. If you have insufficient holiday entitlement to cover this period, you will be required to take this as unpaid leave. In addition, please note that if we decide to close earlier than usual on a normal working day (e.g. Christmas Eve) you may be entitled to take this part day of annual leave and leave the College for the holiday period early.
For a more detailed breakdown of how to calculate your annual leave entitlement, please refer to the Annual leave synopsis sheet, which your Head of Department should have a copy of. If not, please refer any queries to the HR Manager. For staff who have been working at St Catharine’s for many years, additional annual leave is awarded, based on years/length of service, please refer to paragraph 5.7.

5.3 Holidays and Sickness

If you fall sick or are injured while on holiday, the College may allow you to transfer to sick leave and take replacement holiday at a later time. This policy is subject to the following strict conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner.
- You must contact the College by telephone as soon as you know that there will be a period of incapacity during a holiday.
- You must submit a written request no later than 5 days after returning to work setting out how much of the holiday period was affected by sickness and the amount of leave that you wish to take at another time.
- Where you are overseas when you fall ill or are injured, evidence must still be produced that you were ill by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received at the overseas location.

Where you fulfil all of the above conditions, the College will grant the same number of days' replacement holiday leave as the number of holiday days lost due to sickness or injury.

If you are ill or are injured before the start of a period of planned holiday, the College may agree to you taking the holiday days at another mutually agreed time. Any period of sickness absence will then be treated in accordance with the College's normal policy on sickness absence. You must submit a written request to postpone the planned holiday and this must be accompanied by a letter from your doctor confirming that you are unfit, or are still likely to be unfit, to take the holiday.

You must request to take any replacement holiday in accordance with the College’s normal holiday policy, and should endeavour to take the replacement holiday in the same holiday year in which it was accrued. However, where you have good reason for not being able to do so, the College may allow you to carry that leave forward into the next holiday year. The College may require you to take all or part of your replacement holiday on particular days and it is not required to provide you with any minimum period of notice to do this, although it will aim to provide reasonable notice.

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

5.4 Holiday Planning

No more than 10 days of annual holiday may normally be taken at any one time. If you wish to exceed this limit you must make your request to your Head of Department/Line Manager as far in advance as possible.

You may carry forward up to 5 days of your leave entitlement per leave year at the discretion of your Head of Department/Line Manager. However, any leave carried forward must be used prior to 31st December in the following leave year, unless good reason can be provided. Payment will not be made in lieu of leave not taken subject to the provisions relating to termination of employment.

If you dispute a decision not to approve a holiday request you should follow St. Catharine’s College’s normal grievance procedure.
Once approval for annual leave has been given it will not normally be withdrawn. However, St. Catharine’s College reserves the right to withdraw such approval should circumstances warrant it. Where this has to be done because of the needs of the College, every effort will be made to minimise any inconvenience or hardship this may cause you.

Every effort will be made to meet the needs of new employees in respect of commitments to holidays already made.

5.5  Unauthorised Absence / Late Return

Holidays taken without prior consent will be deemed unauthorised absence and will be dealt with in accordance with St. Catharine’s College’s disciplinary procedure. Similarly, if, for any reason, you know that you will be late returning from holiday, you must contact St. Catharine’s College as soon as possible, explaining the situation. Failure to do so will render you liable for disciplinary action for unauthorised absence. If St. Catharine’s College does not consider that you have sufficient reason for returning late from holiday, disciplinary action may be taken against you.

5.6  Termination

If you are working out your notice you will be allowed to take annual leave during this period, providing it has been booked in advance. Requests to take holiday during a notice period will be approved wherever possible. If this is not practicable because of the need to complete outstanding work, hand over to a successor and so on, St. Catharine’s College reserves the right to refuse your request. In these circumstances a payment in lieu of notice may be made. Any payment made in lieu of such holiday will be subject to deductions for tax and National Insurance contributions.

Where annual holiday taken exceeds holiday accrued at the date of termination St. Catharine’s College reserves the right to deduct the equivalent of the payments made for the additional days from your final pay.

Employees with two or more years’ service, automatically qualify for unfair dismissal rights. If St Catharine’s College is ever in a position where it has to terminate an employee’s employment, at least the statutory notice periods and statutory pay rates will be adhered to. A redundancy situation is very unlikely and for a redundancy to be considered fair, it has to fall into one of five specific categories. It would also be vital to consult with staff either on an individual or a joint basis. In any case, St Catharine’s would always follow the appropriate ACAS codes of practice and although the exact procedure would vary according to the timescale and size of the redundancy programme, St Catharine’s would seek to go through the following stages as a minimum:

- Planning.
- Identify the pool for selection.
- Seek volunteers.
- Consult with employees.
- Selection for redundancy.
- Appeals and dismissals.
- Suitable alternative employment.
- Redundancy payment.
- Counselling and support.

If you have any queries about your annual leave allocation or the termination of your employment with St Catharine’s, please refer to your Contract for notice periods or talk directly to your Line Manager/Head of Department/HR Manager.
5.7 Long Service

At St Catharine’s College we now have a policy for long service and retirement for all staff members. One extra day of holiday after each 10 years, 15 years and 20 years so up to a maximum of 3 extra days of annual leave will be awarded. Please be advised of the following;

**Years’ Service**

1 to 5 years  If leaving or retiring a mid-morning event will normally be arranged and hosted by the relevant Head of Department with tea and cakes supplied by colleagues and held within the departmental space.

5-10 years  If leaving or retiring an event will normally be arranged and hosted by the relevant Head of Department. A college allowance of £25 would be spent as appropriate and held within the departmental space or off site.

10 years +  This is recognised by a letter from the Bursar via the relevant Head of Department along with a gift of bottles of both red and white wine. While still in the College’s employment a presentation will be made at the Bursar’s Christmas drinks party. If leaving or retiring a mid-morning event will be arranged and the college will supply a sandwich and cake buffet with tea and coffee.

20 years  This is recognised by a card signed by the Bursar, the Master and the Senior Tutor along with a Red Letter Day plus a gift of a bottle of champagne and/or a Marks and Spencer gift voucher to the value of £25 and flowers.

While still in the College’s employment a reception will be held in the SCR with drinks and hosted by the Master and Fellows after the Tripos ceremony. Recognition will also be made at the Bursar’s Christmas drinks party.

If leaving or retiring a mid-morning event will be held and the college will supply a sandwich and cake buffet with tea and coffee.
6. Medical Fitness

6.1 Sickness Absence

St. Catharine’s College sickness benefit scheme operates in conjunction with the Direct Gov Statutory Sick Pay (SSP) scheme and these two, when added together will be equivalent to basic salary. These schemes operate for your normal working days.

SSP is subject to all normal deductions for tax and National Insurance. Qualification for SSP is dependent on specific criteria, including the following:

- SSP is payable at a fixed rate, which is usually payable in April each year. To be entitled to SSP an employee must earn at least the equivalent of Class 1 National Insurance and must earn a minimum amount each week. The rate of SSP as from 6 April 2018 is £92.05 per week.
- SSP is only paid for qualifying days – i.e. your normal working day.
- SSP is payable only after 3 qualifying days i.e. from the 4th day of illness.

6.2 College Sickness Benefit

If the Employee is absent from work due to sickness or injury not due to his/her own cause or default, the Employer will pay the Employee sick pay in accordance with the following scale:

<table>
<thead>
<tr>
<th>Period of unbroken service</th>
<th>Sick leave with pay at a rate equal to normal pay</th>
<th>Sick leave with pay at a rate equal to half normal pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>8 weeks</td>
<td>8 weeks</td>
</tr>
<tr>
<td>1 or more years but less than 3 years</td>
<td>12 weeks</td>
<td>12 weeks</td>
</tr>
<tr>
<td>3 or more years but less than 5 years</td>
<td>20 weeks</td>
<td>20 weeks</td>
</tr>
<tr>
<td>5 or more years</td>
<td>26 weeks</td>
<td>26 weeks</td>
</tr>
</tbody>
</table>

6.3 Guidelines on Reporting Sickness

If you are ill, then you personally need to advise your Head of Department/Line Manager, by 10:00 am or within half an hour of your usual start time, on your first day of absence. Every effort should be made to talk directly to your Manager, it is not acceptable to leave messages with colleagues, unless they are in your line management chain. You should indicate the nature of your illness and if possible the likely length of your absence. It is important that if your absence is as a result of an accident at work, then you inform your Head of Department at the time, also ensuring you complete the accident reporting book.

It is important that you keep in contact with your Head of Department to advise them of your situation so that the College can plan to cover your work as necessary and so that the Head of Department, and the Bursar if appropriate, is aware of the seriousness of your illness.

If you are able to return to work within 7 calendar days, then you must complete a Self-Certification form on your return giving the dates and reason for your absence. Upon your return your Head of Department/HR Manager may suggest a return to work interview, especially if your absence has been longer term. This is to check that you are now feeling fully fit and also ensures that any necessary adjustments are considered or a referral to Occupational Health/Counselling Service is made if this is deemed appropriate for you.
If your period of absence extends to 7 calendar days’ then you will need to obtain a medical certificate from your GP. For example, if you report in sick on Monday and are unable to return to work on the following Monday then you must go to see your doctor and ask for a certificate. You need to submit the certificate to your Head of Department as soon as possible. The College will keep in touch with you during your absence and you should endeavour to keep the College informed. You must continue to obtain and submit medical certificates for the whole period of your absence.

In the event of you incurring unacceptable levels of sickness absences in either a 12 month or 6 month period, the College may wish to seek specialist medical advice. This advice will be sought from the College’s Occupational Health provider. Every effort will be made to talk to you about the reasons for this and every effort should be made by the employee to support this request by the College. Occupational Health advice will only be sought after discussion with your line manager and the appropriate consent forms will be provided before referral.

If your Head of Department has any concerns in respect of your attendance record, then these will be discussed with you. In such cases, your Head of Department may request GP certificates for all absences, including those less than 7 days. If you have to pay for such certificates, where reasonably practicable, then the College may reimburse the cost on production of a receipt.

It is important that all employees adhere to the requirements to notify the College correctly about any period of sick absence. If an employee fails to comply with the procedure, then this could lead to the College withholding payment until the reason for the absence is confirmed. If an employee fails on several occasions to comply with the procedure, then this may lead to disciplinary action.

If you are found by St. Catharine’s College’s nominated doctor to be incapable of carrying out your duties through ill-health you may have your employment terminated or be suspended from duty on medical grounds until St. Catharine’s College is satisfied that you are fit to resume duty.

During April 2010, the old GP’s sick note was replaced with the ‘Fit note’. The issuing of these notes had the intention of requiring the employer to be more proactive in considering suggestions made by the GP’s as to the work that employees CAN do, as opposed to the employee simply being signed off sick. However, an employer is not legally bound to accept these suggestions, although St Catharine’s College will make every effort to accommodate these suggestions wherever possible. Where it is deemed appropriate every effort will be made to liaise directly with the GP or to refer to St Catharine’s Occupational Health Doctor.

Routine medical or dental appointments and any other personal appointments should be arranged outside normal working hours wherever possible, or made at the beginning or the end of the working day. However, it is accepted that urgent appointments and hospital appointments may be required during normal working hours. Depending on the circumstances of such appointments, it may be reasonable to make up the hours lost due to such appointments and this should always be discussed directly at the time with your line manager.

6.4 Medical / Dental Appointments

If medical or dental appointments need to be made during work time, these should attempt to be made at the beginning or the end of the working day. Consequently, your line manager may ask you to make up any time that is lost. The same may apply to hospital appointments that are difficult to choose. The College understands that medical appointments will need to be made during working hours and will do its best to accommodate these. If you have any specific concerns, then please talk directly to your line manager.

6.5 Unpaid Leave

Unpaid leave will only be granted in exceptional circumstances and with the signed consent of your Head of Department. If you are applying for unpaid leave to care for a child or family member, then please talk directly to the HR Manager as we have policies in place to help with such situations.
6.6 Compassionate Leave

Individual’s reactions to bereavement vary greatly and each case will be dealt with on an individual basis. All applications for bereavement leave will be dealt with by your Head of Department/HR Manager. Paid compassionate leave will be granted only when it concerns a close relative (e.g. when a child, parent or spouse, is very seriously ill or is in urgent need of help through unforeseen circumstances.) In these circumstances you need to talk to your Head of Department who will consider your request and seek the approval of your Line Manager.

6.7 Counselling

The College takes the well-being of staff very seriously and hopes to be able to support staff wherever possible. The College is signed up to a Counselling service, which the University of Cambridge delivers. If you are interested in this service, then please refer to;

https://staff.counselling.cam.ac.uk/college-staff

The Counselling Service can be found at;

The Staff Counselling Service  
1st Floor, 17 Mill Lane, Cambridge CB2 1RX  
01223 762160  
Email: staffcouns@admin.cam.ac.uk

Please feel free to talk to the HR Manager for any general or specific advice and please note that a College referral does require a form to be completed by the HR Manager and submitted to the Counselling service. A referral can be swift, with help sought 7 to 10 days after a referral is made to the Service. Leaflets can be found at the Porters Lodge and at Appendix E here. All advice will be treated in strict confidence.

For more about the Counselling Service or to find out how to obtain a self-referral, please refer to;  
https://staff.counselling.cam.ac.uk/college-staff/st-catharines-college

6.8 Bereavement Leave

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

If you suffer bereavement within your immediate family, we will do our utmost to support you and generally exceptional paid leave will be granted to help you deal with the immediate issues, or to attend the funeral. ‘Immediate family’ is defined as your spouse, civil partner or partner; child or step-child; parent; brother or sister; grandparent or grandchild; uncle or aunt; parent-in-law, brother or sister-in-law; son or daughter-in-law. Additional time off may be granted if extensive travel is required. You will need to inform your Head of Department and the HR Manager of your circumstances and the leave will be agreed on an individual basis.

6.9 Jury Service

If you are required to attend for jury service, or are summoned as a witness, you are obliged by law to attend court and St. Catharine’s College will release you for this public duty. Whilst you are carrying out jury service, you will receive your full salary, less any payment you receive from the court as compensation for loss of earnings, as long as the period of jury service is for a reasonable length of time. You are required to claim for loss of earnings from the Clerk of the Court. The Payroll Department will verify details of loss of earnings and written confirmation of expenses received should always be obtained.
6.10 Volunteer Service Reserve Forces

If you are a member of the Army Reserve or other branch of the Armed Forces Reserve, it is mandatory that your Head of Department is informed at the earliest opportunity. St. Catharine’s College will, at its discretion, allow reasonable unpaid leave for you to take part in duties or training.

Written evidence of this requirement must be provided by you and supported by written documentation from the appropriate organisation and forwarded to your Head of Department for approval.

6.11 Time off for Public Duties

St. Catharine’s College allows reasonable time off work (unpaid) if you are a Justice of the Peace or member of an official body such as Statutory Tribunal or Local Authority, provided you arrange time off with your Head of Department/Line Manager and that adequate notice has been provided.

6.12 Unauthorised Absence

Any time off where appropriate advance notification has not been given and authority not granted, will be treated as unauthorised absence and will not be paid. Unauthorised absence will be treated seriously and may result in disciplinary action, which could lead to dismissal.

If you do not attend work without notifying St. Catharine’s College of the reasons for your absence you may be subject to the disciplinary procedure.

