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1 INTRODUCTION

The College welcomes you as a member of its non-academic staff and hopes you will be happy here as part of the College team. The success of any organisation and how it is regarded as a place of work depends to a very large extent on its staff. The College is determined to play its part in creating a positive, friendly and supportive work environment and looks for your support.

The purpose of this handbook is to set out, in a convenient place information about the College and the College’s policies and procedures on a range of issues which are important to both the College and you.

Some, such as the grievance and harassment procedures, are primarily designed to protect your rights while others, such as the equal opportunities policy and e-mail and internet policy, lay down the standards which the College expects you to follow in the course of your employment. A third group of policies, such as the maternity and parental leave policies, provide information about your legal rights.

The policies and information in this handbook are not contractual and are therefore not intended to form part of your contract of employment, but in the event of any conflict between them and your written Letter of Appointment and Statement of Terms of Employment, the terms of the contract or offer letter will prevail.

The College’s policies will be reviewed to reflect changes in legislation and best practice. When this happens you will be notified of any changes via replacement pages. In addition an up-to-date copy of this handbook is available from the Human Resources Officer.

The Handbook refers to, and complies with, current employment, health and safety and equal opportunity legislation. It sets out how the College’s HR policies and procedures are to operate. It should be read in conjunction with your contract of employment and with the original offer letter issued to all members of staff. Whilst it does not form part of your contract of employment, you should be aware any breach of the policies, procedures or guidelines it contains could lead to disciplinary action. Please ensure that you read it carefully and fully understand the contents.

Any questions should be discussed with your Head of Department or the HR Officer.

We hope you enjoy your time here.

2 INDUCTION AND PROBATIONARY PERIOD

Queens’ College is anxious to ensure that all new staff receive full induction training. There is a formal induction procedure and this handbook comprises an essential part of your induction training. Please ensure you read it carefully as it will give you useful information. We want you to have all the information you need to settle into your role at the College and understand how the College works. You play an important role in the day-to-day running of the College and we want you to feel that you have all the support you need to perform your job effectively.

Both your Head of Department and you are responsible for ensuring your induction is completed and they will discuss this with you in detail on your first day of work. Certain topics, such as Health & Safety, will be covered on the first day: other topics will be covered during the course of the first week. You will also, as part of the induction process, spend some time with the Human Resources Officer. However, if there is anything you are still unsure about please do not hesitate to ask your Head of Department.
You are asked to sign the Confidentiality Statement attached to your letter of appointment. This is a declaration under the Data Protection Act 1998. For more detailed information about the provisions of this Act, please read the section on Data Protection.

The College makes pension arrangements for its employees through the Cambridge Colleges Federated Pension Scheme (CCFPS). You have the opportunity to join this pension scheme after a probationary period and it is important that you do consider this at the first opportunity, to receive maximum benefits. The scheme provides a pension and lump sum when you retire, but also provides insured benefits during your employment with the College. These insured benefits will not be available to you if you do not join the pension scheme when first given the opportunity to do so. Further information is available from the Human Resources Officer. If you require further advice, please consult an Independent Financial Adviser, as the College is not permitted to offer advice.

You join the College on an initial probationary period as detailed in your offer letter of appointment. During this period your work performance and general suitability will be assessed and we would expect this to result in your confirmation as a member of the College’s permanent staff at the end of the probationary period. However, if your work performance is not at the required standard, or there is some other general unsuitability, the College will discuss the position with you but will not confirm your appointment. If more time is needed to assess your performance we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time with the appropriate notice period.

Primary training may be offered to newly appointed staff, but substantial training would not normally be offered until successful completion of the probationary period.

The College reserves the right not to apply capability and disciplinary procedures during your probationary period.

3  ABSENCE

Subject to Section 4 below, if you are prevented through any cause other than personal sickness or injury from attending your place of work, any such period if it amounts to one day or more shall count against your entitlement to annual leave. The Senior Bursar has power to waive this clause on the recommendation of the Head of Department or relevant College Officer.

When you are sick, or have an emergency, and it is not possible to know you are going to be absent in advance, please contact your Head of Department by 09:00 hours (or within one hour of the start of your shift, whichever is the sooner) on the first morning of absence. If you are unable to contact your Head of Department, please leave a message with the Porters’ Lodge (01223 335511).

4  ABSENCE (SICKNESS)

Provided you have been in post for six months or more, if you are unable to perform your duties through illness, injury or other disability, payment in lieu of salary will be continued provided that:

you have notified the cause of absence to your Head of Department; and

if you were absent for any period of sickness of seven days or less (inclusive of leave days and weekends) you have completed a Sickness Self-Certification form explaining the absence and submitted this to your Head of Department; or

that for a period of sickness of seven days or more a medical statement from a Doctor is submitted which covers the entire period of your absence (inclusive of leave days and weekends); and
that, as far as is reasonably practicable, you have kept your Head of Department regularly informed of the likely duration of your period of sickness and the anticipated date of your return. Your Head of Department will get in touch with you from time to time to maintain contact.

Payment in lieu of salary will also be dependent on the following:

that the absence is not attributable to your own misconduct or to participation in hazardous pursuits for financial reward;

that you take all reasonable steps towards recovery;

that you are not under notice;

If you become unwell during a period of annual leave, you may not convert the leave retrospectively to sick leave unless you have obtained a medical statement from a Doctor. An exception would be made, however, should you be taken ill on leave as a result of a disability. If you are taken ill prior to the start of an agreed period of annual leave, sick leave conditions will apply.

If you are not eligible for payment in lieu of salary you may be entitled to Statutory Sick Pay which will be paid through the payroll in the normal way.

5 ABSENCE (PROLONGED SICKNESS)

Provided you have been in post for six months or more, if you are unable to perform your duties through illness, injury or other disability, and provided that satisfactory evidence of incapacity for work is provided, payment in lieu of salary will be continued for a period of four weeks, which may be made without the authority of the Bursarial Committee.

If sickness exceeds four weeks, then the relevant Head of Department and/or College Officer will decide if full pay should continue for further periods up to eight weeks. If sickness exceeds eight weeks, a request for continuation of payment in lieu of salary must be made to the Bursarial Committee.

Payments made by the College will be inclusive of any Statutory Sick Pay entitlement.

Employees under notice shall receive payment until the end of the period of notice.

The Bursarial Committee has the power (but is not obliged) to extend the periods specified above. In considering applications for extension, the Bursarial Committee will have regard to the probable duration of the illness.

If absence is caused by an accident in respect of which the employee can properly claim from a third party damages for loss of earnings, any payments awarded on this account will accrue to the College as an offset against payments made under these regulations in lieu of salary.

6 ABSENCE (MONITORING OF SICKNESS)

All sickness absence is monitored, and if you have either prolonged sickness absence or frequent short sickness absence, we will work with you to help you recover as quickly as it is medically safe to do so and consider the most appropriate course of action for you.
An employee who is absent frequently for short periods because of illness, or is absent due to long term illness, may be required by the relevant College Officer or the Senior Bursar to consult his or her Doctor or to undertake an independent medical or occupational health assessment, or both.

If absence reaches a level which affects your contribution to your job, Department or the efficient running of the College, we will investigate the reasons for this. The emphasis throughout this process is to help you return to work. If you are found to be abusing the system, however, we may take disciplinary action.

The following are some examples of absence-related issues which may be dealt with under the Disciplinary Procedure:

- abuse of sickness absence leave or forging of absence forms
- failure to follow the notification procedure
- failure to provide the correct forms, for example a Doctor’s certificate.

7 ADVERSE WEATHER (SNOW) POLICY

During any period of adverse weather (snow), the College expects all staff to make reasonable efforts to get to work. However, the College understands that many members of staff drive to work or use public transport which may be suspended. The College would expect those members of staff who live within the Cambridge city boundary to be able to walk to work, however the College does not want any individual to put themselves unduly at risk if they consider the conditions too dangerous.