Where possible and as reiterated earlier, your Line Manager must be contacted directly if you are absent. It is important that your Line Manager is contacted directly by you using phone/email at the first available opportunity and no later than half an hour after your normal start time.

6.13 Time off for Religious Observance

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

6.14 Court Summons

Paid time off work will not be authorised if you are required to answer civil or criminal charges against you. All days required attending court and/or meeting solicitors etc, must be taken as annual leave or alternatively the time made up by agreement with your Head of Department.
7. Maternity Leave

The policy of the College is to provide maternity benefits which not only comply with both the letter and spirit of the law on maternity rights but which are in excess of these statutory requirements. This policy applies to all female members of staff and aims to inform them of their entitlement to contractual and statutory maternity rights, and to ensure that these rights are understood.

The law surrounding maternity leave falls under the Work and Families Act 2006. In recent years, significant developments have been introduced such as, keeping in touch days (KIT days) to enable employees and employers to work more closely together throughout this maternity period. Under the Equality Act, pregnancy is a protected characteristic in its own right instead of falling under the scope of sex discrimination.

7.1 Maternity Leave Period

All staff regardless of their length of service are entitled to 26 weeks’ ordinary maternity leave (OML) and, additional maternity leave (AML) of a further 26 weeks. Maternity leave should normally commence no earlier than 11 weeks before the expected week of childbirth (EWC) and must extend to at least two weeks after the birth.

A member of staff may choose not to begin her maternity leave until shortly before the expected date of delivery. If the baby is born before she has begun her maternity leave, the maternity leave and pay, commences on that earlier date.

A member of staff who is on sick leave because of a pregnancy-related illness at the fourth week before the expected week of childbirth will commence her maternity leave at that date and will transfer from sick pay to maternity pay. If she becomes sick with a pregnancy-related illness after the beginning of the fourth week before the expected week of birth, her maternity leave and pay commence on the first day of illness.

If the baby is born before the 11th week before the EWC, the maternity leave and pay commences immediately. Staff should inform their Head of Department/HR Manager as soon as possible after the birth.

7.2 Maternity Pay

A member of staff taking maternity leave, who has been continuously employed by the College for at least 12 months by the date of her EWC, will receive College maternity pay equal to her normal salary for 18 weeks.

Maternity pay is broken down as follows:

- **18 weeks** – paid, normal rate of pay.
- **21 weeks** - if entitled, to SMP.
- **Up to 13 weeks** – unpaid (as at 5th April 2018 the SMP rate is £145.18 per week).

The payment during the first 26 weeks of leave will include Statutory Maternity Pay (SMP) to which she is entitled, unless the amount due under the Statutory Maternity Pay scheme is greater, in which case the SMP will be payable. If she is not entitled to SMP, the salary payable will be reduced by the amount of Maternity Allowance, which she is entitled to receive. A member of staff not eligible for SMP is entitled to Maternity Allowance unless she shows proof to the contrary.
Statutory Maternity Pay (SMP) is paid for up to 39 weeks. You get:

90% of your average weekly earnings (before tax) for the first 6 weeks, £145.18 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks. SMP is paid in the same way as your wages and Tax and National Insurance will be deducted.

College maternity pay can only be paid to employees who state that they intend to return to their post at St. Catharine’s College at the end of their maternity leave and complete at least a further three months’ service.

Those members of staff who intend to return to work and subsequently change their minds will be asked to repay the additional College payments made. Those employees who decide that they do not wish to return after their maternity leave will be paid SMP only.

Maternity pay is subject to the condition that no paid work outside the College is undertaken during the paid period of leave (up to 39 weeks).

Payment will usually be made on the member of staff’s normal pay date.

7.3 Ante-natal Appointments

A member of staff will be entitled to time off with pay in order to attend antenatal appointments, which may include classes. Although where possible, these appointments should be made at the beginning and the end of the day. Your Head of Department may request to see appointment cards from the clinic. New provisions were also introduced from October 2014, whereby employees who have a ‘qualifying relationship’ with a pregnant woman may take unpaid time off work to attend ante-natal appointments.

7.4 Notice Requirements before Maternity Leave

By the employee:

You must notify the College of your intention to take Maternity Leave by the 15th week before your Expected Week of Childbirth (EWC), unless this is not reasonably practicable. You must submit the appropriate form provided by your doctor or midwife stating the expected week of birth usually a MAT B1 form, which is usually issued following the 20 week scan.

You may change your mind about when you want to start maternity leave, providing you give the College an appropriate amount of notice.

By the employer:

On receipt of your notification, the HR Manager will respond to your notification of leave plans within 28 days, providing a copy of this policy and procedure, confirmation of entitlements and will discuss with you an anticipated last working day. We will also discuss any necessary risk assessments with your line manager.

7.5 Benefits during Maternity Leave

Maternity leave is broken down into two parts, Ordinary Maternity Leave (OML) period and the Additional Maternity Leave (AML) period. In addition, a pregnant member of staff will continue to receive all contractual benefits, except remuneration, they would normally receive during their employment with the College.
Annual holiday entitlements will continue to accrue throughout your maternity leave. Ideally, you should attempt to take all your holiday entitlement before you commence maternity leave and you will then be entitled to take accrued holiday up to the date of your anticipated return from maternity leave. If you are a member of the College Pension Scheme, your pension rights will be maintained during your ‘paid’ maternity leave. You only pay contributions based on the actual earnings you receive. The College will also continue to pay the relevant employer contributions during your paid maternity leave.

No Pension Scheme contributions will be made by yourself or the College during your ‘unpaid’ leave, which will not count as Pensionable Service. If you wish to preserve your Pensionable Service during this period, you may choose to make up the shortfall in contributions. Please see the HR Manager for information on this and for any further Maternity Information.

7.6 Keeping in Touch (KIT) Days

Up to ten days’ work under your contract of employment may be undertaken at any stage during the maternity leave period, by agreement with the College, with the exception being during the first two weeks after the baby is born.

Any day you do as a KIT day, even as little as half an hour, will be counted as a whole day for KIT days. KIT days can be taken as single days; in blocks of two or more days; or can be taken consecutively. Once you have used up all ten KIT days and then do any further work, you will lose a week’s SMP for the week in the Maternity Pay Period in which you have done that work. If a week in the Maternity Pay Period contains only KIT days, you will be paid SMP for that week.

For any KIT days that you work under your contract of service for the College, the College will pay you SMP for that week as a minimum. Any contractual payment for the work done as a KIT day will depend on the agreement between you and the College.

7.7 Notification of Return to Work

If a member of staff intends to return to work at the end of her paid maternity leave period she is not required to give formal notice of her return and it will be assumed that she will resume work. If she wishes to return earlier she should give 28 days’ written notice of her formal intention to return.

We will assume that you are returning to work the day after your maternity leave ends, unless you tell us otherwise. If you wish to return to work before the end of the ordinary and additional maternity leave, you must give St. Catharine’s 8 weeks’ notice of any earlier return date.

7.8 Non-return to Work

If a member of staff is unable, because she is medically unfit to work, to return to work at the end of her entitlement to maternity leave, she should submit medical certification in the usual way; she will then transfer from maternity leave to sick leave. Subsequently the normal sickness procedure will follow. Any employee who decides to resign at any time during her maternity leave should give full contractual notice.

7.9 Childcare Vouchers

The provision of Childcare Vouchers as an employee benefit, offers an employer and employee the opportunity to make considerable savings per year in Tax and National Insurance contributions. Childcare Vouchers are provided as a ‘salary swap’ arrangement here at St Catharine’s, which means that you can swap some of your salary in return for Childcare Vouchers. The amount of salary you swap is free from tax and national insurance. St Catharine’s operates a Childcare Voucher scheme with N W Brown a local financial services organisation. Please note that all registered childcare providers must hold approved status with an OFSTED registered approved body.
The Government also introduced new Tax-Free Childcare, during April 2017. Whether or not you are enrolled in a childcare voucher scheme, or you are benefiting from the newer tax-free childcare will very much depend on your personal circumstances. This new scheme is designed so that parents can save up to £2,000 per child off the cost of their childcare each year or £4,000 for disabled children.

If you need to find out more about any of these schemes, then please do not hesitate to speak directly to the HR Manager or your HoD and look out for the section about Shared Parental Leave later in the Handbook. You are eligible for Shared Parental Leave if your baby is born or adopted on or after 5 April 2015.

7.10 **Paternity Leave**

Fathers who have worked continuously for the College for 26 weeks leading into the 15th week before the baby is due can take paid paternity leave. This can be for either one or two consecutive weeks (not odd days or single weeks) within 56 days of the birth of their child, or on or after adoption of a child. Where possible you are required to give reasonable notice if you intend to take paternity leave.

7.11 **Statutory Paternity Pay**

During their paternity leave, most employees will be entitled to Statutory Paternity Pay (SPP). Subject to meeting the eligibility requirements, an employee who is the father of a child, or its mother’s husband/partner and who expects to have responsibility for the child’s upbringing (or an adoptive parent who is not taking adoption leave) is entitled to two weeks’ paid statutory paternity leave.

SPP will be paid for either one week or two consecutive weeks as chosen by the employee. The rate of SPP will be the same as the standard rate of Statutory Maternity Pay (SMP), or 90% of average weekly earnings (whichever is less). The leave must be taken during the eight-week period beginning with the child’s birth date (or placement with its new parents for adoption within the UK, or date of entry into the UK for overseas adoptions). It can be taken as one single week’s leave or two consecutive week’s leave, but a week can commence on any day.

In the case of adoption, where a child is adopted jointly, either of the adoptive parents may take the two week period of statutory paternity leave. The partner of an individual who is adopting will also be able to qualify for statutory paternity leave and pay if he/she can demonstrate that he/she is to share the responsibility for the child’s upbringing.

Employees who have average weekly earnings below the Lower Earnings Limit for National Insurance purposes will not qualify for SPP. Employees who do not qualify for SPP, or who are normally low paid, may be able to get Income Support while on paternity leave. Additional support may be available through Housing Benefit, Council Tax Benefit and Tax Credits. Further information is available from the local Jobcentre Plus Office.

Here at St Catharine’s College, we enhance the statutory provision and pay two weeks of Paternity Leave to the father at their normal rate of pay.

**Additional Statutory Paternity Leave**

It is perhaps worth mentioning this, not least as additional statutory paternity leave was in existence until April 2015. Post April 2015, parents may instead take shared parental leave (please refer to section 7.16).

7.12 **Adoption Leave**

Adoption leave is available to all employees who are placed with a child on or after 5 April 2015. An employee who has 26 weeks’ service by the end of the week in which he/she is notified of having been matched with the child may also be entitled to statutory adoption pay.
The rights to adoption leave are set out in part 8, section 1a of the Employment Rights Act 1996. Schedule 5 of the Social Security Act 1989 requires an employer to continue to make pension contributions based on the employee’s normal salary for any period of paid maternity, paternity, adoption or family leave.

The period of adoption was increased under the Work and Families Act 2006 and KIT days were introduced, under which employees on adoption leave can work for up to 10 days without ending their leave period or losing their entitlement to statutory adoption pay. As from April 2015, parents matched for adoption with 2 children will be permitted to take time off to attend adoption appointments.

Where employees are eligible, an employee who has a child placed for adoption with him/her on or after 5 April 2015 (subject to the eligibility conditions) will be entitled to receive 39 weeks’ paid statutory adoption pay. The first six weeks of statutory adoption pay are paid at 90% of normal weekly earnings; the next 33 weeks are paid at the fixed weekly rate.

7.13 Parental Leave

Parental leave will be granted if you have completed one year’s continuous service and you have the responsibility for a child under the age of 18 years. The amount of parental leave granted is an overall total of 18 weeks per parent, per child. A maximum of 4 weeks per year can be taken and parental leave is unpaid. If you adopt a child, you can also take advantage of this scheme.

As previously mentioned, Parental leave is unpaid, and, where possible, the relevant salary deduction will be made in the month in which the leave is taken. If you wish to take leave you are required to give a minimum of 21 days’ notice.

Where possible applications for parental leave will be granted. However, there may be occasions where this could be impractical and have an adverse effect on the smooth running of the College. In these circumstances the College may postpone the leave for up to 6 months. If you take parental leave you will be entitled to go back to the same job.

7.14 Time off Work to Care for Dependents

Irrespective of length of service with the College, employees are entitled to take a reasonable amount of time off during working hours to deal with an emergency involving a dependant. A dependant is a spouse or partner, child, parent or someone who lives with the employee as part of his or her household, excluding tenants or boarders living in an employee’s home, or someone who lives in an employee’s home as an employee. Employees may take time off work to deal with an unexpected or sudden problem, to assist with making any necessary long term arrangements in the following circumstances:

- If a dependant falls ill or has been injured or assaulted.
- When a dependant is having a baby.
- To make long-term care arrangements for a dependant who is ill or injured.
- To deal with the death of a dependant.
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant.
- To deal with an unexpected incident involving your child during school hours.

There is no general right to take time off for domestic incidents, only those which involve the need to care for a dependant. You must notify your Head of Department as soon as is reasonably practicable of the circumstances giving rise to the leave.

Time off work to take care for dependants is unpaid, and, where possible, the relevant salary deduction will be made in the month in which the leave is taken. However, the College understands that such
circumstances can be unexpected and sometimes difficult to manage, so please do not hesitate to speak to your HoD if such events affect you.

7.15 The Right to Apply for Flexible Working

Employees who are parents of children aged under six years, or of disabled children aged under 18 years, or who are (or expect to be) carers of an adult, have the right to apply to work flexibly. Employees must consider any effects it will have on the College and how these might be accommodated. The College has a statutory duty to consider all applications seriously.

The employee has a responsibility to think carefully about their desired working pattern when making an application and the College is required to follow a specific procedure to ensure requests are considered flexibly.

In order to make a request, an individual will need to:

- Have worked at the College continuously for 26 weeks at the date the application is made.
- Have a child under six years, or under 18 years in the case of a disabled child.
- Make the application no later than two weeks before the child’s sixth birthday or 18th birthday in the case of a disabled child.
- Have or expect to have responsibility for the child’s upbringing.
- Be making the application to enable them to care for the child.
- Not be an agency worker.
- Not have made another application to work flexibly under the right during the past 12 months.
- Be or expecting to be caring for an adult who is married to, or the partner or civil partner of the employee; or is a near relative of the employee; or falls into neither category but lives at the same address as the employee.

If you would like to discuss a case in more detail, please discuss with your Head of Department and/or the HR Manager. The College has 28 days in which to consider the application and although legislation does not provide an automatic right to work flexibly it does aim to facilitate discussion and encourage both the employee and the employer to find a solution that suits them both.

7.16 Shared Parental Leave (SHPL)

The regulations that will implement Shared Parental leave came into force on 1st December 2014.

Mothers of babies due on or after 5 April 2015, or parents of children placed with them for adoption in Great Britain on or after this date, may choose to end their maternity/adoption leave early and convert the untaken balance of leave into ‘Shared Parental Leave’ (SPL) and ‘Shared Parental Pay’ (ShPP).

The employee must take the first two weeks of his/her statutory maternity/adoption leave (four weeks if the birth mother works in a factory) but can then elect to end the SML/SMP and SAL/SAP (or commit to ending it at a future date) and share the remaining 50 (48) weeks with the father/partner (provided that both parents satisfy the eligibility test).