If an individual cannot get to work because public transport is suspended or they consider it too dangerous to attempt to drive in, then they should contact either the Porters’ Lodge or their own Head of Department as early as possible to explain why they won’t be attending work. The individual will have the following options available to them, which will be discussed and agreed with the Head of Department upon return to work;

a) take paid holiday leave  
b) take unpaid leave  
c) use any outstanding lieu time and/or holiday and/or unpaid leave  
d) work extra hours when returning to work to cover the absence period

If adverse weather (snow) appears during the working day, each Head of Department will determine the appropriate action for their members of staff. Heads of Department will take into consideration distances staff have to travel to/from work and the mode of transport (if any) used by the staff concerned.

8 AGE DIVERSITY AT WORK

We actively encourage age diversity at work, which means that we do not unlawfully discriminate against someone because of how old they are. Staff of all ages are eligible to take up training and development opportunities. Promotion is based on skills and ability. We endeavour to select on merit regardless of age.

9 ANNUAL LEAVE

The leave year runs from 1 October to 30 September. If you join after 1 October you will be eligible to take leave on a pro rata basis. Holidays are calculated on a complete month’s service and you must have joined on the first working day of the month to be eligible for the first month’s
entitlement. Entitlement to leave may not be carried forward across leave years except in exceptional circumstances and with the permission of your College Officer.

You must complete a Leave Application Form (available from your Head of Department) when you wish to take leave and this will have to be approved by your Head of Department or the College Officer and copied to the Human Resources Officer. While it is accepted that there may be occasions when it is not possible to give prior warning, you are expected to give seven or more days’ notice of intended leave.

Every effort will be made to accommodate your request for Annual Leave although flexibility in your choice of dates may be required for management reasons in line with Departmental needs. Please do not book your holiday before applying for appropriate leave from the College.

Your holiday entitlement is stated in your letter or contract of employment. For staff already in post, the entitlement for full-time employees is normally 25 days’ holiday, plus the Staff Outing Day and in addition, eight public holidays or time in lieu, with pay at the basic rate during the leave year. The holiday entitlement for any employee who works fewer than five days per week will be on a pro-rate basis (i.e., if an employee who works three days per week he or she will be entitled to $3/5$ of 25 days = 15 days).

Entitlement to leave may not be carried forward across leave years except in exceptional circumstances.

The dates on which such holidays are to be taken shall be determined by the Head of Department in consultation with the employee, or with the College Officer in the case of a Head of Department.

**Extra Holiday Entitlement**

Employees who joined the College before 1 April 1980 will be entitled to three extra days leave.

Employees who joined the College after 1 April 1980 and have completed 15 or more years of service will be entitled to three extra days leave.

**Heads of Department Entitlement**

Heads of Department who joined before 1 April 1985 will be entitled to three extra days leave and another three days for 15 or more years of service (maximum 6 extra days).

Heads of Department appointed after 1 April 1985 will be entitled to three extra days leave. (maximum 3 extra days).

**10 BREAK TIMES**

An employee may take tea and coffee breaks at the discretion of the Head of Department or College Officer, and in accordance with the Working Time Regulations. As a general guideline, for a full-time member of staff this would perhaps take the form of two ten minute breaks daily for tea or coffee, to a maximum of two hours over the working week. Employees must take at least 20 minutes’ break in any six hours.

Payment is not made for the lunch period.

**11 CAPABILITY POLICY AND PROCEDURE**

**Purpose and scope**

The College’s Capability Procedure applies to all employees who have completed their probationary period. Employees have a contractual responsibility to perform to a satisfactory level.
Where poor performance is found to be due to negligence or lack of application on your part, then the Disciplinary Procedure will normally be appropriate. However, issues of an employee’s capability may arise from time to time where poor performance relates to a lack of the required knowledge, skills or ability rather than misconduct. In this case, you will wherever practicable, be assisted through training or coaching and given reasonable time to achieve the required standard. It is for this reason that the College provides a Capability Policy.

Depending on the seriousness of the matter the College may decide to start the procedure at any stage.

**Principles and Procedure**

When a capability matter arises, your Head of Department/Line Manager will first arrange an informal meeting and explain how your performance falls short of the standard expected of someone in your position or grade. Consideration will be given to any possible development/training opportunities which may help you to meet the required standard of performance. Your Head of Department/Line Manager may discuss options with the College Human Resources Officer at any time during the process. You will be set clear written performance targets and a realistic timescale for improvement. These should be jointly agreed in writing. Your performance will then be regularly reviewed. Following a satisfactory outcome of the informal procedure, the matter will be considered resolved.

Where an informal process has been followed but the performance level still does not meet the expected standard, your Head of Department/Line Manager will move on to the next stage, the Formal Procedure.

**Formal Procedure**

**Right to be accompanied**

You are entitled to be accompanied to any formal capability meeting by a work colleague or trade union representative.

**Stage 1 (First Written Warning)**

You will normally receive a minimum of five working days written notice of any capability meeting/hearing. The meeting should be structured to examine the cause of the problem, the job requirements and your knowledge, skills and ability, together with any shortfall. Consideration will be given as to what may be done to improve the situation and help you achieve the required standard of performance. A plan for improvement will be agreed at this meeting. This will then be documented by detailing the areas and level of improvement required together with timescales and an appropriate review date. You will be advised that, should the necessary improvements not be achieved, that your continued employment may, in due course, be at risk.

If performance does not meet acceptable standards, and counselling or other interventions are not considered appropriate or have not succeeded in addressing the problem (including the informal route), your Head of Department/Line Manager accompanied by the College’s Human Resources Officer will meet with you to discuss the issues. If no satisfactory explanation is given, then you will be advised of the improvement in performance required; time scale for improvement; support to be received; the consequence of not meeting performance targets.

A first written warning will be issued and confirmed to you in writing. A copy of the letter will be retained on your personal file for a period of one year (or any longer period as specified in the written warning).
You will have the right to appeal against any decision made. Any appeal should be made in writing, stating the reason for the appeal, and sent to the relevant College Officer, or in the case of a Head of Department, to the Senior Bursar, within five working days of the warning being issued.

**Stage 2 (Final Written Warning)**
If performance remains unsatisfactory or if the problem is sufficiently serious but falls short of the need to dismiss, a final formal meeting will be held.

Before such a meeting the Head of Department/Manager will review, together with the HR Officer, the facts of the case and the actions taken so far. The purpose of this review will be to ensure that all reasonable steps have been taken to support you and that entering into a final formal meeting is appropriate.

At the meeting a comprehensive review of the circumstances and the actions so far will be undertaken. The meeting will take the form of a hearing conducted by the Head of Department/Manager together with the College HR Officer. If no satisfactory explanation is given, the Head of Department /Manager will issue a **final written warning** on behalf of the College. The structure of the letter will be as for the first formal meeting, but will include a statement that you may be dismissed if no acceptable improvement in performance is achieved within a given timescale. A copy of the letter will be retained on your personal file for a period of one year (or any longer period as specified in the final written warning).

You will have the right to appeal against any decision made. Any appeal should be made in writing, stating the reason for the appeal, and sent to the relevant College Officer, or in the case of a Head of Department, to the Senior Bursar, within five working days of the warning being issued.

**Stage 3 (Dismissal)**
If your performance is still unsatisfactory and you fail to reach the prescribed standards, dismissal will normally result. A hearing will be conducted, usually by a more senior manager than the one who has handled the case up to this stage.

The Head of Department/College Officer conducting the hearing will review, together with the College HR Officer, the facts of the case and whether a dismissal would be appropriate in the circumstances.

If a case for dismissal has been made, you will be notified in writing as soon as is reasonably practicable. The dismissal letter will include the following information: the reasons for your dismissal; the date on which your employment will terminate; your right of appeal.