The parents may take time off together if they wish to and they are not compelled to take their leave in one continuous block. As long as employees meet the eligibility criteria and provide the correct notice, he/she can determine when to take a block of SHPL and can legitimately give notice for up to three blocks of leave. The leave must be taken in one-week blocks it cannot be taken as split weeks.

If you would like to cease your maternity/adoption leave early and convert it to Shared Parental leave, please speak directly to the HR Manager for a more detailed description of how shared Parental leave works in practice and for the necessary forms to complete.
8. Health, Safety & Welfare

Health & Safety Policy

St. Catharine’s College has a health and safety policy which will be issued to you separately and no later than during the Induction process. If you have any queries about Health & Safety which cannot be addressed by your HoD, please do refer these to the Health & Safety Manager.

8.1 Smoking

Smoking is unlawful in all parts of the College, indoors and outdoors.

8.2 Drug, Alcohol and Substance Abuse

St. Catharine’s College seeks to ensure the safe running of the College by operating a drug, alcohol and substance abuse policy. Use or sale or purchase of illegal drugs, and abuse of alcohol or substances is a disciplinary offence and can lead to dismissal.

Drug Abuse

If you are found to be taking drugs which have not been prescribed on medical grounds you will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will render yourself liable to dismissal under St. Catharine’s College’s disciplinary procedure. Any employee believed to be buying or selling drugs or in the possession of unlawful (i.e. un-prescribed) drugs is also liable to dismissal and the relevant authorities may be informed.

Alcohol Abuse

Apart from College arranged celebration drinks and entertaining, you are not permitted to consume alcohol on the premises.

You should not consume alcohol before or whilst driving on official business, or performing or managing works in a health and safety risk area, i.e. on site.

You should at all times be capable of fulfilling your duties without impairment due to the consumption of alcohol. Where an individual is suspected of being unable to adequately perform his / her duties fully, then the Head of Department’s opinion will be final and the individual may be requested to leave the work place and / or refrain from College duties.

You must remember that, ‘whilst at work’, you may be called upon to make decisions or communicate with third parties and it is essential that you are able to do so without putting third parties at risk or exposing the College to potential claims or embarrassment.

Failure to adhere to these guidelines may result in disciplinary action being taken that may result in dismissal.

Substance Abuse

If you are found using some other substance (not prescribed for medicinal purposes) that could potentially endanger you or your work colleagues, you will be deemed to be committing an act of gross misconduct. You will render yourself liable to dismissal without warning. If you suspect anyone of being under the influence of substances, you should advise your Head of Department immediately. Any situation will always be handled with the utmost discretion.
8.3 Employer Assistance

St. Catharine’s College recognises that employees suffering from an alcohol, drug or substance problem may require advice and medical treatment. The College will investigate such abuse and deal with each case in a manner deemed to be appropriate.

St. Catharine’s College will be sympathetic with the rehabilitation of employees who voluntarily seek help for alcohol or drug related problems.

The employee will be supported on the basis that:

- Any required absence for counselling will be treated as normal sickness.
- During long term/continuous absence, the employee sees a physician nominated by St. Catharine’s College as frequently as St. Catharine’s College deems necessary.

St. Catharine’s College has clear disciplinary rules concerning poor work performance, attendance or behaviour. Employees with drug or alcohol related problems will be subject to disciplinary action if they have not requested medical assistance, have refused treatment, have failed to complete treatment, or have relapsed after treatment.

If you require any practical assistance with this or any other medical condition, then please see the College Nurse in the first instance.

8.4 Accident Reporting and First Aiders

If you have an accident or are taken ill while at work, you should let your Head of Department or Supervisor know as soon as you can. Assistance is available within College from the Nurse and First Aiders. The Nurse is available at set times, Monday to Friday but has a small surgery on site. A list of current First Aiders is displayed on College notice boards around College or within your department. If you are unsure who the First Aiders are, please ask your Head of department.

If you are given assistance by a First Aider or the College Nurse because of an accident at work, the First Aider will be required to complete a First Aid Report. This form will then be submitted to the Health & Safety Manager for investigation.

You should report all accidents at work, no matter how minor. The accident reporting book can be found in the Porters Lodge and please let your line manager know that a form has been completed.
9 Equal Opportunities

General

St. Catharine’s College is committed to encouraging and achieving a working environment which is underpinned by fairness to all individuals, where diversity is recognised, encouraged and valued, and the concept of individual responsibility is accepted by all.

It is recognised that whilst much can be achieved by legislative measures, real progress in improving equality of opportunity in employment can only be achieved with a continuing commitment, in all disciplines and at all levels, and through training that reflects and supports equal opportunities throughout the organisation.

St. Catharine’s College’s policy is to treat all applicants and employees in the same way, regardless of their race, colour, nationality, ethnic or natural origin, disability, sex or marital status, sexual orientation, age or religion. This policy is in accordance with the Sex Discrimination Acts of 1975 and 1986, the Race Relations Act 1976, the Disability Discrimination Act 1995 & 2005, the Sex Discrimination (Gender Reassignment) Regulations 1999 and Employment Equality (Age) Regulations 2006.

You will be made aware of the provisions of this policy and you are required to ensure that the policy is carried out correctly.

Head of Departments are responsible for knowing whether or not unacceptable behaviour is taking place in their particular areas of responsibility and will take preventative measures to ensure it does not occur.

9.1 Employee Responsibility

You have responsibility in the area of equal opportunity and are required to adopt the following:

- Co-operate with any measures introduced to develop or monitor equal opportunity.
- Refrain from taking discriminatory actions or decisions which are contrary to the spirit of this policy.
- Not to harass, abuse or intimidate other employees on account of their race, sex, disability etc.
- Not to place pressure on other employees to act in a discriminatory manner.
- Resist pressure to discriminate which is placed upon you by other employees.
- Co-operate with investigations into acts or conduct which may amount to unfair or unlawful discrimination including the provision of evidence from which discrimination may be inferred and disciplinary action taken.

9.2 Enforcement and Redress

If you unfairly or unlawfully discriminate against another employee, induce others to practice unfair or unlawful discrimination or fail to co-operate with measures designed to promote equal opportunity you will be subject to disciplinary action.

If you consider you have been unlawfully or unfairly discriminated against you have recourse to the grievance procedure.

9.3 Harassment in the Workplace

St. Catharine’s College is committed to providing a work environment for its employees that is completely free from embarrassment, intimidation, threats, discrimination or harassment. Harassment, whether bullying, sexual or racial, will not be tolerated under any circumstances.
The College will do all that is reasonably possible to prevent harassment occurring and will take all necessary steps to ensure this policy is implemented effectively.
It is the duty of all employees, and in particular Heads of Departments, to ensure that St. Catharine’s College’s policy on such harassment is carried out as quickly and thoroughly as possible.

The College recognises that harassment can have the effect of humiliating, offending and demeaning the employee against whom it is aimed. As a result, the effectiveness and efficiency of St. Catharine’s College may be damaged. The College considers harassment to amount to gross misconduct, which will be dealt with under the disciplinary policy and could lead to dismissal for a first offence. Less serious infringements may lead to the harasser being relocated within St. Catharine’s College, if appropriate.

Any complaints of harassment should be made to your Head of Department. The matter will be dealt with in a discreet and confidential manner and appropriate action taken. For a copy of the Bullying & Harassment policy please refer to Appendix G.

Racial Harassment

Racial harassment can take on many forms. It is generally considered to be behaviour that is offensive, embarrassing, insulting or intimidating to the victim. It may include any unwanted non-verbal, verbal or physical abuse that is racially derogatory and potentially offensive. Examples of racial harassment include offensive and insensitive quips and jokes which are related to a person’s race, religion or ethnic origin; the deliberate exclusion and isolation of an individual; threatening or insulting words or behaviour; the display of abusive writing or pictures.

Sexual Harassment

Sexual harassment consists of unwanted conduct of a sexual nature. It will include verbal, non-verbal or physical conduct of a sexual nature, which the harasser knew or should have known, would cause offence to the victim. Such conduct may include (although this is by no means an exhaustive list), unwanted physical conduct of a sexual nature; inappropriate, suggestive or uninvited comments; displays of sexual or sexually aggressive literature and pictures; unwelcome sexual propositions or repeated unwelcome invitations; lewd comments or insensitive jokes.

Bullying

Bullying can range from seemingly trivial acts to outright abuse against a person. It is often difficult to detect and therefore it is the responsibility of every employee to ensure that bullying does not occur and to report any incidents immediately as and when they arise.

Any complaints of bullying will be dealt with in a discreet and confidential manner and appropriate action taken.

St. Catharine’s College will take all reasonable steps to ensure that employees are protected against victimisation or retaliation for bringing a complaint of bullying. It will be regarded as a disciplinary offence to victimise or retaliate against an employee for bringing a complaint in accordance with this policy.

Action if you are being harassed

The first step is to make it clear to the person who is harassing you that such behaviour is unacceptable and that you want it to stop. Person-to-person discussion at an early stage will often be sufficient to stop the harassment without involving third parties. Alternatively, you could seek the help of a trusted colleague and ask them to approach the person causing offence on your behalf.

If the behaviour continues you should consult your Head of Department or the HR Manager who will be able to advise you on what to do next – this may be to make a formal complaint.
If your manager is harassing you, you should seek advice from the HR Manager.

It is important to keep a written record of such incidents so that you can accurately report what has happened, noting for example the date, time and nature of incidents and the names of any witnesses. If you believe a colleague is being harassed, by the same person they should be asked to keep records too.

Once you register a complaint it will be fully investigated and where appropriate disciplinary action will be taken.

9.4 Disability Discrimination

St. Catharine’s College will do all that is reasonably practicable to ensure that employees are not discriminated against because of disability. Furthermore, all job applicants as well as employees will be treated in the same way regardless of any disability. Discrimination is unlawful on the grounds of a protected characteristic (race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment).

If you are disabled or become disabled in the course of your employment you should inform the College. You should also advise the College of any ‘reasonable adjustments’ to your employment or working conditions, which you consider to be necessary, or which you consider would assist you in the performance of your duties.

St. Catharine’s College will make every effort to comply with requests. However, there may be circumstances where it may not be reasonable or reasonably practicable for the College to accommodate requests. Your Head of Department will discuss these circumstances with you if the occasion should arise to try and find a suitable solution.

Under the Disability Discrimination Act 1995, a person has a disability if he/she has a physical or mental impairment that has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities:

- Physical impairment includes, for instance, a weakening of part of the body (such as eyes, ears, limbs, internal organs) caused through illness, by accident or congenitally.
- A mental impairment includes a clinically recognised mental illness and what is commonly known as a learning disability.
- Long term, means the effect of the impairment has to have lasted, or be likely to last, overall for at least 12 months, and the effect must be a detrimental one or is likely to last for the rest of the person’s life.

The person must be affected in at least one of the respects listed in the Act:

- Mobility.
- Manual dexterity.
- Physical co-ordination.
- Continence.
- Ability to lift, carry or otherwise move everyday objects.
- Speech, hearing or eyesight.
- Memory or ability to concentrate, learn or understand.
- Perception of the risk of physical danger.
- Any disability which does not have a substantial and long term effect on one or more of them is not considered to be a disability.
10. **Employee Relations**

10.1 **Performance Appraisal**

Having a Performance Appraisal system in place is important so that all employees perform to the correct standard. Of course, any Performance appraisal system should be a two-way process being based upon an open and constructive discussion. It should concentrate on developing strengths, as well as considering any performance problems. Overall, the aim is to be a positive management process, looking to the future and not dwelling on the past.

There are three main reasons for having a Performance Appraisal system:

- To focus everyone’s attention on what they are expected to achieve in their jobs and how best to achieve it.
- To help everyone to identify and satisfy their development needs.
- To deliver best performance and practice within the College, ensuring the College meets its operational/business goals.

The Appraisal system operates in an annual context and here at St Catharine’s, each department carries out Appraisal’s which best fit with their departmental needs throughout the year. The system should work as follows:

- At this formal meeting, employees and their line manager will agree objectives for the forthcoming year, action plans and development and training needs.
- Such objectives should be kept under constant review and any revisions to these objectives prioritised.
- Towards the end of the review period the employee and their line manager should prepare for the performance review separately. Any discussion points should be noted on the appropriate Appraisal form.
- As part of the annual review process, employee and line manager will discuss how the employee got on during the review period. These results will be recorded and notes made of any training actions agreed. All participants should sign the performance document to confirm that it is a true and accurate reflection of the review meeting.
- Employees will be able to see and comment on what has been written. Employees will retain a copy of the review form and a further copy will be placed on their personnel file.

Ideally, Appraisal should not just be carried out on a once per year basis. However, the practicalities of carrying this out more than once during the year can be difficult. If Appraisal is entered into appropriately by both employee and line manager it should be a valuable exercise for all concerned. It is intended to be a full but frank exchange of views about your job and prospects and as long as it is reviewed throughout the year and any necessary actions agreed between both parties, it will be a useful two-way communication channel for the College. Please ask the HR Manager for a copy of the current Performance Appraisal review form. We have two Appraisal forms a ‘Basic’ form and a ‘General’ form.

10.2 **Grievance**

When dealing with Grievances, the ACAS Code of Practice on Disciplinary and Grievance Procedures replaces the previous statutory grievance procedure. Rather than a strict framework, it contains common sense guidance on how to handle such issues fairly, with the aim of being able to settle these agreements quickly and effectively.

The key principles are:

- Issues should be dealt with promptly and meetings and decisions should not be unduly delayed.
- Employers should act consistently and ensure like cases are treated alike.
• Appropriate investigations should be made.
• Any grievance hearing should be conducted by a manager not involved in the dispute (where possible).
• For performance problems, the immediate manager would be involved.
• An employee has the right to be accompanied by a fellow worker or a union representative.
• An employee should be allowed to appeal against any formal decision made.

It is in everyone’s best interest to ensure that any staff grievances, are dealt with quickly and fairly. This procedure tells you how you can raise issues with your Head of Department. It is impossible to give a list of all the issues that might give rise to a grievance, but they may include: terms and conditions of employment; health and safety; relationships at work; new working practices; organisational change; bullying and harassment; and equal opportunities. If necessary, you should seek advice and support from the HR Manager.

Mediation is often an effective way of dealing with such issues, before they need to be raised in a formal manner. If you require advice and guidance on mediation, then please refer to the HR Manager who is also a qualified workplace CIWM trained Mediator.

When you have a grievance or complaint, you should first raise it informally with your Head of Department or the HR Manager. Many grievances can be solved informally in this way and such informal steps do not form part of the formal grievance procedure. When the matter is very serious or there are other good reasons for not raising the matter informally, you may proceed straight to the formal grievance hearing.

The fact that you raise a grievance will not (in the absence of exceptional circumstances) prevent the College from instituting, continuing or concluding disciplinary proceedings whether they involve you or other employees.

• Statement of Grievance

You must set out the grievance in writing and send it to your Head of Department, unless your Head of Department is the subject of your grievance, in which case you should forward it to the HR Manager.

• Meeting

Your Head of Department will invite you, normally within five working days of receipt of your statement, to attend a meeting to discuss the grievance. Should the grievance involve your Head of Department, then they will be substituted by the HR Manager. This invitation will normally give you five working days in which to prepare for the meeting, which you must take all reasonable steps to attend.

When a member of staff is required or invited to attend a grievance hearing he/she has the right to be accompanied at the hearing by a single companion who is either (1) an official employed by a trade union; or (2) an official of a trade union certified in writing by the union as having experience of, or having received training in acting as a worker’s companion at disciplinary or grievance hearings; or (3) another of the College’s workers: or (4) a friend or relative. The companion is permitted to address the hearing (but not to answer questions on behalf of the member of staff), and may confer with the member of staff during the hearing.

After the meeting, your Head of Department will notify you in writing of his/her decision as to the response to the grievance, and will also notify you of your right to appeal against the decision if you are not satisfied with it.

• Appeal

If you wish to appeal, you must inform the Bursar within five working days of being informed of the Head of Department’s decision. If your grievance is against the Bursar, then the HR Manager and the Master
together will select another Fellow to hear your Appeal. In such a case, the words ‘Bursar’ in the rest of this section should be taken to refer instead to that responsible Fellow. The Bursar will then write to you confirming receipt of your appeal and inviting you to a meeting. This will normally be within five working days of receipt of your notice of appeal.

You must take all reasonable steps to attend the meeting. You have the right to be accompanied by a single companion as above.

After the appeal meeting, the Bursar will notify you in writing of his decision as to the response to the appeal. He will also notify you of your right to make a further appeal to the Master, or a person authorised by the Master, if you are not satisfied with the decision.

- **Appeal to the Master**

If you wish to make a further appeal you must notify the Master within five working days of being informed of the responsible Fellow’s decision.

The Master will invite you to a meeting to rehear your appeal. This will normally be within five working days of receipt of your notice of appeal to the Master. The Master may hear the appeal or may authorise a Fellow to hear and decide the appeal.

You must take all reasonable steps to attend the meeting. You have the right to be accompanied by a single companion as above.

After the appeal meeting, the Master or authorised deputy will notify you in writing of the decision. The decision so reached will be final and there is no further right of appeal.

- **Grievance Against your Head of Department**

If your grievance is against your Head of Department then you must send your statement/form or a copy of it, to the Bursar and follow the procedure.

10.3 **Disciplinary and Dismissal Procedure**

This procedure applies to all staff who have successfully completed their probationary period of engagement. It is designed to help and encourage all staff to achieve and maintain high standards of performance, attendance and conduct. It aims to ensure the consistent and fair treatment of all staff.

If an employee’s standard of work or conduct falls and, after warning, remains below the level which is acceptable, he/she may be dismissed.

Summary dismissal without notice may take place if an act of gross misconduct is committed. Gross misconduct is any act by an employee that is detrimental to the good conduct of the College’s business. Examples of misconduct and gross misconduct are listed below. This list is not intended to be exhaustive;

**Misconduct**

- Unauthorised absence from work.
- Continued lateness.
- Unacceptable performance.
- Inappropriate standard of dress.
- Smoking in a non-smoking area.
- Contravention of minor safety regulations.
- Disruptive behaviour.
• Misuse of College IT facilities.

**Gross Misconduct**

• Dishonesty.
• Falsification of College records (including time sheets).
• Serious insubordination.
• Violent, abusive or intimidating conduct.
• Deliberate damage to College property.
• Sexual, racial or other harassment.
• Being under the influence of alcohol or drugs on College property during working hours, where your work is affected or the safety of yourself and others is put at risk.
• Any action likely to bring the College into disrepute.
• Accepting a significant gift which could be construed as a bribe.
• Failure to disclose correct and accurate information on your Job Application Form.
• Conviction for any serious criminal offence while an employee of the College.
• Unauthorised computer use or access.
• Serious misuse of College IT facilities.

No disciplinary action will be taken until the case has been investigated.

We expect any minor problems to be dealt with informally and without delay by the Head of Department. Where the matter is more serious and if the Head of Department believes that you have been guilty of misconduct, the procedure below will be followed.

At all stages of the disciplinary procedure you will be advised of the nature of the complaint and will be given the opportunity to state your case before a decision is made. When a disciplinary matter arises, the Head of Department or other relevant member of staff will first establish the facts promptly before recollections fade and, where appropriate, will obtain statements from any available witnesses. Having established the relevant facts, the Head of Department or other relevant member of staff will decide whether to (i) drop the matter, (ii) arrange informal coaching or counselling, or (iii) arrange for the matter to be dealt with under the disciplinary procedure.

If it is necessary to hold a disciplinary hearing you will be informed by your Head of Department in writing, setting out the reason for the disciplinary meeting. You will be given reasonable notice of the meeting in order for you to prepare your case. You must take all reasonable steps to attend.

When a member of staff is required to attend a disciplinary hearing, they have the right to be accompanied at the hearing by a single companion who is either (1) another of the College’s workers, (2) an official employed by a trade union; or (3) an official of a trade union certified in writing by the union as having experience of, or having received training in, acting as a worker’s companion at disciplinary or grievance hearings.

The companion is permitted to address the hearing (but not to answer questions on behalf of the member of staff), and may confer with the member of staff during the hearing.

After the meeting, your Head of Department will notify you in writing of his or her decision as to the disciplinary hearing and will also notify you of your right to appeal against the decision if you are not satisfied with it.

There are four stages to the disciplinary procedure as follows:
• **Stage I – Verbal Warning**

In the case of a minor misconduct the Head of Department will give the employee a verbal warning. The employee will be advised of the reason for the warning, that this is the first stage of the disciplinary procedure, and that he/she will also be advised of his/her right of appeal. A file note will be made and put on the employee’s personnel file for a period of 6 months.

• **Stage II – Written Warning**

If there is further misconduct or if the issue is deemed more serious a written warning will be given to the employee. The written warning will outline details of the complaint and, in appropriate circumstances, the level of improvement required over a certain time scale. It will also warn of possible further action under Stage III if there is no satisfactory improvement or if there is a repetition of misconduct, and will advise of the right of appeal. A copy of the written warning will be held on the employee’s personnel file for a period of 12 months.

• **Stage III – Final Written Warning**

In the event of any further misconduct, or failure to improve or to achieve satisfactory results, or in the case of misconduct, not amounting to gross misconduct but sufficiently serious to warrant only one warning (in effect both first and final written warning), a final written warning will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement, and will advise of the right of appeal. A copy of the final written warning will be held on the employee’s personnel file for 12 months.

• **Stage IV – Dismissal**

If conduct or performance is still unsatisfactory, and the employee fails to reach the standards prescribed, or if the misconduct or poor performance is persistent, dismissal will normally result unless there are exceptional circumstances, or genuine mitigating circumstances.

• **Gross Misconduct**

In cases of gross misconduct, an employee will normally be dismissed without notice, or pay in lieu of notice. Payment for any outstanding leave entitlement will be made up to the date of dismissal. In exceptional circumstances, or if there are any genuine mitigating circumstances, alternative disciplinary action may be taken. In cases of gross misconduct, the employee may be suspended on full pay pending investigation.

• **Appeals**

If an employee is dissatisfied with any disciplinary decision affecting them, he/she may appeal to the Bursar. The Bursar will arrange for a Fellow, previously unconnected with the proceedings, to hear the appeal.

10.4 **Membership of a Trade Union**

There are no trade unions recognised by St. Catharine’s College, although St. Catharine’s College recognises the right of each individual to belong to a trade union if he/she so chooses.
11. Termination of Employment

11.1 Notice Periods

Leaving St. Catharine’s College

If you decide to leave St. Catharine’s College, your required notice period is shown below as well as in your Contract of Employment. Please note that some senior staff may also hold a three month notice period, for service less than twelve years.

Your notice period will begin from the date of this notification and your Head of Department will discuss your last day of active service with you and may ask you to complete a leaving form. The leaving form will assist the Payroll department to confirm your exact leaving date, considering any outstanding annual leave entitlement.

If it becomes necessary for St. Catharine’s College to terminate your contract, then the notice period will be as shown in your Contract of Employment, or longer, as determined by law. In cases of gross misconduct and dismissal, it is possible for no notice period to apply, and possible for no payment to be made.

The College reserves the right to terminate without notice or pay in lieu without reasonable excuse and after prior written warning for continued or repeated instances of breach of contract.

After the successful completion of your probationary period the length of notice to be given by either side in writing is;

<table>
<thead>
<tr>
<th>Length of continuous Service</th>
<th>Minimum period of Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one year’s service</td>
<td>Two weeks</td>
</tr>
<tr>
<td>One year to less than five years</td>
<td>One Month</td>
</tr>
<tr>
<td>Five years to less than twelve years</td>
<td>One Month plus one week for each continuous year of employment after 5 years.</td>
</tr>
<tr>
<td>Twelve or more years</td>
<td>Three Months</td>
</tr>
</tbody>
</table>

If you give insufficient notice of termination of your employment, St. Catharine’s College may at its discretion treat the shortfall as ‘absent without leave (AWOL)’ and set off the appropriate number of days against your final salary payment.

11.2 Equipment and Documents

If you leave St. Catharine’s College, you must return all College property within your possession or control. This will include items such as mobile phones, work wear, keys, security/ID passes, manuals, calculators, computer equipment, documents, papers and any other College owned property.

11.3 Exit Interviews

If you leave St. Catharine’s College voluntarily, you could be invited to participate in an exit interview.

11.4 Garden Leave

St. Catharine’s College may, at its own discretion, require you not to attend your place of work for the duration of your notice period and may, at its discretion, relieve you of some or all of your contractual duties during that time. All contractual entitlements and benefits, including remuneration will continue as normal throughout the Garden Leave period.
11.5 Retirement

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

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

Where reduced hours are requested, you should consider the impact on the College and how this could be accommodated. Information about the implications of different retirement dates, or a reduction in working hours on pension payments, can be obtained from our pension providers via the Accounts/Payroll Office. There will also be the opportunity to attend a pre-retirement course if you decide that retiring is right for you. For further details of these courses, please see the HR Manager.

11.6 References

It is normal policy to give open ‘to whom it may concern’ references to employees leaving the employment of the College. However, we will reply to written requests from prospective employers who should be advised to direct such requests to the HR Manager.

Whilst employees may provide personal references for their colleagues, such references should be strictly marked as such, and our headed note paper or email system must not be used for this purpose. St Catharine’s requires that all references of a professional nature are at least checked with the HR department before issuing.
12. Computer Data and Equipment Security

12.1 Security

The information stored and processed on the information technology systems operated by St. Catharine’s College is of paramount importance to its day-to-day activities.

It is therefore essential that data and systems are adequately secured against risk. These risks include operator errors, theft of equipment, unauthorised access, copying of programmes or data, use of unauthorised software on College machines (which increases the risk of importing computer viruses) and natural hazards such as fire, flood and power failures.

It is St. Catharine’s College’s policy to comply with relevant legislation in this regard. In particular, the Data Protection Act 1984 and 1998 (which requires all users of personal data to register with the Data Protection Registrar and comply with the 8 Data Protection Principles), and the Computer Misuse Act 1990 (which seeks to secure computer material against access or modification).

You must endeavour to ensure that no unauthorised person gains access to equipment or data, which is within your responsibilities.

User identifications and passwords must not be disclosed to anyone, and passwords must be changed regularly to a previously unused password.

12.2 Email Policy

Authorised Use

St. Catharine’s College encourages the use of e-mail as a means of communication on College related matters and as a tool to enhance the productivity and performance of its employees. Its particular strengths are in distributing information, soliciting advice and opinions, requesting work, documenting agreements, and leaving messages.

Unfortunately, the convenience sometimes gets in the way of good work practice. Therefore, employees using e-mail should give particular attention to the following:

- The presentation, style and content of the message.
- Capitals in e-mail are the equivalent of shouting.
- It is impolite to forward e-mail messages that have been sent to you, especially without letting the original author know. The original author may have crafted the message specifically for you.
- It is very easy to forward e-mail messages. When you craft them, bear in mind that the recipient may forward the message to people who do not share your appreciation of the English Language.
- Do not use e-mails to convey criticism of an individual. This is much better done face-to-face or, second-best, via the telephone.
- ‘All Staff’ distribution lists should only be used if all staff (or nearly all staff) need a copy of the e-mail.
- Be particularly careful with distribution lists when sending attachments. Attachments take longer to download to portable PC users.
- If an individual or a small group need to be reminded of College policy or procedure, the ‘all staff’ distribution list is inappropriate – it is likely to miss its target. A discussion with the individuals would be much more effective.
- Many important messages are distributed via e-mail. Your e-mail inbox should be regularly checked.
- The appropriateness of e-mails. Mail that is abusive can be a source of stress and can damage working relationships. Messages sent in haste without proper consideration can cause unnecessary misunderstandings.
• If the message is confidential, the user must ensure that every step is taken to maintain confidentiality. St. Catharine’s College may be liable for any defamatory information circulated either within St. Catharine’s College or to external users.
• Contracts or offers transmitted via e-mail are as legally binding on St. Catharine’s College as those sent on paper.
• St. Catharine’s College reserves the right to monitor the usage of the e-mail service, and where appropriate reserves the right to intercept and read e-mails sent by or to employees.

Unauthorized Use

St. Catharine’s College provides the e-mail system purely for the facilitation of normal College processes. Anyone misusing or abusing these systems or ignoring this guidance does so in the knowledge that they are breaking college policy. Misuse of the e-mail system includes the transmission of any information whether personal or otherwise which is not connected directly with the business activities of St. Catharine’s College. St. Catharine’s College will not tolerate the use of the e-mail system for any of the following:

• The distribution of defamatory, abusive, sexist or racist messages.
• Any message that could constitute bullying or harassment (e.g. on the grounds of sex, race, or disability).
• Accessing pornography.
• Distributing copyright information and/or any software available to the user.
• Posting confidential information about other employees, St. Catharine’s College, or St. Catharine’s College’s customers or suppliers.
• Downloading material which is harmful to the integrity of the St. Catharine’s College systems (e.g. opening an e-mail containing a virus where prior warnings have been circulated).
• Specifically, where St. Catharine’s College has issued prior warnings regarding the existence of viruses then opening such e-mails or attachments will be regarded as ‘Gross Misconduct’.

This list is not exhaustive.

Personal Use

While not wishing to be heavily restrictive, employees are reminded that the St. Catharine’s College e-mail system exists purely for College use. Where it becomes apparent that private use of the e-mail system during normal office hours is affecting an individual’s performance or is interfering with College efficiency, St. Catharine’s College reserves the right to withdraw access to the system. Where this results in the individual being unable to perform their normal duties this could result in disciplinary action, including dismissal.

If you do not adhere to these guidelines satisfactorily this could result in disciplinary action including dismissal. If you are unsure about any of the above points please contact your Head of Department for further advice on the use of the e-mail.

12.3 Internet

Authorised Use

St. Catharine’s College recognises the benefits brought to both the College and the individual through the use of the Internet to:

• Obtain information relative to your job.
• Increase knowledge relative to your job.
• Promote St. Catharine’s College.
• Raise technical awareness.
• Present a professional image on behalf of St. Catharine’s College.

Unauthorised Use

As with the e-mail policy, Internet access is purely for the facilitation of normal College processes.

St. Catharine’s College will not tolerate the use of the Internet system for any of the following:

• Receiving, sending or viewing any material of a pornographic nature.
• Anything that might be offensive to a colleague.
• Bringing St. Catharine’s College into disrepute.
• Anything of a criminal nature.
• On-line gambling of any kind.
• Surfing to the detriment of your job.
• Downloading material which is harmful to the integrity of the St. Catharine’s College systems (e.g. anything that may contain a virus).
• Presenting a poor or unprofessional image of St. Catharine’s College.