**Appeals**
All employees have the right to appeal against any disciplinary or dismissal decision made by the College. Any appeal should be put in writing, stating the reason for the appeal, and submitted to the relevant College Officer or, in the case of a Head of Department, to the Senior Bursar within five working days of receipt of the warning or notice of termination of employment.

Where this is possible, the College will arrange for the appeal to be heard by a more senior person who has had no previous involvement in the disciplinary process. The College will make all reasonable efforts to hear the appeal within ten working days of the appeal being lodged. If this is not possible the College will tell you why and tell you when you can expect your appeal to be heard.

At the appeal hearing (which will, unless the employee agrees otherwise, take place face to face) any disciplinary penalty imposed will be reviewed, but it cannot be increased.

The decision of the person who hears your appeal is final: there is no further right of appeal.
12 CCTV

There is a close circuit television system (CCTV) in use in Queens’ College. The cameras installed transmit their pictures to the Porters Lodge where they can be viewed on a ‘real time’ basis and are also recorded on a video system for archive purposes, and for replay in the event of an incident.

The object of the system is:
1. To create a safer working environment for staff and students in the college
2. To protect property, belonging to the College, Fellows, students and staff.

The CCTV system will be used solely for the purpose of security surveillance and, when necessary, the provision of evidence in support of any enquiry or prosecution that is associated with criminal activity committed on College property, or the misuse of College rooms or equipment.

Cameras should not be used to infringe an individual’s right to privacy.

The following procedures concerning the use and access to recordings on the hard drive, are to be followed in order to provide an acceptable level of security and accountability, and to ensure the acceptance of recordings in support of criminal proceedings.

Any request by third party to view a CCTV recording must be approved by the Senior Bursar or the Junior Bursar.

On no account will CCTV recordings be viewed by any unauthorised person, or removed from the Porters Lodge without the specific approval of the Senior Bursar, the Junior Bursar or the Head Porter.

Staff are informed that misuse or unauthorised use of the CCTV system will be considered as a serious disciplinary matter.

13 CHANGE OF ADDRESS AND PERSONAL INFORMATION

We keep the information you provided on the ‘New Starter’ Form in a file in the Human Resources office and on computer. We need to keep staff records up-to-date. Please ensure you advise your Head of Department or the Human Resources Officer of any change of address, emergency contact, bank account number, etc.

14 CLOSEDOWN PERIOD

If it is the practice, or becomes the practice, of any Department to close for specified periods, employees of that Department will normally be required to take their holiday at these times. The Closedown dates will be notified by the College Officer at least three months before the start of the Closedown Period, and in the case of newly appointed members of staff, on appointment.

The Christmas Closedown dates will commence with the Staff Christmas Party, generally held at 12:30, in the College Bar. It is the custom for staff to commence their leave after the party. This will not count as a half day’s leave but those who take the full day will not receive a credit for half a day.

15 COMMUNICATION

Queens’ College aims to ensure you have the information you need to meet your job responsibilities, maximise your full potential and contribute to the overall success of the work of the
College. There are several means of communication to keep everyone up-to-date with both work and social events.

**College Working Group**

The College Working Group is a forum for discussion, information sharing and communication of inter-departmental issues. The aim is to deliver best practice ensuring that duplication of effort or omissions are avoided through clarity of planned developments and initiatives, and to encourage and enhance co-operation between the College’s main departments.

The group currently meets on a monthly basis. Any ideas for areas of improvement or concerns regarding current practices may be brought to the attention of any member of the Working Group. The group representatives are currently:

- Clerk to the Bursars
- Deputy Clerk to the Bursars
- Head of Academic and Tutorial Services
- Head of Catering & Conferences
- Head of Housekeeping
- Head of Maintenance
- Head Porter
- Human Resources Officer
- Presidents PA
- Regulatory Compliance Officer

**Staff Sports & Social Club**

This committee arranges events and outings throughout the year, which are usually subsidised. The committee consists of staff members and pensioners and is currently chaired by a Fellow of the College.

**Mail**

The Porters’ Lodge deals with all College mail. External mail arrives in College sometime after 0900 while mail from the University Messenger Service (UMS) arrives later in the day. Porters will place mail in relevant pigeon holes.

Departmental mail may be collected from the Porters’ Lodge. You may deliver mail to, and collect from, the pigeonholes there or leave it with the Porters. All College mail is franked. Personal mail can be taken to the Porters’ Lodge to be franked and paid for in person.

The University Messenger Service (UMS) is a regular service provided by the University to provide a swift and cost-effective means of mail delivery between Departments and Colleges. Mail for such destinations will always be sent by UMS.

**Staff Notice Boards**

Each department has its own notice board for displaying information relating to College matters and events.

16 **CONFIDENTIALITY POLICY**

During your employment you may have access to confidential information concerning Queens’ College, its members and its clients. Unauthorised use or disclosure of such information is viewed as a serious disciplinary offence (which may lead to dismissal or other disciplinary action) and can result in legal action.
No information concerning members of the College or general College business is to be divulged to outside persons except as required by law.

All staff are required to sign a Confidentiality Statement.

17 DATA PROTECTION

We expect those handling information about us to do so properly and responsibly. Data protection is about ensuring that they do. The College needs to keep data on you in order to pursue its role as your employer. By accepting employment with the College you consent to the College keeping and processing data about you. It is legitimate for the College to keep records on recruitment; recording of working time; administration and payment of wages; employee assessment and training; negotiation or communication with employees; manpower and career planning; compliance with College policy and/or legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns. This list is purely illustrative, however.

The Data Protection Act 1998 has introduced a major cultural change to the way filed data about individuals is handled. All personal data files, be they manual or electronic, are now included under the Data Protection Act.

Data is information which is processed automatically or is recorded with the intention that it should be processed automatically. Alternatively, it is information that is recorded as part of a relevant filing system, or with the intention that it would form part of a relevant filing system, i.e., a non-automated system structured by reference to individuals or organised to allow ready access to specified information about individuals.

Processing means obtaining, recording or holding information on data or carrying out any operation on it. Operations can include: organisation, adaptation or alteration of the data; retrieval, consultation or use of the data; onward transmission of the data; combination, blocking or destruction of the data.

All staff personnel records are kept in the Human Resources Office. This information is kept securely in locked files. Heads of Department hold home addresses and telephone contact information for members of their department. The Porters’ Lodge keep records of all car registration numbers.

Under the provisions of the Act you have the right of access, without excessive delay and on written request, to data that is held about you and which falls within the scope of the legislation. You do not, however, have automatic right of access to confidential references relating to training or employment.

Queens’ College Data Protection policy is located on the College’s website www.queens.cam.ac.uk/general-information/publication-scheme

18 DISCIPLINARY POLICY AND PROCEDURE

Purpose and scope
The College’s Disciplinary Procedure applies to all employees who have completed their probationary period, (except those employees covered by the disciplinary provisions in the College’s Statutes). The Procedure is designed to help and encourage them to achieve and maintain good standards of conduct, attendance and job performance. The aim of the procedure is to ensure consistent and fair treatment for all.
This procedure is not contractual, but is intended as a statement of current College policy and its commitment to operate a fair procedure in relation to all its employees, taking into account the current guidance of the Advisory, Conciliation and Arbitration Service. The College therefore reserves the right to amend this procedure as necessary to meet any changing requirements.

In general, minor cases of misconduct and most cases of poor performance will initially be brought to your attention by informal advice, coaching and counselling rather than through the disciplinary procedure. Such advice, coaching or counselling is not part of the formal disciplinary procedure. However if informal action does not bring about the required improvement, then formal disciplinary action will be taken.

**Principles**

This procedure deals with misconduct (including gross misconduct) and also with incompetence, poor performance and unsuitability. It also extends to absence on health grounds to the extent indicated in the paragraph ‘Dealing with Absence’.