Personal Use

As with e-mail use, St. Catharine’s College provides access to the internet purely for the facilitation of normal business processes. Anyone misusing or abusing this access or ignoring this guidance does so in the knowledge that they are breaking company policy.

Where it becomes apparent that private use of the internet during normal office hours is affecting an individual’s performance or is interfering with College efficiency, St. Catharine’s College reserves the right to withdraw access. Where this results in the individuals being unable to perform their normal duties this could result in disciplinary action, including dismissal.

Downloading of Information

St. Catharine’s College strictly prohibits the downloading of copyright information. Under no circumstances must information of this kind be transmitted.

Copying Software

All staff are expected to take reasonable steps to ensure that any software they use is properly licensed and to refrain from copying or distributing software unless it is clearly permitted under the terms of the licence. If you are in doubt about the legality of copying any software, then you must consult your Head of Department.

12.4 Interception, Monitoring and Recording of Emails and Phone Calls

St. Catharine’s College may at any time monitor, intercept and record communications without the consent of the sender, recipient, or caller, in the circumstances set out in the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. These regulations include the following purposes:

• To establish the existence of facts relevant to the College.
• To ascertain compliance with regulatory or self-regulatory rules or guidance.
• To ascertain or demonstrate standards which are or ought to be achieved by persons using the telecommunications system in the course of their duties.
• To prevent or detect crime.
• To investigate or detect the unauthorised use of St. Catharine’s College systems – for example, to ensure that employees do not breach company rules on the use of the system.
• To ensure the effective operation of the system – for example, monitoring for viruses.

In addition, monitoring, but not recording, without consent may be carried out for the purposes of determining whether or not the communications are relevant to the business. Any breach of College policy or procedure discovered in this way may result in disciplinary action being taken including dismissal.

12.5 Data Protection – Employee Information and General Data Protection Regulations (GDPR) 2018

In accordance with the Data Protection Act 1998 employees can have access to all personal data held about them on computer. Any requests for access to personal data will be responded to. If any of the information is deemed untrue or inaccurate, then you should inform your Head of Department at the earliest opportunity.

The Data Protection Act lays down eight Data Protection Principles which are that personal data must be: processed fairly; processed for limited purpose; adequate, relevant and not excessive for those purposes; accurate; not be kept longer than is necessary; processed in accordance with the Act; kept secure and not transferred abroad without necessary safeguards.

The above eight Data Protection principles are still important. However, in 2018 the law surrounding data protection is due to shift significantly. On 25 May 2018, the General Data Protection Regulations (GDPR) 2018 come into effect.

Here at St Catharine’s College, like many other organisations, we will have to handle employees’ personal information, some of it sensitive, such as details about health or family life. As mentioned above, organisations are already familiar with their data protection responsibilities towards this information under the Data Protection Act 1998, but from May 2018, those duties will be tightened up under the General Data Protection Regulations.

The new rules are intended to meet the needs of the digital age, and require a change in organisational attitude towards data privacy. The GDPR brings about a significant change in the culture, as well as the processes, of how organisations handle data and there are stiff penalties for falling foul of the law. Breaches of the GDPR may be subject to fines of up to 20 million euros, or 4% of global annual turnover, whichever is greater.

The GDPR regulations hope to bring about a culture shift or change in attitude as to how organisations like us handle data. At the centre of the regulations is a change in focus from regulating high risk data processing activities to improving data security in more routine matters. St Catharine’s will now need to review how we collect data, hold and process personal data, as well as how we communicate to our employees about our activities.

These new regulations emanate from the European Union (EU) and are the biggest change to data protection law in over 20 years. The aim is to expand, modernise and harmonise data protection laws across the EU and bring in the concept of data protection by design and default. The new laws will apply to not only organisations inside the EU but also to those outside providing goods or services, within member states. It applies directly to all EU states and from 25 May comes into effect with no transition period and no excuse for non-compliance from day one.

The College holds personal data about job applicants, employees, clients, suppliers and other individuals for a variety of business purposes. Our policy seeks to set out how the College intends to protect personal data and ensure all staff understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires staff to ensure that the Bursar is consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.
The Bursar is the College’s Data Protection Officer and is therefore responsible for the monitoring and implementation of this policy.

13. Building and Security

13.1 Out of Hours Working

Any employee who is the last person working in their office, or work area, should ensure that the area is properly secured on leaving. The Porters carry out regular security checks of all areas, so if you have any immediate concerns, please refer these to the Head Porter.

13.2 Employees Property

St. Catharine’s College is not responsible for any loss or damage to any property, such as personal goods and effects, which may be brought by the employee upon the College premises.

In particular, St. Catharine’s College will in no circumstances accept responsibility for the loss of cash by employees.

13.3 Insurance

St. Catharine’s College has insurance in respect of the following:

- Buildings insurance.
- Damage, theft or loss of the physical contents, including computers, located within the building and various other sites and portable PCs whilst in transit.
- Loss of securities on St. Catharine’s College premises or in transit up to various specified amounts.
- Employers liability.
- College vans.

If you are aware of any matter which you believe may become the subject of a claim under the insurance, then please notify your Head of Department as soon as possible and in any event within 2 days of becoming aware of the potential claim.

13.4 Loss and Damage

Any loss of College property or damage to College property should be reported to your Head of Department. Please also contact your Head of Department if you find any items of property. Any incidents of theft of College property should be reported to your Head of Department. The loss or theft of personal property on College premises is not automatically covered by St. Catharine’s College’s insurance policies.

13.5 Removal of College Property

Should you need to remove College property from the building in the course of your duties, you should ask permission from your Head of Department.

It should be noted that unauthorised removal of college property from the premises will be treated as theft and subject to disciplinary action.

13.6 Right of Search

St. Catharine’s College reserves the right to search all employees entering or leaving its premises and to inspect the contents of any handbag, briefcase, suitcase, parcel, package and / or vehicle. All such searches will be conducted as discreetly and tactfully as possible. An employee subject to the exercise of this right of search has the right to:
- Be searched by a member of the same sex.
- Have an independent representative present on their behalf during the search.
- If you are requested to take items belonging to St. Catharine’s College off the premises in order, for the purpose of work or to deliver them elsewhere you should ensure that your Head of Department provides you with a ‘certificate of authority’ which may be produced if you are subject to a search request.
- Failure to comply with a search request may be treated as gross misconduct and will be subject to appropriate sanctions.

13.7 Emergency procedures at the Lodge

College security is assisted by CCTV surveillance. The system is monitored by the Porters Lodge over a continuous 24 hour period. The College reserves the right to use any information obtained in this manner in any disciplinary issue. Staff who have any questions regarding the operation of the CCTV system should speak to the Bursar. Anyone who wishes to access any personal data about themselves on the CCTV system should speak in the first instance to their Head of Department explaining why they require such details and if relevant, stating which camera, date and time.
14. General Information

14.1 Remuneration / Acceptance of Gifts

In order to maintain St. Catharine’s College’s professional reputation, it is necessary that all employees observe the highest standards of integrity.

For the avoidance of doubt, this includes corporate hospitality, i.e. invitations to football or cricket matches etc. However, drinks, parties and business lunches would normally be excluded. In this context, if you are ever offered any gift or hospitality from a contractor you must inform your Head of Department who will provide guidance and who may require you to decline the offer.

14.2 Whistleblowing

St. Catharine’s College encourages a free and open culture in its dealings and in particular recognises that effective and honest communication is essential to the success of the College.

Employees have the facility to raise certain issues relating to the College with someone in confidence. Such circumstances that have occurred, are occurring or may occur within St. Catharine’s College could include instances where:

- A criminal offence has been, is being, or is likely to be committed.
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject.
- A miscarriage of justice has, is, or is likely to occur.
- The health and safety of any individual has, is being or is likely to be endangered.
- The environment has been, is being or is likely to be damaged.

If you commit a criminal offence whilst making a disclosure you will not be protected from the consequences of making that disclosure.

In the event that you wish to make a disclosure relating to one of the above circumstances you should contact your Head of Department unless your disclosure concerns your Head of Department in which case you should contact the Bursar.

Any investigations resulting from a disclosure will be handled with the utmost discretion and St. Catharine’s College will do everything in its power to ensure that the working environment is not prejudiced by any disclosure.

Should you wish to make a disclosure about the conduct of a person, other than a member of St. Catharine’s College’s personnel, or a matter which you reasonably believe someone other than St. Catharine’s College has legal responsibility for, then you should discuss this in the first instance, with the Bursar.

Disclosures should only be in good faith and where you reasonably believe that the information disclosed and any allegation is substantially true.

Any disclosures made in bad faith may result in disciplinary action being taken. St. Catharine’s College hopes that such disclosures will not be necessary. However, each case will be treated individually.

14.3 Fraud, Theft and Suspicious Acts

If you have knowledge of, or reasonably suspect, any fraud theft or other suspicious act taking place within the College you should report this to your Head of Department. Equally, if you have knowledge or suspect,
that financial proceeds from crime are being passed through the College to cleanse their identity and make them appear to be from legitimate sources, you are required by law to report this to your Head of Department as soon as reasonably practicable, failure to do so may constitute an offence.

14.4 Children on Premises

If you bring a child or children on to College premises, you must supervise them at all times. They may become exposed to hazards which they would not normally encounter, or may themselves become a source of hazard to other employees, Fellows, Students or Visitors. You will be held responsible for their actions at all times.

St Catharine’s sometimes operates a Work Experience Programme depending on business commitments each year. The College also aims to support Apprentices where possible. If you are interested in recruiting an Apprentice or for further details on the Apprenticeship scheme, which usually operates through Cambridge Regional College, please see the HR Manager.

14.5 Expenses and Travel Policy

As we are tending to spend more on travel, especially in the successful pursuit of alumni, the travel policy seeks to strike a balance between economy and delivering staff fit to perform to a high standard:

- **Flights**

  Flights of less than four hours scheduled duration are to be on the lowest cost provider, taking account of travel time and cost to/from airports.

  For Flights of 4-8 hours scheduled duration reimbursement will be of travel costs for ‘World Traveller plus’ or a cheaper equivalent.

  For Flights of over 8 hours, reimbursement will be of actual fare costs for Club Class, or the employee may travel ‘World Traveller plus’ on the return leg and take an extra day’s paid leave upon their return. Where possible tickets should be bought early to get discounts, but tickets purchased other than in ‘Economy’ class and on ‘low-cost carriers’ should be refundable unless exceptional discounts justify buying non-refundable tickets.

- **Ground Travel**

  Public transport is to be used wherever feasible, as the cheapest and greenest option. For travel in London, only Tube or Rail fares will be reimbursed for travel before 8pm.

  Only Second Class rail fare costs will be reimbursed, but staff can of course pay the extra themselves to travel First Class.

  Where more efficient, the cost of economical hire cars will be reimbursed. Hirers should buy the comprehensive insurance (at College expense), as the College insurance policy does not cover them. Taxis may be taken to/from Cambridge station where the employee considers that he/she is thereby more efficient.

  Taxis may only be taken from College to/from UK airports for business trips of more than four days’ duration, or if sufficient people share so that it is the cheapest option. Taxis to/from overseas airports should be used only where no safe and sensible public transport option exists.
The College has now taken out motor insurance for when staff and Fellows use their own car on business purposes for the College. Therefore, staff and Fellows do not need to purchase additional business cover under their own personal policy. For a copy of this policy, please ask your HoD.

- **Leave**

  Trips which include weekend days away may be followed by an additional day’s paid leave for each weekend day or part day spent out of the UK.

- **Expense Claims**

  All expense claims must be on the prescribed form (to be found at the address below) and accompanied by receipts.


  This is so that the College can provide evidence to HMRC that all expenses can be reimbursed without deduction of tax and NI.

- **Eye Tests**

  All staff who work with VDU’s are entitled to a free eye check every two years. If the glasses are prescribed specifically for this work, the College will pay a proportion of the cost. For the appropriate form, please ask the HR Manager.

14.6  **Fire**

You must do everything you can to minimise the risk of fire and to guard against acts which might cause a fire. You should know the location of fire appliances, emergency exits, fire alarms and telephones within your department and, if living in, your accommodation. You must be aware of the fire evacuation arrangements and assembly points. You will be required to take part in regular fire drills whilst you are in College.

For immediate concerns regarding fire hazards and risks, please report these concerns in the first instance to the Head and Deputy Head Porters. For all staff joining St Catharine’s, as part of their Induction process they should spend a short time with the Head and Deputy Head Porters, who will explain what to do in the event of a fire.

If a continuous alarm sounds, all staff, students, Fellows and visitors should file out of their offices and congregate in main court. Fire Marshalls for each College area will then only allow everyone back into the buildings when it is safe to do so.

For a list of current First Aiders or Fire Marshalls, please refer to the Health & Safety Manager in the first instance.

14.7  **Induction**

All new members of staff will have an induction arranged for them by their Head of Department/HR Manager during their first week of employment. The induction will include a tour of the facilities and you will be asked to complete papers included in the Induction pack. An induction checklist along with appropriate other forms from the Induction pack must be completed to demonstrate that you are suitably aware of departmental workings and the College’s Health and Safety policy.
Here at St Catharine’s College, we follow many of the Universities policies. For example, Maternity leave, Equal Opportunities etc. However, at a first glance and so that employees of St Catharine’s can understand these policies and how they relate to employees at St Catharine’s, we have many of our own. If you have any question around any University/College policy, then please do not hesitate to speak directly to the HR Manager. The key policies will be communicated to you throughout the Induction process.

St Catharine’s recognises that starting a new job can be stressful, so please do raise any queries or concerns that you have as soon as possible in order that we may resolve them in the days following your commencement at College.

14.8 Training and Training Support

St Catharine’s will endeavour to provide specific training for the job role that you have been recruited to. As employment progresses, your skills may be extended to encompass new job activities within the College. The College is committed to assisting with personal development and where possible (providing the training assists not only the individual but will also benefit the individual in the performance of their duties) the College will work with the individual for a supported training programme. In such circumstances, you should therefore make every attempt to attend any training organised for you.

If the Training course is:

a) Relevant to St Catharine’s College.
b) Your Head of Department approves it.
c) You remain in our employment for 12 months after the completion of the course;

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

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

Study leave and time off for exams will be agreed only on the express agreement of the line manager/Head of Department.

For a list of current Training courses please refer to your HoD or speak to the HR Manager.

14.9 Job Changes / Capability Issues

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

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

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

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

14.10 Parking

There is only limited parking available for staff. Places are sometimes allocated at St Chad’s and parking permits issued from the Porters’ Lodge. Some additional parking is also available at the Cambridge Rugby Club for reasonable rates. In exceptional circumstances parking may be allowed in the underground car park. Certain members of staff are permitted to use the Fellows’ car park and relevant staff eligible for a parking bay in the underground car park will have an electronic key fob to gain entry. For any queries or problems with the key fobs, please see the Bursar’s Assistant. There is also a bike store within the grounds of the College.

Effective from May 2017, The College is now a member of Cyclescheme. For details of this scheme please ask your HoD or speak to the HR Manager for details.

14.11 Staff Meals

The meal allowance is per person per meal (not breakfast). This allowance can be used only by a member of staff that is entitled to it at the meal time that they qualify for and it is expected that the meal will be for a fully balanced healthy meal. It is not transferrable to any other person and cannot be carried over to future meal times. Currently the daily meal allowance is £6.42.

14.12 Private Health Care

At St Catharine’s College you are eligible for Private Health Care. The College partakes in The JLT Cambridge Colleges’ Healthcare Scheme, which is designed to provide eligible members with a competitive, long term private medical plan that is well managed, offers simplified application and an efficient claims service. To find out more about the scheme and for single person and family subscription rates, please refer to the Bursar’s Assistant or HR Manager and note that membership renewals are in March each year.

14.13 Driving Licences

To drive a College vehicle in any capacity, you must hold a current, valid UK Driving license, which must be shown to the Bursar. If you have any points on your license and need to use a College vehicle, please bring this to the attention of your Head of Department.

As mentioned in the Expenses and Travel policy above, The College has now taken out motor insurance for when staff and Fellows use their own car on business purposes for the College. Therefore, please note, staff and Fellows do not need to purchase additional business cover under their own personal policy.

14.14 Salary Sacrifice / Exchange Schemes

St Catherine’s currently operates the following schemes:

- Childcare Vouchers.
- Pension Scheme Salary exchange.
- Cyclescheme.

These are voluntary, but in the main are designed the help both the employee and the College save money in the way staff receive their pay. If you wish to enter into such a salary sacrifice arrangement, you will need to explicitly agree to this. We will write to you to confirm the position, but for any queries relating to this, please see the HR Manager for further details.
14.15 **Severe Weather Arrangements**

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

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

If an employee is unable to attend work during severe weather conditions due to the closure of his/her child’s school, please refer to the section “Time off work to care for Dependants” in this Staff Handbook.

In exceptional circumstances, a Head of Department may make an application to the Bursar, via HR for consideration that an individual employee, who has made all reasonable efforts to get to work, should be granted an exceptional day’s leave.

While on College property, and especially during periods of severe weather, members of staff must take every available measure to work safely under the prevailing conditions. Advice will usually be circulated by the Health and Safety Manager and decisions communicated by the Bursar for adverse/poor weather conditions. Information from the AA, the police and local radio will be taken into consideration in any decision to issue such an instruction. No loss of pay to staff would be involved.

14.16 **Gym**

In addition to the other sporting facilities available at the sports fields and boathouse, the College also has a modest gym on the main site beneath the main dining hall, accessible down the stairs in the foyer. The facilities include professional free weights and power racks, exercise bikes and rowing machines. Students, Fellows and Staff are all welcome to use the gym free of charge. However, in order to comply with health and safety issues, anyone wishing to use the gym needs to undergo a one-hour induction session with a professional instructor before being granted access through their university card. There is a one-off fee of £5 for this session which goes towards the costs of hiring the instructor. For details of when to apply for the induction session please refer to the Porters’ Lodge.

14.17 **Attendance Related Bonus Payment**

All eligible employees (other than those on Casual Agreements) may, after they have been employed for a continuous qualifying period of 6 months, and have been confirmed in post following the successful completion of their probationary period, receive an attendance related bonus which is paid in November each year. This is a discretionary benefit that may be withdrawn at any time and does not form part of your contract of employment.

The attendance-related bonus will be adjusted if an employee is absent, other than holiday, for more than 5 days during the attendance year.

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

14.18 **Statements to the Media**

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

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

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

14.19 Social Media Section

Social media has rapidly progressed from blogging (on-line diaries) to websites that allow people to interact virtually. Social networking sites can often be used really effectively to utilise the way an organisation works. For example, they can be a source of new recruits, to publicise and network, to enhance customer service, keep staff in touch with each other and they can also be a good way to learn informally. The term ‘social media’ is a term used to mean any on-line media that provides a platform for the general public to publish content to other members of the public. The following list covers the most commonly used sites:

- Facebook.
- Twitter.
- LinkedIn.
- MySpace.
- Flickr.
- YouTube.

Here at St Catharine’s, we will often use such mechanisms, for example in promoting the events that our Development office put on throughout the year. However, care should always be taken when using social media at any time, either via our systems or from home. Any content which is considered to constitute abusive, humiliating, discriminatory, derogatory, or could constitute bullying or harassment type behaviour could be treated as a serious disciplinary offence.

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

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

- Photos, videos and/or sound recordings taken on our property.
- Photos or videos showing any employee or worker in uniform or other clothing that includes our logo and that could reflect negatively on the employee, his/her job, his/her colleagues or the College.
- Our logos, trademarks, graphics, or advertising materials.
- Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the College, such as manuals, procedures, training documents or anything to do with a disciplinary/grievance case (this list is not exhaustive).

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

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

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

In summary, the guidance has to be: ‘If in doubt, check and always think through possible consequences before you post, text or discuss anything on social media.’
THE REHABILITATION OF OFFENDERS ACT 1974

Appendix A

The above Act aims to rehabilitate offenders by not making their past mistakes affect the rest of their lives if they have been on the right side of the law for some time.

A spent conviction is a conviction which, under the terms of Rehabilitation of Offenders Act 1974, can be effectively ignored after a specified amount of time. The amount of time for rehabilitation depends on the sentence imposed, not on the offence. The more serious the conviction, the longer the period of rehabilitation. For example, if you have received a prison sentence of more than four years, the conviction will never become spent, but cautions become spent immediately (apart from conditional cautions which will become spent after three months).

Unless applying for particular types of work a person who has spent convictions and cautions does not have to disclose them to prospective employers, and employers cannot refuse to employ someone on the basis of spent convictions.

However, when applying to work in certain types of employment, for example;

- working with children or vulnerable adults
- law professionals
- health care and pharmacy
- senior management posts
- national security

The application form will state that it is exempt from the Rehabilitation of Offenders Act 1974. In these situations, you may need to disclose your cautions and convictions, and they may be disclosed on your DBS criminal records check.

Where a post is exempt from the Rehabilitation of Offenders Act 1974, the law protects people from having some old and/or minor convictions and cautions disclosed to employers but sexual and violent offences will always be disclosed, as well as any convictions that resulted in a custodial sentence, and all convictions if a person has more than one conviction.
POLICY AND CODE OF PRACTICE RELATING TO DBS CHECKS

Appendix B

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This policy should be read in conjunction with our policy on Safeguarding.

What is a criminal record?

A criminal record arises from a conviction. There are also police records but these are not criminal convictions. They include cautions, reprimands and final warnings. Cautions (for adults) are based on the seriousness of offences. A caution is a warning about future conduct given by a senior police officer, usually in a police station, after a person has admitted an offence. It is used as an alternative to a charge and possible prosecution. Reprimands and final warnings (for offenders under 18 years old) are issued by the police as an alternative to putting a young person before the courts. Again, the person has to have admitted the offence.

DBS checks

St Catharine’s College requires all successful applicants applying for positions in ‘regulated’ activities to apply for an ‘Enhanced Disclosure’ via the Disclosure & Barring Service (DBS).
There are three different levels of criminal record checks. These are:

- **Basic Disclosure** - issued only to individuals who will be able to choose to show it to employers (or anyone else). A Basic Disclosure will show all convictions which are not 'spent' under the Rehabilitation of Offenders Act 1974.

- **Standard Disclosure** - available for posts which are exceptions to the Rehabilitation of Offenders Act 1974. Groups include those involved regularly with children, young people, the elderly, sick or handicapped, administration of the law and other sensitive areas. A standard disclosure will include details of convictions, including 'spent' convictions, and nationally held cautions - an application must be countersigned by a registered person.

- **Enhanced Disclosure** - available for those applying for positions involving regular care for, training, supervising or being in sole charge of young people, for certain statutory licensing purposes and judicial appointments. An enhanced disclosure will contain similar information to the standard disclosure and will include local police records, such as relevant non-conviction information. A registered person must countersign an application for an enhanced disclosure.

**Portability**

Portability refers to the re-use of Criminal Records Bureau Disclosure obtained for a position in one organisation and later used for another position in another organisation. Disclosures have no period of validity; they reflect the information available on the date the Disclosure was obtained. Generally speaking, St Catharine’s College will therefore not accept the re-use of Disclosures originally obtained by another organisation. However, it is up to St Catharine’s College to consider this when undertaking a DBS check. If the check has been carried out in recent time (one year maximum) and the work is of a similar nature to the work to be done at St Catharine’s, then the HR Manager may accept this previous disclosure certificate. The HR Manager is the only staff member who will have access to disclosures provided by the DBS and Disclosure information will not be shown or discussed with any other members of staff.

**The HR Manager will;**

- Ensure that Disclosure information is not passed to persons not authorised to receive it under section 124 of the Act. Under section 124, unauthorised Disclosure is an offence;

- Securely store Disclosures and the information that they contain;

- Retain neither Disclosures nor a record of Disclosure information contained within them, for longer than is required for the particular purpose. In general, this will be no later than six months after the date on which recruitment or other relevant decisions have been taken, or after the date on which any dispute about the accuracy of the Disclosure information has been resolved.

- This period will be exceeded only in very exceptional circumstances, which justify retention for a longer period. Thereafter the names of individuals, dates, number and type of disclosure, and the position applied for will be kept as a confidential record of recruitment decisions taken and securely stored.

**Assurance**

The College undertakes to:

- Co-operate with requests from the DBS to undertake assurance checks as to the proper use and safekeeping of Disclosure information.
- Report to the DBS any suspected malpractice in relation to this Code of Practice, or any suspected offences in relation to the misuse of Disclosures.

**Failure to comply with the Code of Practice**

The DBS is empowered to refuse to issue a Disclosure if it believes that either the registered lead or counter signatory has failed to comply with the Code of Practice. This Policy will therefore be reviewed annually, or following the introduction of legislation which may affect DBS checks.
St Catharine’s College, Cambridge Safeguarding Policy

Appendix C

1. Aims

1.1 The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. The College encounters children and some adults at risk through its teaching and research activities, as well as through its recruitment and outreach programmes.

1.2 This policy does not discourage such activities in any way. Instead, it aims to support them and to offer assurances to those engaged in the work of the College that, through its implementation, the College seeks to protect children and adults at risk and keep them safe from harm when in contact with the College’s employees, Fellows, volunteers, students or representatives (whether acting in a paid or unpaid capacity). It is also intended to safeguard the interests of employees, Fellows, volunteers, students and anyone who works on behalf of the College and who comes into contact with children or adults at risk.

1.3 This policy seeks to:

a) Promote and prioritise the safety and wellbeing of everyone, particularly children and adults who may be at risk;

b) Ensure that roles and responsibilities are made clear in respect of safeguarding matters and that an appropriate level of information, training and support is provided to those within the College for whom it is necessary;

c) Offer assurances to staff, students, parents, carers, volunteers and visitors that safeguarding concerns will be dealt with effectively and in a timely manner;

d) Prevent the employment of individuals to work with children or adults at risk where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the College to pose an unacceptable risk;

e) Manage effectively the risks associated with activities and events involving children and adults at risk.

2. Scope

2.1 The College’s Fellows, employees, workers, volunteers, students or anyone working on behalf of the College (in a paid or unpaid capacity) are subject to this policy.

2.2 The policy covers all events and activities organized by those working on behalf of or representing the College, as well as official events and activities organized by its students. Such activities include open days, applicant visits and interviews, the interactions between students and the College Nurse/College Counsellor and visits from members of the public.

2.3 It is expected that external bodies utilising the College’s premises or facilities for external events will have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities.

3. Definitions

3.1 Safeguarding: describes arrangements in place to protect children and adults at risk in
vulnerable circumstances from abuse or neglect.

3.2 **Child / Children:** For this policy’s purposes, a ‘child’ refers to anyone under the age of 18 and therefore not legally an independent adult. Particular care should be afforded to a child under the age of 16.

3.3 **Adult at Risk:** The term ‘adult at risk’ is used in this policy to replace the term ‘vulnerable adult’. The definition of regulated activity for adults changed in 2012 and now identifies activities, which, if provided to any person aged 18 or over (an adult) who needs to be the recipient/beneficiary of the provision of that activity, will mean that the adult will be considered at risk for the duration of the particular interaction with the person providing that regulated activity. It is therefore the activity and the need for it, rather than the setting or the adult’s particular personal characteristics, which determines whether an adult is at risk at any given time. These activities are summarized in 3.6.1.

3.4 **Abuse:** can be physical, sexual, psychological/emotional, financial/material or professional. It can also arise from neglect.

3.5 **Regulated activities in relation to children:**

3.5.1 Regulated activities are those activities which people who have been barred by the DBS are prohibited from undertaking.

3.5.2 A regulated activity in relation to children comprises:

(a) Unsupervised activities: teaching, training, instructing, caring for or supervising, or providing advice/guidance on wellbeing, provide personal care, or driving a vehicle only for children.

(b) Working for a limited range of establishments, with opportunity for contact e.g. schools, children’s homes, childcare premises.

(c) Relevant personal care; or

(d) Registered childminding; and foster-carers.

3.5.3 Work under (a) or (b) is considered regulated activity only if done regularly.

3.5.4 The roles of the College’s Porters, Admissions Tutor(s) and Schools Liaison Officer are considered to involve engaging in regulated activity with children under 18 regularly as defined by the relevant legislation.

3.5.5 The roles of the College’s Chaplain, Graduate Tutors and the Senior Tutor, Directors of Studies and Supervisors are not considered to involve engaging in regulated activity with children under 18 regularly as defined by the relevant legislation.


3.6 **Regulated activity in relation to adults at risk:**

3.6.1 Regulated activity in relation to adults identifies activities provided to any adult which, if any adult requires them, will mean that the adult will be considered at risk for the duration of
the particular interaction with the person providing that regulated activity. There is no longer a requirement for a person to carry out regulated activities a certain number of times before they are deemed to be engaging in regulated activity in relation to adults. Any time a person engages in one or more of the activities set out below in relation to any adult, they are deemed to be engaging in regulated activity and that adult is deemed to be at risk at that time:

a) Providing health care (whether physical or mental, including palliative) provision by any health care professional who is regulated by General Medical Council, General Dental Council, Nursing and Midwifery Council, Health Professions Council.
b) Providing psychotherapy and counselling which is related to health care the adult is receiving from, or under the direction or supervision of a health care professional.
c) Providing first aid, when any person administering it is doing so on behalf of an organization established for the purpose of providing first aid (e.g. Red Cross).
d) Providing personal care as a result of physical or mental illness, including physical assistance with eating or drinking, going to the toilet, washing, bathing, dressing etc., or supervising, training or providing advice/guidance to an adult to undertake these activities themselves where they cannot make the decision to do so unprompted.
e) Providing social work.
f) Assisting with general household matters (e.g. managing a person’s money, paying their bills, shopping on their behalf).
g) Assisting in the conduct of a person’s affairs (e.g. undertaking lasting or enduring power of attorney for an adult under the Mental Capacity Act 2005, being an independent mental health advocate etc.).
h) Conveying (e.g. driving a person specifically for the purpose of conveying them to and from places to receive care as detailed above).

3.6.2 The roles of the College’s Nurse or Counsellor (where employed by the College) are considered to involve engaging in regulated activity with adults as defined by the relevant legislation.

3.6.3 The roles of the College’s Chaplain, academic Tutor(s) (including Graduate Tutor(s) and Senior Tutor), Directors of Studies and Supervisors are not considered to involve engaging in regulated activity with adults as defined by the relevant legislation.