When a disciplinary matter arises, the relevant supervisor or manager will first establish the facts promptly before recollections fade and where appropriate obtain statements from any available witnesses. Having established the relevant facts the supervisor or manager will decide whether to drop the matter, to arrange informal coaching or counselling or to arrange for the matter to be dealt with under this disciplinary procedure.

Depending on the seriousness of the matter the College may decide to start the procedure at any stage.

At every stage in the procedure, you will be advised in writing of the nature of the complaint against you and will be given the opportunity to state your case at a meeting with the relevant supervisor or manager before any decision is made.

You will have the right to be accompanied to any disciplinary hearings by a fellow employee or a representative of your trade union (if any).

No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct when the penalty will normally be dismissal without notice and without payment in lieu of notice. Before imposing any disciplinary penalty, all relevant factors will be considered including the extent to which standards have been breached, the employee’s general record, position and length of service and any special circumstances which might make it appropriate to adjust the severity of the penalty.

You will have the right to appeal against any disciplinary penalty imposed.

Each step and action in this procedure will be taken without unreasonable delay.

A copy of the College’s written record of any disciplinary action taken will be supplied to you on request.

Written records of any disciplinary proceedings will be kept and maintained in accordance with the Data Protection Act 1998.

**Right to be accompanied**

You are entitled to be accompanied to a disciplinary hearing by a fellow employee or by a trade union representative of your choice. The chosen companion may address the disciplinary hearing and may confer with you during the hearing, but is not permitted to answer questions on your behalf.
If your choice of companion is not available to attend at the time proposed for the disciplinary hearing in question, then you may propose an alternative time for the hearing to take place. The proposed alternative time must be reasonable and must be within five working days of the initial date of the hearing.

Employees chosen to accompany a fellow employee to a disciplinary hearing will be permitted to take paid time off during working hours to attend that hearing.

**Procedure**

When the College decides to invoke the formal disciplinary procedure the following procedure will be adopted:

**Stage 1: Written warning**

If your conduct or performance does not improve, or if the misconduct or poor performance is sufficiently serious to warrant a written warning, but not serious enough to justify a final written warning, you will normally be given a written warning.

This written warning will give details of the complaint against you and, in appropriate cases, will state the improvement required and the time scale for improvement. It will also warn that further disciplinary action in accordance with stage 2 of this procedure will be considered if there is no satisfactory improvement, or any repetition of misconduct, and will advise you of your right of appeal.

A copy of this written warning will be kept on your personnel file, but will be disregarded for disciplinary purposes after twelve months (or any longer period specified in the written warning) provided the College is satisfied with your conduct or performance.

**Stage 2: Final written warning**

If further misconduct of any kind occurs or performance still does not improve, or if the misconduct or poor performance is sufficiently serious to warrant only one written warning, but not serious enough to justify dismissal, you will normally be given a final written warning.

This final written warning will give details of the complaint against you, and, in appropriate cases, will state the improvement required and the time scale for improvement. It will also warn that further disciplinary action in accordance with stage 3 of this procedure will be considered if there is no satisfactory improvement, or any repetition of misconduct, and will advise you of your right of appeal.

A copy of this final written warning will be kept on your personnel file, but will be disregarded for disciplinary purposes after twelve months (or any longer period specified in the final written warning) provided that the College is satisfied with your conduct or performance.

**Stage 3: Dismissal**

If further misconduct of any kind occurs or performance is still unsatisfactory and you still fail to reach the prescribed standards, you will normally be dismissed. As soon as is reasonably practicable, you will be provided with written reasons for your dismissal and informed in writing of the date on which your employment will terminate and of your right of appeal.

**Gross misconduct**

The following list provides examples of offences which will normally be regarded by the College as acts of gross misconduct. This list is not intended to be exhaustive;

- theft, deliberate falsification of records or claims against the College or other acts of dishonesty (including fraud);
- fighting, assault on another person or other physical violence;
- abusive behaviour (including violent or offensive language);
• physical, verbal or psychological bullying of any type;
• deliberate damage to College property;
• serious breach of health and safety rules or procedures;
• serious incapacity through alcohol or being under the influence of illegal drugs, or sale of alcohol or drugs on College premises;
• serious negligence which causes unacceptable loss, damage or injury to persons or College property or finances;
• serious act of insubordination (such as a refusal to carry out a lawful instruction);
• breach of confidentiality (including a failure to maintain confidentiality in an investigation relating to a complaint of harassment) but subject to the Public Interest Disclosure Act 1998;
• any unlawful act of discrimination, victimisation or harassment or any breach of the College’s Equal Opportunities Policy or Harassment and Bullying Policy;
• unauthorised computer use or access;
• absence without leave or just cause;
• being convicted of a serious criminal offence (whether committed during the course of your employment or not) or being investigated for such an offence where, in the reasonable opinion of the College, such investigation has resulted in the loss of trust and confidence in the employee by the College or by the general public;
• misuse of e-mail or of the internet (including downloading or transmission of material which is defamatory, offensive or obscene, malicious, sexist, racist or protected copyright material) or any serious breach of the College’s E-mail and Internet Use Policy.
• serious breach of confidence;
• bringing the College into disrepute

If the College believes that you may have committed an act of gross misconduct, you may be suspended from work on full pay, normally for no more than five working days, whilst the College investigates the alleged offence. During the period of suspension you may be refused access to the College’s premises or contact with the College’s employees without the prior consent of the College and subject to such conditions as the College may impose. Such suspension will only be imposed after careful consideration and will be reviewed to ensure that it is not unnecessarily protracted. You should note that suspension in these circumstances is not considered as a disciplinary action.

If on completion of the investigation, the College is satisfied that you have been guilty of gross misconduct, the result will normally be summary dismissal without notice and without payment in lieu of notice. As soon as is reasonably practicable, you will be provided with written reasons for your dismissal and informed in writing of the date on which your employment terminated and of your right of appeal.

Appeals
All employees have the right to appeal against any disciplinary or dismissal decision made by the College. Any appeal should be put in writing, stating the reason for the appeal, and submitted to the relevant College Officer or, in the case of a Head of Department, to the Senior Bursar within five working days of receipt of the warning or notice of termination of employment.

Where this is possible, the College will arrange for the appeal to be heard by a more senior person who has had no previous involvement in the disciplinary process. The College will make all reasonable efforts to hear the appeal within ten working days of the appeal being lodged. If this is not possible the College will tell you why and tell you when you can expect your appeal to be heard.

At the appeal hearing (which will, unless the employee agrees otherwise, take place face to face) any disciplinary penalty imposed will be reviewed, but it cannot be increased.

The decision of the person who hears your appeal is final: there is no further right of appeal.
Dealing with absence
The College makes a distinction between absences on grounds of medically certificated illnesses, both physical and mental, and those which may call for disciplinary action. All unexpected absences will be investigated and you will be asked for an explanation.

If, after investigation, it appears that there were no acceptable reasons for the absence or absences, the matter will be treated as a conduct issue and dealt with under the College’s Disciplinary Procedure.

Where absence is due to genuine illness the College will seek to establish:
- how soon the employee's health and attendance will improve;
- whether alternative work is available;
- the effect of past and likely future absences on the College;
- how similar situations have been handled in the past; and
- whether the illness is a result of a disability as defined in the Disability Discrimination Act 1995.

19 DRESS CODE and PERSONAL HYGIENE

To an institution like the College, standard of dress and personal hygiene at work are important. Almost all College staff will come into contact with visitors and members of the public, and the College would wish you to present a professional image with regard to appearance and standards of dress and personal hygiene. Where work wear or uniforms are provided by the College, you should wear them when at work and launder them on a regular basis. For other College staff, please wear clothes appropriate to your job responsibilities and present a general appearance that does credit to yourself and the College. Heads of Department are authorised to speak to you about dress, appearance and personal hygiene if they believe you are not maintaining acceptable standards. Continued failure to dress to acceptable standards, having been warned, may result in disciplinary action.

20 DRUGS AND ALCOHOL POLICY

The College, as your employer, has a duty to ensure the health, safety and welfare at work of all members of staff, so far as is reasonably practicable, and similarly you have responsibility to yourself and colleagues. The use of alcohol and drugs may impair the safe and efficient running of the College and/or the health and safety of its members of staff.

Drugs and the excessive use of alcohol are likely to damage your health and may create other serious personal problems. For the College the adverse effects may show up in many ways, of which the following are simply examples:

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

If the College has a reasonable belief that your performance or attendance at work is affected as a result of alcohol or drugs, or the College believes you have been involved in any drug or alcohol related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.
Although Internet and electronic mail provide numerous benefits, there are potential risks and problems, and therefore College rules you must follow. If any employee does not comply with these rules, disciplinary action may be taken or you may be liable to prosecution. To minimise the risk to the College, use of electronic mail and the internet, and compliance with this policy, is monitored. The system should not be used for spreading gossip or for personal gain or in breach of any of the College’s standard employment policies.

Computing facilities are provided for Academic use (Fellows and students), for Administrative use (members of staff) and for limited Conference use. In general, separate facilities are provided for each of the three categories of user above, and users in one category may not use facilities designed for use by users in another category without explicit permission from the Senior Tutor or the Senior Bursar.

The use of administrative computing facilities is restricted to those who have been given explicit permission by the College Computer Office.

The administrative computer facilities are provided to expedite College business, and as such must not be used for spreading gossip, for personal gain or in breach of any of the College’s standard employment policies.

All users of the administrative computer facilities will be provided with a personal UserID and a personal password. For reasons of security, data protection and personal privacy, this password must not be divulged to anyone else, and no member of the College has the authority, in any capacity, to insist that a user must divulge their personal password. If one user requires access to data held in another user’s account, advice must be sought from both the College Computer Office and the Data Protection Officer. Facilities are provided to enable users to share co-operatively information without the need to know additional passwords.

No user of the administrative computer facilities may make use of a computer which is logged on in the name of another user, except where permission has been obtained from the latter user.

Users of the administrative computer facilities may not install any software on the computers provided for their use, without explicit permission from the College Computer Office.

For security reasons, no user should visit a website if there is any reason for suspicion about its content. (For example, many virus-generated emails and “spam” emails encourage their readers to visit specific websites either without reasonable justification or with clearly false justification. Websites advertised in this way must be avoided).

Use of the Internet or electronic mail for personal purposes is permitted during working hours, as long as the effectiveness of the staff member is not compromised.

Employees must take great care not to record any defamatory comments about other organisations or individuals on electronic mail. This can be used as evidence if a libel case comes to court. The same applies to messages that are abusive, sexist, racist or defamatory. It is safest to assume that electronic mail messages may be read by others.

References to Queens’ College, your employment and other employees of the College should be avoided on Social Networking sites.

Messages of a strictly confidential nature must not be sent out of the College by electronic mail for security reasons.
Subject to the constraints laid down by the Regulation of Investigatory Powers Act, the College may monitor web pages accessed by an individual, email messages sent and received by an individual and any other activities of an individual on the network.

All users of the administrative computer facilities shall be expected to treat as privileged any information which may become available to them through the use of any facilities and which is obviously not intended for unrestricted dissemination.

22  EMERGENCIES

In the event of emergency (fire, police, ambulance) first dial (9) for outside line, then 999 (1999 is the network number) for the emergency services and then telephone the Porters’ Lodge (3)35500.

Safety Officer – details can be found in Appendix 1

Regulatory Compliance Officer – details can be found in Appendix 1

23  EMPLOYMENT EXPENSES

Employment expenses may only be incurred with the express permission of your Head of Department and with the approval of the Senior Bursar. A formal claim will need to be submitted.

Necessary expenses incurred by you personally in the course of your work may be reimbursed by the College, provided that:

- Authorisation is obtained from your Head of Department in advance of expenditure;
- Expenditure is within College guidelines;
- Receipts and a claim form are completed for all expenditure and authorised by the Head of Department and the relevant College Officer and the Senior Bursar.

Uniform
Some members of staff may be required to wear uniforms on duty. You will be asked to sign for these as part of the induction procedure.

Travel
Travel expenses will be paid if you need to travel to perform your job effectively. This does not include travelling to and from work. The College will refund Second Class rail expenses or the current mileage rate, whichever is the lesser amount. The current mileage rate is 45 pence per mile for the first 100 miles in any one day, then 30 pence per mile for the remaining miles. You will need to complete a Travel Expenses Form available from the Bursar’s Office.

24  EQUAL OPPORTUNITIES

Queens’ College is an equal opportunities employer. We are committed to ensuring within the framework of the law that our workplace is free from unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex (including gender reassignment), sexual orientation, age, marital status, or civil partnership status, or religion or belief or disability.

We aim to ensure that all our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following equal opportunities policy as a means of helping to achieve these aims.
We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

**Implementing equality of opportunity**
Recruitment and employment decisions will be made on the basis of fair and objective criteria. Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

In accordance with recommended practice the ethnic and gender composition of our staff and applicants for jobs will be monitored on an anonymous basis at all levels.

Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.

Working patterns will be reviewed so as to enable us to offer flexible working to staff where possible, always subject to the reasonable business needs of the College. Where necessary, special provision will be made for training for staff returning to work following a break for domestic reasons.

All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the equal opportunity policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure. In cases of harassment the procedures set out in the College’s Harassment and Bullying Policy should be used.

### 25 FACILITIES AND BENEFITS

The College offers a number of facilities and benefits. We hope you will wish to take full advantage of what is available.

**Bar/Buttery**
Meals are served in Cripps Hall during the following times:

- **Breakfast**: 08:15 - 09:15
- **Lunch**: 12:30 - 13:30
- **Dinner**: 18:00 - 19:00

(These times may vary during vacations).

Staff are able to use this facility if they wish. Meals are subsidised and must be paid for at the time.

The College Bar (Q Bar) in Cripps Court is also open for light snacks and soft drinks from 10:30 to 16:00 during term time.
Bicycles
Bicycles may be left in the covered bicycle racks near the Porters’ Lodge. They must be securely locked at all times. You should security mark your bicycle. Each year the Head Porter carries out a “cull” of unmarked or abandoned cycles, so you are strongly encouraged to security mark your bicycle. Unfortunately, the College cannot be held responsible for any loss or damage so please ensure your bicycle is securely padlocked at all times.

Counselling
The University operates a counselling service. Details can be found at www.counselling.cam.ac.uk or by phoning 01223 332865.

Eye Tests
Free eye tests may be available to those who use VDU screens extensively as part of their daily work. For further information, please contact the Human Resources Officer.

First Aid and Medical Facilities
Each Department has a first aid box. These are located as follows:

- Porters’ Lodge
- Bursary
- College Housekeeper’s Office
- Carpenters’ Building
- Kitchens & Forward Kitchens
- College Van
- War Memorial Library

- Old Porters’ Lodge
- Tutorial Office
- Maintenance Department
- Gardeners’ Building
- Dockett & Y Boiler House
- College Nursery

There are also First Aid Boxes in all College hostels.

A wheelchair is available in the Health Centre

If you have an accident or are unwell at work, you may contact the College Nurse. She is available at the times posted on the wall outside the Health Centre in Cripps Court, near CC staircase. You should inform your Head of Department at the earliest opportunity.

If you have an accident you will need to follow the Accident Procedure by completing an Accident Form. This can be obtained from your Head of Department or from the Bursary. A list of qualified First Aiders within the College can be found on staff notice boards and at the back of this Handbook.