3.6.4 Full definitions of regulated activity in relation to adults can be found here: 

4. Roles

4.1 The Bursar is the College’s designated Safeguarding Officer. As such, he/she takes overall ownership of the policy and will promote the importance of safeguarding within the College. The responsibilities of the Safeguarding Officer are outlined in Annex B. The College’s HR Manager is responsible for day-to-day implementation of this Policy.

4.2 Given the complexity of safeguarding matters, it is essential that any concerns are reported to the Safeguarding Officer to ensure that one person has access to all the relevant information. This is particularly important where a number of seemingly minor issues may collectively give rise to a more substantial concern.

4.3 In the unlikely event that a complaint or accusation is made about the Safeguarding Officer,
this will be considered independently by the College’s Senior Tutor.

4.4 Each Head of Department is accountable for the adoption and implementation of this policy and for promoting safeguarding within their Department.

5. Planning activities

5.1 No high-risk activities are anticipated.

5.2 It is the responsibility of the Head of Department to retain oversight for regulated activities within their area and to ensure:

   a) Appropriate training and supervision is available to those employees, workers, Fellows, volunteers or students engaging in them.
   b) Occasions in which those engaged in them will need to work alone in an unsupervised way are minimized: and
   c) That they are appropriately risk assessed.
   d) That children and adults engaged in regulated activities are given clear information about how, and to whom, they can report any safeguarding concerns.

6. Risk Assessment

6.1 It is the responsibility of the Head of Department to ensure:

   a) That a risk assessment is undertaken for regulated activities within their area (the assessment should consider how the risks identified can be minimised or eliminated, outline the local processes for reporting concerns, take account of health and safety considerations and record training requirements).
   b) That completed risk assessments are made available to employees, Fellows, workers, volunteers or students who are involved in the activity: and
   c) That the implementation and review of actions identified within a risk assessment is undertaken in a timely manner.

6.2 A template risk assessment can be found in Annex C.

7. Induction and training

7.1 It is the responsibility of the Head of Department to:

   a) Ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area is made aware of the existence of this policy and asked to familiarize themselves with the contents as part of their induction.
   b) Ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area who engages in a regulated activity completes safeguarding training, together with any additional training that may have been identified by any relevant risk assessment processes.
   c) Record and monitor the safeguarding training undertaken by those working on behalf of the College in their area.
8. **Recruitment and Disclosure and Debarring Service (DBS) checks**

8.1 Standardly, a DBS check will be undertaken when recruiting to the roles of Porter, Admissions Tutor, Schools Liaison Officer, and Nurse (when employed by the College).

8.2 The College will undertake additional pre-employment checks where necessary as part of its safeguarding duty, including checking the accreditation of anyone employed by the College as a healthcare or psychotherapy professional such as a Counsellor or Nurse. References from recent previous employers will also be sought.

8.3 It is the responsibility of the Head of Department to:

   a) Inform the Personnel Manager when a DBS check is required for a role which is to be recruited to, so that the correct documentation can be used as part of the recruitment process;
   b) Discuss with the Personnel Manager if uncertain whether a check is required to ensure appropriate checks are carried out.

8.4 In liaison with the relevant authorities, the Safeguarding Officer will refer someone to the DBS if they:

   a) Have had their employment with the College terminated because they harmed someone;
   b) Have had their employment with the College terminated or job role limited because they might have harmed someone; or
   c) Would have had their employment with the College terminated for either of these reasons, but they resigned first.

9. **Arrangements for supporting students under the age of 18**

9.1 The College is not able to take on the authority, rights and responsibilities of parents in relation to their children, and it will not act *in loco parentis* in relation to students who are under the age of 18 years. However, when admitting a student who will be significantly under the age of 18 when coming in to residence, the College will consider a wide range of issues, including social interaction, provision of tutorial support and supervision:

   a) Tutorial support and teaching – the format of tutorial and teaching support when under-18s are involved will seek, insofar as their educational experience would not be compromised, to avoid singleton tutorials or supervisions. It is recognized, however, that one-to-one contact with Tutors, Directors of Studies and Supervisors at meetings may be necessary.
   b) IT – Use of the internet by under-18s for study will be as for all students.
   c) Alcohol and student arranged activities – Access to alcohol by undergraduates under the age of 18 at any activity which is signed off by or known to the College will not be permitted. It is acknowledged that the individual student must also bear responsibility for his or her actions at any event. Safeguarding issues will be covered at the sign-off stage with student organisers. Consideration should be given to any risk posed by students over 18 at these events.
   d) The College Bar – the College has effective systems and practices to counter underage drinking and no student under 18 is permitted to work in the College bar.
   e) Liaison with Faculties and Departments – the College will inform/consult with the
relevant Faculty or Department as early as possible about any student who will be under the age of 18 who is being admitted so that the University can put appropriate measures in place to meet its safeguarding obligations.

9.2 Residential accommodation offered by the College is generally intended for the use of adults and, except in exceptional circumstances, special arrangements are not made for students who are under the age of 18 years.

9.3 NB: it will be necessary to investigate whether the Home Office will issue a visa to an overseas student who is significantly under the age of 18.

10. **Raising a concern or allegation of abuse**

10.1 Any person involved in the work of the College (Fellows, employees, workers, volunteers, students or anyone working on behalf of the College in a paid or unpaid capacity) can raise a concern or allegation of abuse by speaking to their line manager/Tutor or any senior member of the College who will escalate matters to the Safeguarding Officer as a matter of course. Concerns or allegations can also be made directly to the Safeguarding Officer.

11. **Procedure for dealing with suspicions or allegations of abuse**

11.1 Those working with children and engaged in regulated activities may:

a) Have alleged abuse disclosed to them.
b) Suspect abuse is being carried out: or
c) Be accused of abusing those in their charge.

11.2 Whilst these issues may require very different courses of action, it is essential that the safety and welfare of the child or adult at risk is prioritised.

11.3 The Safeguarding Officer has responsibility for ensuring that they (or a nominated deputy) are available during normal working hours to respond to allegations without delay, and for procedures to be in place should issue arise outside of normal working hours.

11.4 **In the event there is a risk of immediate serious harm to a child or adult at risk, the emergency services should be contacted via 999 without delay.** Anybody can make a referral in these circumstances. The Safeguarding Officer should then be notified of the case.

11.5 Where a child or adult at risk discloses alleged abuse, or a member of the College suspects abuse which is not deemed to be an emergency, this should be referred immediately to the Safeguarding Officer who will consider what action is required. A referral should be made even where concerns are seemingly minor; in some instances it is a pattern or range of minor incidents which, when taken together, amount to a more significant concern requiring investigation. It is therefore vital that the Safeguarding Officer is privy to all concerns as they arise.

11.6 Appropriate records will be retained by the Safeguarding Officer in accordance with the College’s Data Protection Policy. Where the matter relates to both staff and students, the Safeguarding Officer will determine where the file should be kept.
In consultation with the Master, Senior Tutor and HR Manager, the Safeguarding Officer will be responsible for contacting any statutory agencies such as the Local Safeguarding Children Board (LSCB) or the Police, if necessary. The Safeguarding Officer will also have responsibility for fulfilling any legal obligations to report an individual to the DBS.

The College is not expected and should not attempt to investigate suspicions of abuse independently.

Where a suspicion needs to be investigated by the relevant authority, it may be necessary for the College to do one or more of the following:

a) Move the victim of an alleged safeguarding breach to a safe place.
b) Suspend the individual(s) about whom an allegation or suspicion has arisen.
c) Prevent the individual(s) about whom an allegation or suspicion has arisen from engaging in any regulated activities.

Serious safeguarding breaches may constitute gross misconduct under the College’s disciplinary policy and may lead to summary dismissal.

This policy should be read in conjunction with the College’s policies listed below:

a) Student and Staff Sexual Misconduct.
b) Recruitment, Induction and Training.
c) Data Protection.
d) Student Confidentiality.
e) Staff-Student Relationships.
f) IT guidelines.
g) Health and Safety.
h) Complaints.
i) Disciplinary / Codes of Conduct.
j) Visitor protocols.
k) External speaker arrangements (PREVENT).

The College’s key policies can be found at: https://www.caths.cam.ac.uk/

The following legislation is relevant to this policy because it has influenced its introduction and/or its content:

m) Working Together to Safeguard Children 2015.

13.2 The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults at risk are now made by the Disclosure and Barring Service (DBS) under this legislation.
Annex A

Guidance for those acting on behalf of the College carrying out activities involving children or adults at risk

This guidance should be read in conjunction with the College’s Safeguarding Policy.

1. General considerations

1.1 If you are acting in a position of trust with children or adults at risk, you are expected to be mindful that you are acting as a role model and therefore should behave accordingly.

1.2 Care should be taken to ensure that your conduct is appropriate to each circumstance and environment as well-intentioned actions can be misinterpreted.

1.3 All regulated activities should have undergone a risk assessment process, and you should have a copy of the relevant risk assessment which will identify the person to whom any concerns should be addressed promptly.

1.4 In your role you may become aware of, or suspect another person of abusing a child or adult at risk or they may disclose an allegation of abuse to you. You should raise any concerns with your Head of Department without delay or, where this is not possible, the Safeguarding Officer should be notified directly.

1.5 Allegations of inappropriate behaviour may also be made against you, and such allegations will need to be investigated, and may result in referral to external agencies.

2. Safeguarding of children and adults at risk

2.1 You should:

a) Treat everyone within the College community with respect.
b) Provide an example of good conduct you with others to follow.
c) Ensure you have completed any required training and that you know what you should do if a child or adult at risk makes a disclosure to you.
d) Ensure you are familiar with any relevant risk assessment(s) and understand who the key contact is for the activity you are engaged in.
e) Give due regard to cultural difference.
f) Be alert to and tackle inappropriate behaviour in others, including peer-to-peer behaviours. Abusive behaviour such as bullying (including cyber-bullying), ridiculing or aggression should not go unchallenged.
g) If you have to give feedback, take care that it is not unnecessarily negative.
h) Avoid being in a situation where you are alone with a child and make sure that others can clearly observe you.
i) Take care that your language is not open to sexual connotation.
j) Report any suspicions promptly and confidentially to your Head of Department, or in the event that the suspicions/allegations involve that person or they are unavailable, to the Safeguarding Officer.
k) Deal with information sensitively and be aware that special caution may be required in moments when discussing sensitive issues with children and adults at risk.
2.2 You should not:

a) Engage in, or allow, any form of unnecessary physical contact. This would include doing personal things for a child or an adult at risk that they can do for themselves. Where the person is disabled, tasks should only be carried out with the full consent of the individual, (or their parent).

b) Use inappropriate language, or allow others to use it without challenging it.

c) Allow yourself to be drawn into inappropriate attention-seeking behavior.

d) Show favouritism to any individual.

e) Rely on the College’s good name to protect you.

f) Engage in any physical sexual relationship with a person to whom you are in a position of trust, even if they give their consent.

g) Give your personal contact details (such as personal phone number, home address, email, Skype address or other communication routes) to a child or adult at risk, or use any unofficial route to communicate with a child or adult at risk.

h) Interact in a personal capacity with children or adults at risk outside of the regulated activity, including through any form of social media, for example, by becoming ‘friends’ on Facebook.

i) Allow allegations of inappropriate behaviour to go unchallenged, recorded or acted on.

j) Allow personal preconceptions about people to prevent appropriate action being taken.

k) Accept gifts which could in anyway be considered a bribe or inducement to enter into a relationship or give rise to an allegation of improper conduct against you.

l) Take photographs, or make other recordings of at children or adults at risk without specific written consent of the individual, or someone with parental responsibility for that individual.

2.3 You should seek advice from your Head of Department if:

a) You suspect a relationship is developing which may be an abuse of trust.

b) You are worried that a child or adult at risk is becoming attracted to you or a colleague.

c) You think a child or adult at risk has misinterpreted something you have done or said.

d) You have had to physically restrain a child or adult at risk to prevent them from harming themselves, another person or causing significant damage to property.

e) A child or adult at risk tells you that they are being abused, or describes experiences that you consider may be abuse.

f) You see suspicious or unexplained marks on a child or adult at risk or witness behaviours which are unusual or inappropriate.

3. Dealing with disclosures of allegations, or suspicions, of inappropriate behaviour

a) Consider the urgency of the situation: in the event there is a risk of immediate serious harm to a child or adult at risk, the emergency services should be contacted via 999. Anybody can make a referral in these circumstances. The relevant Safeguarding Officer should then be notified of the case and will need to determine whether to refer serious cases to the relevant authorities within one working day.

b) Remain calm, avoid expressions of anger or upset and ensure that the person knows you are taking them seriously. Reassure them that they are right to have told someone, but do not touch them (for example by putting an arm round them).

c) DO NOT try to investigate or act on the matter yourself: doing so may seriously compromise an investigation by the relevant authorities. You need only clarify what is being said to you (in order to establish that there is a suspicion of harm), and then refer
the matter to the appropriate individual as set out in the policy.

d) Be supportive but DO NOT promise confidentiality. A duty of care obligates the College to act on information where a safeguarding issue has been identified and this takes precedence over the need for confidentiality. Explain that, in order that the allegation can be addressed you will have to talk to other people about it. Explain who you will talk to.

e) Avoid ‘leading’ questions, or expressing a view about what you have been told.

f) Use clear language, appropriate to the person you are dealing with.

g) Do not talk to anyone else about the matter within your Department; if you need to seek support for yourself you should speak to your Head of Department or the Safeguarding Officer.

h) Write down what you have been told as soon as possible. In all events this must be done on the same day but this should not delay prompt action. Write down exactly what was said in the person’s own words as far as possible, include the time, place, and as much detail as you can remember, but ensure that the note is as factual as possible and avoid assumption, speculation or opinion. Sign and date the note. Bear in mind that the note will be disclosable to both internal and external agencies.
Annex B - Role of Safeguarding Officer

*This guidance should be read in conjunction with the College’s Safeguarding Policy.*

The role of the Safeguarding Officer is as follows:

1. **To raise awareness by:**
   - a) Reviewing on a regular basis the activities of the College involving children or adults at risk.
   - b) Acting as a senior strategic figurehead for Safeguarding issues at the College.
   - c) Ensuring that the Safeguarding Policy is implemented, and promulgated.
   - d) Ensuring regular review of the Safeguarding Policy, at least annually, including making recommendations for the amendment of the Policy in line with changes to legislation, when required.

2. **To manage referrals by:**
   - a) Keeping an accurate record of any incidents or matters that raise issues concerning the protection of children or adults at risk, in line with the College’s policy on data protection and retention.
   - b) Advising and taking appropriate action in the event that allegations of abuse are made in the contexts set out in the policy.
   - c) Liaising with external agencies where appropriate (such as the Police or LCSB), and
   - d) Ensuring that those involved in any case are appropriately supported.

3. **To undertake and promote appropriate training by:**
   - a) Engaging in training to ensure that knowledge is kept up to date.
   - b) Ensuring that appropriate information and training are available to members of the College who in the nature of their role will come into contact with adults at risk and children.

4. The Safeguarding Officer will be responsible for identifying roles within the College for which a DBS check is required.

5. The Safeguarding Officer will report annually to the College Council / Governing Body on matters concerning the protection of children and adults at risk and on the operation of the College’s Safeguarding Policy.
### ANNEX C

#### Risk assessment form

<table>
<thead>
<tr>
<th>College Department:</th>
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<tbody>
<tr>
<td>Head of Department and contact details:</td>
<td></td>
</tr>
<tr>
<td>Safeguarding Officer and contact details:</td>
<td></td>
</tr>
<tr>
<td>Dates risk assessment written and revised:</td>
<td></td>
</tr>
</tbody>
</table>

**Describe/outline the activity that is under assessment:**

Distribute to all staff, students, volunteers involved in running the activity (list names):

<table>
<thead>
<tr>
<th>Hazard (Cause and consequences)</th>
<th>Affected Group</th>
<th>Existing Controls (if any in place)</th>
<th>Risk level (see matrix example)</th>
<th>Further Action (if necessary, include names and dates)</th>
</tr>
</thead>
<tbody>
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</table>

**Risk Matrix**

<table>
<thead>
<tr>
<th>Potential or probable consequences</th>
<th>Likelihood</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>High</td>
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<tr>
<td>Severe</td>
<td>High</td>
</tr>
<tr>
<td>Moderate</td>
<td>High</td>
</tr>
<tr>
<td>Insignificant</td>
<td>Medium/Low</td>
</tr>
<tr>
<td>Negligible</td>
<td>Effectively Zero</td>
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</tbody>
</table>

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**Risk Matrix**

<table>
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<tr>
<th>Likelihood (if necessary)</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
<th>Negligible</th>
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</thead>
<tbody>
<tr>
<td>Potential or probable consequences</td>
<td></td>
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<tr>
<td>Severe</td>
<td>High</td>
<td>High</td>
<td></td>
<td>Effectively Zero</td>
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<tr>
<td>Moderate</td>
<td>High</td>
<td>Medium</td>
<td>Medium/Low</td>
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<tr>
<td>Insignificant</td>
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<td>Low</td>
<td>Effectively Zero</td>
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<tr>
<td>Negligible</td>
<td>Effectively Zero</td>
<td>Effectively Zero</td>
<td>Effectively Zero</td>
<td>Effectively Zero</td>
</tr>
</tbody>
</table>
Do you have concerns that an individual might be at risk of radicalisation or of being drawn into terrorism?

IMMEDIATE RISK

If you believe there to be an immediate threat to the safety of the individual, or of members of the University community or of the wider public, you should contact police directly (999) and then report that you have done so to the relevant person within the University or the College (listed A, B or C below).

NO IMMEDIATE RISK

There is no set pattern to how radicalisation may occur, but if you are concerned about some or any of the following there is a risk that your concerns might be terrorism-related: sudden changes in peer group or religious practices; accessing, holding or distributing extremist propaganda material; an undertone of grievance or “them and us” rhetoric in language or behaviour; evidence of sudden or increased isolation from family and/or the usual social group; increased emotional instability, or cultural or social anxiety; processing suspicious items, for example very large amounts of money, multiple passports, or unusual-looking electrical appliances, or everyday items which could be used to make explosives. Some of these behaviours are also associated with mental health problems, and might also suggest your concerns are related to welfare or safeguarding.

NEITHER STAFF NOR STUDENT

If you remain concerned that there might be a risk of radicalisation or terrorism, you should voice these as soon as practicable, depending on the individual’s status, with the persons listed below.

STUDENT

A. If the individual is a student

Contact the Senior Tutor of the student’s College or the University Prevent Contact. You may choose either route at your discretion and depending on the circumstances. Where appropriate, information will be shared between the Senior Tutor and the University Prevent Contact.

B. If the individual is a member of staff working primarily for the University (including CA and CUP)

Contact the University Prevent Contact.

COLLEGE STAFF

C. If the individual is a member of staff working primarily for a College

Contact the relevant College Prevent Lead.

Contact List

University Prevent Contact
prevent@admin.cam.ac.uk
Tel. (01223) 32323

College Prevent Contacts
https://www.ois.cam.ac.uk/resources-for-colleges/prevent-duty-guidance-1/college-prevent-leads/college-prevent-leads/view

College Senior Tutors
http://www.seniortutors.admin.cam.ac.uk/about/contact/seniortutors

Police
prevent@cambs.pnn.police.uk
Tel. 07894 601230
RIGHT TO WORK IN THE UK AND TAX DECLARATION

Appendix E

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

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

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

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

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

Working Hours

- Each department has different working hours to match the working practices and expectations of the department. For example; Office departments 36.25 Maintenance/Grounds and Housekeeping 37.5 and Catering 40 hours per week.
- Hours of work are pro-rata for part-time staff and Contracts clearly state an employees working hours.
- Core time 9:30am-12.30pm/2.30pm-4.00pm.

Generally, you must be present during core time, unless on leave. Naturally, there will be exceptions to this, which should be agreed with your line manager. Any hours worked explicitly before your normal start time, should be agreed in advance with your line manager/HoD.

Lunch Breaks

You must take at least a half hour break between 12.30pm and 14.30pm. A lunch allowance is provided for a full balanced meal and drink.

Overtime & TOIL

On occasion it may be necessary for employees to work further/additional hours in order to meet the needs of the College’s business. In these instances, staff will normally be entitled to TOIL (time off in lieu) for the additional hours worked. TOIL is the College’s preferred option. Where this is not possible the additional hours shall be paid at the standard hourly rate. Overtime shall be worked only on the instructions of the line manager/Head of Department and only when in their opinion it is in the interests of the Department/College.

Any accrued lieu/TOIL hours should be taken as soon as is reasonable practical and certainly no later than 3 months after the hours have accrued.

As each department works to different working hours per week to suit the differing business needs of the College, it may be that different shift patterns/rotas are put in place to accommodate these ways of working. These rotas will be explained by the HoD and payment made accordingly.

Payment is usually paid at rate for any overtime that is worked. There will be some instances where payment is made at time and a half and possibly even double time, for example for weekend and bank holiday working. However, double time is not the norm and would only usually be paid in very specific circumstances, such as on a Bank holiday. Staff should be discouraged to work the Bank Holidays, unless a specific business reason exists which has been agreed in advance with your line manager.

Specific instances of overtime are already set, such as call-outs for maintenance staff and Porters and their unsocial shift patterns.
Overtime will not be paid for periods of time which are less than 30 minute increments and largely, overtime in Management roles will not be paid, unless it is explicitly agreed with your line manager and for very legitimate business reasons.

TOIL will be accrued at the standard rate of one hour per hour worked unless a different rate is agreed in advance with the line manager. These different rates are to be advised by the line manager to the HR manager in advance.

Where a clocking in system is present, any overtime claimed will need to match with what is on the system.

**Annual Leave Requests**

Annual leave is 25 days plus the Bank Holidays, usually 8 per year. At the start of your employment you will be advised of your entitlement. This is worked out in relation to the Annual Leave synopsis held by each department HoD.

Reasonable advance warning of leave should be given. For example, it is not acceptable to ring in the morning to say you will be taking the day off. The minimum unit of leave that can be taken is half a day. All annual leave requests should be recorded on annual leave request sheets and authorised by your line manager. Sheets can be obtained from HR and may be adapted for internal departmental use.

Temporary staff should complete time sheets and these should be authorised by their HoD.

**Christmas Leave**

The Colleges closes for most staff between Christmas and New Year and this normally involves the mandatory use of three days of your Annual Leave entitlement. In some years eg 2017 the College may supplement this with an additional free day’s holiday, details are available from your Head of Department. These arrangements do not apply to Porters.
BULLYING AND HARASSMENT POLICY

Appendix G

Contents:

- Introduction
- Scope of this policy
- Aims of this policy
- Legal considerations
- Definitions
- Responsibility
- Examples of bullying and harassment
- Working environment
- Procedure for dealing with bullying and harassment
- Dealing with bullying and harassment at an informal stage
- Formal procedure
- Following the investigation
- Grievance procedure
- Related policies and documents
- Implementation, monitoring and review of this policy

Introduction

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

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

This policy applies to all employees and workers, at all levels in our business.

It applies equally to an employee bullying or harassing a manager as the other way round. In addition, we aim to ensure that (as far as is practicable) employees are protected from harassment of any kind from clients/customers and other business contacts.

Aims of this policy

This policy aims to ensure that a zero-tolerance stance on bullying and harassment is adopted by all managers; to provide guidance; and to provide a means by which any employee or worker who feels that he/she is being subjected to such behaviour may raise this without fear of reprisal and under which any problems may be resolved and any further recurrence prevented.
Legal considerations

The following pieces of legislation apply to this policy:


Definitions

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

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

Employees may not always realise that their behaviour constitutes bullying or harassment but they must recognise that what is acceptable to one person may not be acceptable to another. The fact that bullying or harassment was not intended does not mean that it cannot have occurred; however, bullying or harassment will not have taken place if the claimant’s perception of the conduct in question is unreasonable in all of the circumstances. Note that the person complaining of bullying or harassment need not necessarily be the person towards which the behaviour was directed. For example, a person who overhears comments made to someone else, and who is offended by those comments, may still make a complaint of bullying or harassment.

Responsibility

It is the duty of our managers and supervisors/team leaders to implement this policy, and all employees are expected to comply.

Managers and supervisors/team leaders should ensure that their team members understand the standards of behaviour expected of them and should quickly act on any behaviour that falls below these standards. Any manager or supervisor/team leader who becomes aware of behaviour which breaches this policy, irrespective of whether a complaint has been made or not, has a responsibility to ensure this is dealt with confidentially and promptly, either informally for an initial minor breach or using this formal procedure where appropriate.

Employees also have a responsibility to behave appropriately in the workplace and to treat everyone with dignity and respect. If they observe or have evidence of inappropriate behaviour they should either tell the individual concerned to refrain from that behaviour, or else should report this to their supervisor/team leader or manager. Employees should also respond promptly to any feedback on their own behaviour, whether from a colleague or manager.

Examples of bullying and harassment

We outline below the types of behaviour that are unacceptable and the actions employees should take if they feel they are being subjected to bullying or harassment. The examples below are not exhaustive but give a clear indication of the sorts of actions that constitute bullying or harassment. Serious examples may constitute gross misconduct which could lead to summary dismissal.

- **Unwanted physical conduct** - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
- **Unwanted verbal conduct** - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.

- **Unwanted non-verbal conduct** - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering; whistling; creation, distribution or display of suggestive or offensive pictures, objects or written materials (including ‘pin-up’ calendars) or videos through any means.

- **Bullying** - includes unwanted physical contact or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.

- **Virtual bullying** - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.

- **Coercion** - including threats of dismissal or loss of promotion etc for refusal of sexual (or other) favours (or promises made in return for sexual or other favours); pressure to participate in political or religious groups etc.

- **Isolation or non-co-operation at work** - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

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

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

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

Employees should always consider how their behaviour or conduct would appear to a senior manager or elderly relative, or if it were reported in the press or on TV, and to refrain from any language or behaviour which would reflect unfavourably on them.

**Working environment**

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

Therefore, all complaints of bullying or harassment will be treated very seriously.

Procedure for dealing with bullying or harassment

The sensitive nature of complaints of bullying or harassment is recognised and therefore a choice of routes is provided in order to encourage employees and workers to discuss any problems in confidence with someone they trust and feel comfortable talking to.

Anyone who believes he/she has been the subject of bullying or harassment in the course of his/her work may either initially address the matter informally with his/her immediate manager or may make a formal complaint using this procedure. If he/she prefers, one of the following designated people may be contacted as an alternative: HR Manager/Bursar. In all cases, we will treat the matter as strictly confidential.

Dealing with bullying and harassment at an informal stage

An employee or worker who, at any time, feels that he/she is a victim of minor bullying or harassment should make it clear to the perpetrator as soon as possible that the behaviour is unacceptable to him/her, explain the effect that the behaviour is having on him/her and that it must stop. If he/she feels unable to do this verbally then a written request may be effective or, alternatively, one of the people designated above may be requested to approach the person on the individual's behalf or to help him/her in taking such action. The latter approach may be more effective if the perpetrator is a client/customer or business contact.

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

Formal procedure

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

- What happened?
- Where did it occur?
- Who was involved?
- Was this the first incident?
- When did it occur?
- Were there any witnesses?
- Has any action been taken to prevent further repetition of the behaviour?
This complaint may be made to either the employee or worker’s immediate line manager or to the HR Manager.

The employee or worker may, if he/she wishes, be supported throughout the procedure and at any meetings by any of the people designated above or by a colleague of his/her choice.

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

Consideration will be given to whether the alleged bully or harasser should be redeployed temporarily, or suspended on full pay or whether reporting lines or other managerial arrangements should be altered pending the outcome of the investigation.

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

Where the manager in charge of dealing with a complaint believes, after investigation, that bullying or harassment may have taken place, if the alleged bully/harasser is an employee, he/she will invoke the disciplinary procedure to ensure that an employee accused of this behaviour has every opportunity to defend or explain his/her actions. The employee will be entitled to be accompanied at any disciplinary hearing. Common responses to allegations of bullying/harassment include denial or disbelief that the behaviour was offensive or was not welcome. None of this alters the fact that a complaint has been made which may lead to disciplinary action.

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

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

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

As a general principle, the decision to progress a complaint rests with the employee. However, we have a duty to protect all employees and workers and we may pursue a complaint independently if we consider it is appropriate to do so in all the circumstances.

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

Full consideration will be given to how the ongoing working relationship between the parties should be managed going forwards. This may involve, for example, arranging some form of mediation or counselling or a change in the duties or reporting lines of either party. This will apply even where a complaint is not upheld (for example, where evidence is inconclusive).

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

Grievance procedure

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

Related policies and documents

We also have the following related policies and documents: disciplinary procedure; equal opportunity policy and grievance procedure.
Clarification for Meal Allowance for all Staff

- The Meal Allowance (currently £6.42 effective from 28th September 2018) can be used only by a member of staff that is entitled to this allowance at a meal time that they qualify for, food & drink is not to be consumed outside of these times in the cafeteria/bar without permission from the Head of Department (HOD) and it is the responsibility of each HOD to ensure that their staff are fully aware of their own entitlements.
- Water is always available from the cafeteria and various other outlets around the College.
- The Meal Allowance is not transferrable to any other person and cannot be carried over to future meal times.
- Generally, only some staff will qualify for a breakfast break due to their shift patterns, permission for any other member of College staff must be verified by a Head of Department or College Official. Breakfasts may be purchased when the cafeteria is operating if required by staff who do not qualify for breakfast as a meal allowance.
- A normal lunch or dinner consists of a main course which can be hot or cold or a baguette or sandwich, dessert or fruit or yoghurt and a hot or cold drink from the vending machines, or alternatively soup and a main course with a drink.
- The following food and drink choices are permitted but it is not intended that they alone form the total meal content. A balanced meal should be taken, not fizzy drinks and multiple confectionary bars alone!

1. Canned or bottled drinks
2. Items of confectionary
3. Snack items
4. Grab and Go items

- Any additional such items are also available for individual purchase.
- All food and drink for the staff allowance must be consumed on the College premises.
- Members of staff can purchase food and drink outside of meal break times as long as this does not interfere with their work schedule, a 15 minute morning or afternoon break is not classed as a meal break.
- All meals for College Staff must be recorded by some suitable method.

If you have any queries about the above, please do come and see me.

Thanks,

Johanna Webb
HR Manager