Details of HIV/AIDS Advisors can be found in Appendix 1

Long Service
The College rewards Long Service. There is an additional holiday entitlement detailed in the section on Annual Leave.

Nursery Information
Queens’ College Nursery is open Monday to Friday 08:30 to 16:30 during school term times only. It is available to staff, Fellows and students, but places are limited. Please contact the Nursery Head (35623) for more information.

The University Childcare Adviser on (01223 339905) will be happy to advise on options in the city. College staff may use the vacation play schemes run by the University Childcare Office but places cannot be guaranteed as University employees have preference.
Service Award
The College operates a length of service award (QLSA). This is based on the number of completed years of service at 31st March each year. The award will be paid only to those in employment in July each year and will be paid in that month. The value of the award will be calculated as the value of your earnings divided by 1000 and multiplied by the number of years of service described above. It is intended to be a reward for the loyalty shown to the College by our staff.

Social Facilities
Badminton - The Fitzpatrick Hall may be booked by members of staff for badminton, through the Bursars’ Secretary. Staff who wish to play regularly in a group may be able to organise a regular slot through the Bursars’ Secretary. Members are welcome to bring a guest.

Multigym - The multigym is available for members of the multigym club only. Members of staff may join this club and membership may be available for a member of your family (over the age of eighteen). Further details about the availability and cost of members can be obtained from the Bursary.

Squash - The College squash courts may be booked by a member of staff in the book in the Porters’ Lodge. At certain times during the year the lights are operated through a token system. These tokens are available from the Porters’ Lodge, but at other times there is no charge. The squash courts are available only for a member of staff playing with one guest.

Sportsground and Boathouse - These facilities are some distance from the College and are not generally available for members of staff. However any member of staff with a serious interest in using these facilities should contact the Senior Treasurer of the College Union.

Tennis - The hard tennis courts at the sportsground are shared with Robinson, King’s and Selwyn Colleges and are kept locked. The key (for which a deposit is charged) and booking sheets are kept at the Porters’ Lodge and a court may be used by a member of staff playing singles or doubles.

Croquet - On weekdays during the summer vacation only, a croquet set is available for use on Erasmus Lawn. Members of staff can obtain the key to the storage box from the Porters’ Lodge.

Punts - Punts are available for hire by members of staff for their own use. The booking sheets are kept at the Porters’ Lodge and should be correctly completed. Please observe the rules for the use of punts (you are personally responsible for any damage caused by misuse) and pay the hire charge at the end of the session to the Porter on duty.

Film Club - Queens’ Films presents a high quality film programme during the year which is advertised in College. Members of staff and their guests are welcome and payment is made at the entrance to the Fitzpatrick Hall.

College Chapel - All members of staff and pensioners are welcome to attend the advertised, usual Chapel services. In addition current members of staff may ask to be married in the Chapel. It may also be possible to baptise members of staff or their children in the Chapel. If any member of staff would like further information about these matters they may consult the Dean of Chapel or Chaplain.

College Bar and Cafeteria - The College Bar is normally available to members of staff except when it is being used exclusively for a conference or College event. Members of staff may use the cafeteria at times when it is available. The Catering Office may be consulted if there are any questions about either of these.

College Rooms - Guest rooms are in very short supply and are not normally available for the guests of members of staff.
Music practice rooms – These rooms are available to be booked by members of staff for their own use. The booking sheets are kept in the Porters’ Lodge. Other rooms are normally used by College members and by College Clubs and Societies and are not available for private use by members of staff.

The above rules concerning rooms provide guidelines. If any member of staff has a specific request the Junior Bursar should be provided with all the relevant details.

College Van - The College van is used for College purposes only and is not available for hire.

Additional Staff Benefits
Qualification for benefits is achieved on completion of twelve months service. The commencement date for benefits is either April or October. The scheme ceases when you retire, or leave College employment. The College currently contributes an amount per month to your chosen benefit. Full details of the scheme are explained in the option form which will be sent to you when you become eligible.

Benefits currently available:

Healthcare Scheme - Membership of the College healthcare scheme (currently BUPA). You can take individual, single parent, couple or family membership.

Fitness Club - Membership of the Doubletree by Hilton Cambridge fitness club. There is a multigym, small swimming pool and a studio running various classes, plus other benefits. Full membership via the College is available to you, your family and friends at a reduced price.

Dental Care - Membership of a Dental Care scheme operated by Denplan is offered and you do not have to change your dentist. You can take up individual membership under the Extensive Dental Cover benefits plan. It may also be possible for your partner or any dependants to join the scheme at an extra cost.

Cafeteria Meals - This benefit will provide you with an allowance to purchase food, or non-alcoholic drinks in the College cafeteria or College Bar. The allowance will be credited to your University Card each month. There cannot be any credit balance carried over from one month to the next. The allowance cannot be used by anyone else and no change can be given.

N.B. This benefit is not available to Catering or Porters’ Lodge staff

University Card
All permanent members of staff are eligible for University cards. If you do not have a University card, please contact your Head of Department or the Human Resources Officer.

The University Card is issued by the University Card Office and a number of companies offer discounts to holders of the card, details of which are available from the Card Office (Tel 66908), or their website www.admin.cam.ac.uk/offices/misd/univcard/

Vehicle Parking
Parking Permits are given to Heads of Department to allocate to staff. It should be understood that parking is limited and no member of staff is guaranteed to receive a parking permit.

Vehicles should only be parked in the designated areas. Inconsiderate or unauthorised parking may result in the permanent loss of your permit.

The College accepts no liability for any damage to private vehicles brought onto College property, however it may be caused. Any vehicle on College property is left at the owner’s risk.
There is a designated parking bay for motorcycles in the Underground Car Park.

Vehicle Parking is reviewed periodically.

26    FIRE EVACUATION

It is the duty of all personnel to do everything in their power to minimise the risk of fire at all times and to guard against careless acts likely to cause fire. All personnel are to acquaint themselves with the location of fire appliances, emergency exits, fire alarm and telephones within and adjacent to their Departments.

It is absolutely essential that you make yourself aware of the fire evacuation arrangements and assembly points relating to your Department and the area(s) of College in which you work.

You are required to participate in any Fire Drills which take place while you are on College premises.

IN THE EVENT OF FIRE
You should know the location of alarm boxes on your staircase and the buildings you frequent. You should know where the fire extinguishers are on your staircase and have read the instructions on the extinguishers. Wherever you are in a building in the College, you should know your main route(s) of escape. You may have to find them in smoke-filled air.

If you discover a fire anywhere:
- Break the glass in the nearest Alarm Box before you do anything else.
- Ensure your own route of escape.
- If another person is available, send them to the Porters’ Lodge with details.

Fighting a Fire:
- Do not attempt this unless you feel competent to do so.
- Keep between your escape route and the fire at all times.
- Do not use water extinguishers (or fire hoses) on electrical fires, or fat and oil fires.
- Burning oil or fat in a pan can be blanketed with a wet large tea-towel or cloth, but approach with it in front of your face, and be sure your hands are wrapped in the cloth.
- If you cannot extinguish the fire in one minute, get out and close the door.
- If a person’s clothing is alight, roll them in a blanket or coat to smother the flames.

If you hear the Fire Alarms:

  Intermittent Ringing – ALERT
  - Close all windows and doors;
  - Switch off electrical and gas appliances;
  - Be ready to leave without delay.

  Continuous Ringing – EVACUATE
  - Leave the building immediately;
  - Close, but do not lock, doors behind you;
  - Congregate on the nearest lawn, not on paths. There might be a roll-call.
  - Do not re-enter the building until you are advised to do so.

The College’s Fire Safety Policy is detailed in Appendix 3.
FLEXIBLE WORKING

Introduction
This policy sets out how the College implements the statutory right to request flexible working arrangements. The right allows employees who qualify to request changes to their working arrangements. The legislation requires both the College and its employees to follow certain procedures in order for a request to be considered. A summary of the main provisions of the legislation is set out below. Because this policy describes the statutory provisions it does not form part of your contract, and may be amended at any time to reflect any changes in the law.

Who qualifies for the right?
- You must satisfy the following requirements in order to qualify for this right:
  - You must be an employee with at least 26 weeks’ continuous service at the date you make the application;
  - You must be making the application so that you can care for a child under 17 (under 18 if the child is disabled) or an adult spouse, partner, civil partner, relative or member of your household;
  - In the case of a child you must be the child’s parent (including foster and adoptive parent) or guardian, or the spouse, partner or civil partner of such a parent or guardian. You must also have, or expect to have, responsibility for the upbringing of the child;
  - In the case of an adult relative who is not also a member of your household you must satisfy the definition of relative in the relevant regulations, which extends to most members of your immediate family. Please ask for more information about this before you make an application.
  - You are only allowed to make one application every 12 months.
  - In the case of a child, the application must be received by the College before the child’s 17th birthday (or 18th birthday if the child is disabled).
  - You have no right to make a request in relation to a child aged 17 or over who is not disabled.

What changes to my working arrangements can I ask for?
You can ask:
- to reduce the hours you work;
- to change the times you work; or
- to work from home for all or part of the week.
- to job share

You should be aware that if the College agrees to any change, the change will be permanent. You have no right to change back to your previous arrangements, for example when your child starts school.

How do I make my request?
The legislation requires a written application and requires employees to provide certain information so that their eligibility can be checked and their request can be considered properly. To assist employees a form is available from the Human Resources Officer. You should send your application to the Human Resources Officer.
What happens next?
The College has 28 days to consider your application. Within that time it can either accept the application without a meeting, or hold a meeting with you to discuss your application. If the person who would normally consider your application is off sick or on annual leave when the application is received, the time limit will be extended to reflect the period of absence.

If a meeting is needed, the College will inform you in writing of the outcome within 14 days of the date of the meeting. It will also inform you of your right of appeal.

If your application is rejected, you can appeal within 14 days, in writing to the Human Resources Officer.

Once an appeal has been received the College has 14 days either to agree to the request or to hold a further meeting with you to discuss your appeal. It will inform you in writing of the outcome of any appeal within 14 days of the meeting.

You have the right to be accompanied at any of these meetings by a colleague of your choice.

The time limits in this section can be extended by agreement between you and the College.

How will the College decide whether to grant my request?
The College will only refuse your request if it has a business reason for doing so. The business reasons which would allow the College to refuse your request are as follows:

- burden of additional costs;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff or to recruit additional staff;
- detrimental impact on quality or performance;
- insufficiency of work during the period you propose to work;
- planned structural changes; and
- any other reasons that are recognised by the relevant legislation

Sometimes the College may need more information from you in order to assess your application. If you unreasonably fail to provide this information, the College is entitled to regard your application as having been withdrawn.

If your request is refused the College will tell you which of these business reasons it is relying on and explain why it applies.

If your request involves working from home for some or all of your working hours, you should be aware that the College will not be able to agree to your request without checking, amongst other things, that the working arrangements in your home comply with health and safety requirements.

What happens if my request is granted?
If your request is granted at any stage in the process, the College will write to you giving details of the new working arrangements, including any necessary changes to your terms and conditions, and will also tell you when the new arrangements will take effect.

There will be no trial period for the new arrangements, so you will need to think out carefully what you want to do before making your application. You should remember that you will have to wait a year before you can make another application, assuming you still qualify for the right at that time, and you have no right to revert back to your previous arrangements.
28  GIFTS TO DEPARTMENTS OR INDIVIDUALS

No employee or member of the College should accept a cash gift of any amount, or any gift or any other benefit in kind of more than nominal value (£10 or more), from any person or firm having business relations, or prospective business relations with the College, unless specifically authorised to do so by the relevant College Officer or the Senior Bursar for the College.

No employee or member of the College may sell any item belonging to the College for personal gain.

29  GRIEVANCE POLICY

The aim of this Grievance Policy is to enable an employee who has a grievance concerning the terms and conditions of his or her employment which affects the employee as an individual, and/or affects his or her personal dealings or relationships with any other employee of College to have it dealt with appropriately, within as short a time as possible.

An employee who has a grievance or complaint should first raise it informally with his or her Head of Department, immediate supervisor, College Officer or the Human Resources Officer. Many grievances can be resolved informally in this way and such informal steps are not part of the formal grievance procedure. When the matter is very serious, or in other exceptional circumstances where there are good reasons for not raising the matter informally, the employee may proceed straight to the formal stage of the procedure. [The employee may prefer to pursue the matter by means of the Harassment and Bullying procedure (Section 29)].

In order to start the procedure, the employee should prepare a written statement of his or her grievance and send it to his or her Head of Department, or the Human Resources Officer, who will refer it to the relevant College Officer or appointed deputy (who shall be another College Officer) who will call a meeting with the employee within five working days or as soon as practicable thereafter. The employee will have the right to be accompanied by a fellow employee or by a trade union representative of his or her choice. He or she will also have the right to call witnesses and/or submit evidence. When a decision has been reached, the employee will be told the outcome and informed of the right of appeal.

If the grievance is against a specific person or set of persons, then he or she or they will also be allowed to appear, to call witnesses and submit evidence.

Appeal if problem not resolved?
1. Employee to appeal to Bursarial Committee within one month
2. Bursarial Committee may hear the Appeal/ or
3. Bursarial Committee may ask Staff Grievance Committee to hear the Appeal.

If the College Officer or appointed deputy is unable to settle the grievance to the satisfaction of the employee, the employee may appeal to the Bursarial Committee by written notice to the President given not more than one month after being informed of the College Officer’s decision. The Bursarial Committee may hear the appeal itself or may institute a Staff Grievance Committee of three College Officers to hear the appeal on its behalf.

No grievance shall be determined without an oral hearing at which all relevant parties are entitled to be present and their views heard.

The Employee will be informed of the outcome of the appeal. The decision will be final and there is no further right of appeal.
Grievance against a Student
An employee who has a grievance concerning his or her personal dealings or relationships with any student of the College may raise the matter either orally or in writing with the student’s Tutor and/or the Senior Tutor who shall inform the employee of the relevant procedures.

Grievance against a Fellow, Bye-Fellow or Teaching Officer
An employee who has a grievance concerning his or her personal dealings or relationships with any Fellow, Bye Fellow or Teaching Officer of the College may raise the matter orally or in writing with the President. The President shall inform the employee of the relevant procedures.

Right to be accompanied
You are entitled to be accompanied by a fellow employee or by a trade union representative of your choice.

30  HARASSMENT & BULLYING POLICY

The College has a duty of care to all its employees and is committed to a safe working environment. It will not tolerate harassment or bullying in any form.

- Harassment or Bullying is seriously detrimental to the working environment.
- It can affect health, confidence, morale and the performance of those affected by it.
- It can have a damaging effect on other staff.
- Harassment or Bullying is a Disciplinary Offence.

Harassment is seriously detrimental to the working environment and can have a deleterious effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other staff not themselves the object of unacceptable behaviour who are witnesses to it or who have knowledge of the behaviour. All staff are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment or Bullying is a disciplinary offence and incidents will be dealt with under the Disciplinary Procedure.

What is Harassment and Bullying
Harassment is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, sexual orientation, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which undermines or humiliates the recipient.

While not an exhaustive list, forms of harassment could include:

- physical contact (including violence or threatened violence);
- obscene gestures, verbal abuse, offensive language;
- slander;
- obscene or offensive e-mail, screen-savers etc;
- obscene or offensive posters, graffiti, or letters;
- threat of dismissal or loss of promotion for refusal of sexual favours;
- offensive or sectarian songs;
- isolation or non-co-operation and exclusion;
- abuse of position of power by bullying or humiliating;
- intrusion by pesterling, spying and stalking.
Prevention of Harassment & Bullying

Informal Stage

DO YOU FEEL YOU ARE BEING HARASSED OR BULLIED?

- If you can, try to explain your feelings to the individual concerned.
- Try and deal with it promptly: don’t delay.

It is entirely in order for a recipient of unacceptable behaviour amounting to harassment to try to resolve the problem if he or she so prefers, by explaining to the individual concerned that the behaviour is not welcome, that it offends or makes the recipient uncomfortable and that it interferes with their work.

The recipient should make every reasonable effort to deal with the matter as soon as possible after the commencement of the unacceptable behaviour, either as suggested above or below. Incidents which took place more than six months previously are difficult to respond to and only limited weight can be given to any evidence or examples arising from them.

Problem not resolved

You don’t have to suffer in silence:

- Speak to the College Nurse, College Officer or the Human Resources Officer. (“Assisting Staff Member”).
- Consider an informal meeting.

Anyone who has been subjected to bullying or harassing behaviour may seek confidential assistance from the College Nurse or the Human Resources Officer. All assisting staff have received training to enable them to advise and assist you in devising means of preventing a re-occurrence of the unacceptable behaviour.

An informal approach to an assisting staff member will be treated as completely confidential and will not result in any report to anyone within the College except the Senior Bursar, unless you agree.

If you prefer, where you find it too difficult or embarrassing to take up the matter yourself, the assisting member of staff will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.

The informal stage will not result in any formal internal investigation or disciplinary action but is intended to enable you to resolve the matter yourself without it going any further in the College.

Formal Stage

Still unresolved

- Make a formal complaint
- Assisting Member of Staff will help you
- A thorough investigation will be carried out

Where informal resolution is not appropriate or is not requested, or where the outcome has been unsatisfactory, then you may bring a formal complaint to your College Officer or Senior Bursar.

If so desired the Assisting Member of Staff will help you to prepare your complaint as well as to accompany you to any meetings. All complaints will be thoroughly and expeditiously investigated. They will be conducted in an independent and objective manner by someone unconnected with the allegations and at least of equal grade/status with the alleged harasser. Wherever possible, investigations will be completed within one month of the complaint being made.
Investigations

- Carried out in confidence
- Interviewees may be accompanied
- Focus on facts
- Notes taken at all stages
- Complainant and the alleged harasser will not have to work together during investigation
- Complainant will be kept informed
- Rights of alleged harasser also respected

Investigations will be carried out with sensitivity and with due respect for the rights of both the complainant and the member of staff against whom the complaint is made. Everyone interviewed will be permitted to be accompanied by a colleague or union representative.

The importance of confidentiality will be stressed to all those interviewed and everyone will be strictly required not to discuss the complaint with colleagues or friends. Breach of confidentiality may give rise to disciplinary action.

The investigation will focus on the facts of the complaint. Notes will be kept of all stages of the investigation and those interviewed will receive notes of the interview to agree. They will also be informed that anything they say could be used in disciplinary/grievance hearings, that they might be called as witnesses and be subject to cross-examinations. In extreme and ultra-sensitive cases, techniques may have to be adopted to avert abuses of cross-examination.

Wherever possible, consideration will be given to ensuring that the complainant and the member of staff against whom the complaint has been made are not required to work together whilst the complaint is under investigation. Where it is not practicable to offer alternative duties to one or other party, the complainant will be given the option.

The complainant will be kept informed of the general progress of the process of investigation and will be informed whether the complaint has been upheld and is to result in disciplinary action. The rights of the member of staff against whom the complaint has been made as to the confidentiality of the details of any disciplinary sanction will be respected.

Complaint upheld
The complainant may:

- Choose to remain in current post or transfer if appropriate
- Not be penalised for making any *bona-fide* complaint
- Be given additional leave
- Expect that the situation will be monitored

Action will be taken by the College to protect the complainant from any further incident. Disciplinary action will be instigated against the other party.

Where a complaint has been upheld, consideration will be given, wherever possible, to permitting the complainant to choose whether they wish to remain in their current post or to transfer. The College will seek to ensure that the complainant is not in any way penalised whether directly or indirectly for bringing a *bona-fide* complaint, and the situation will be monitored to ensure that the unacceptable conduct has stopped. In appropriate cases a complainant may be given additional leave at the discretion of the Senior Bursar.

Complaint not upheld

- Efforts made so that parties do not have to work together
- If complaint unfounded, disciplinary action will be taken
Even when a complaint is not upheld, for example, where the evidence is inconclusive, consideration will be given to effecting arrangements which will enable the parties not to continue to work together against the wishes of either party.

Any complaint that is unfounded and not made in good faith, for example a malicious complaint, will be treated as a disciplinary offence.

**Appeals**

If the complainant is not satisfied with the way his or her complaint has been handled, he or she may ask for it to be reconsidered. Requests for reconsideration of the complaint should be made in writing and sent to the Human Resources Officer within five working days of the date on which the complainant was informed of the outcome of the initial investigation, setting out the reasons why he or she wishes to appeal as fully as possible. If this is possible, the person selected to hear the appeal will have had no previous involvement in the complaint.

As a first step, the person dealing with the appeal will arrange to meet with the complainant and give him or her the opportunity to explain why he or she thinks the conclusion of the initial investigation was wrong. The person dealing with the appeal will then decide what, if any, further investigations are required to enable a decision to be reached on whether the outcome of the initial investigation was correct. The decision of the person dealing with the appeal will be communicated to the complainant and will be final.

A member of staff who receives a warning or who is dismissed for harassment may appeal against the penalty in accordance with the College’s Disciplinary Procedure.

**Right to be accompanied**

Every employee has the right to be accompanied by a colleague or union representative.

**Records**

Details of all formal complaints of bullying or harassment will be collated by the Human Resources Officer. These will be annually reviewed by the Senior Bursar with a view to ensuring that every effective step has been taken to prevent bullying and harassment at work and to monitor the effectiveness of the complaints procedure.

### 31 HEALTH AND SAFETY

The College recognises that under the Health and Safety at Work Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, and that it has certain duties towards Fellows, graduate and undergraduate students, the public and people who use the premises of the College from time to time, these duties being implicit in the above Act.

The College accepts these duties and it will continue to be its policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the College that health and safety is a responsibility at least equal in important to that of any other function of the College.

It is the duty of every employee whilst at work to:

- take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work;

- regard any duty or requirement imposed on his/her employer, to co-operate so far as is necessary to enable that duty or requirement to be complied with;
not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare on pursuance of any of the relevant statutory provisions

The College’s Health & Safety Policy is detailed in Appendix 2.

32 LEAVE (COMPASSIONATE/FAMILY EMERGENCIES)

You are entitled to take time off work to deal with an emergency involving someone who depends on you. “Dependants” would include your husband, wife or civil partner, partner, child or parent, or someone living with you as part of your family

In what circumstances may you take time off?

You may take time off work to deal with an unexpected or sudden problem and make any necessary long term arrangements in the following circumstances:

- if a dependant falls ill or has been involved in an accident or assaulted, including where the victim is distressed rather than physically injured;
- when a partner is having a baby;
- to make longer term care arrangements for a dependant who is ill or injured;
- to deal with the death of a dependant for example, to make funeral arrangements or to attend a funeral; the College will normally allow three days with pay in the event of the loss of a close relative. However the College recognises that individuals’ reactions to bereavement vary greatly and so please discuss your position in the first instance with your Head of Department. The College will wish to act sympathetically where it deems the request to be reasonable.
- to deal with an unexpected disruption or breakdown of care arrangements for a dependant; for example, when the child-minder or nurse fails to turn up;
- to deal with an unexpected incident involving your child during school hours for example, if your child has been involved in a fight, is being suspended from school or has been injured on a school trip.

This right only covers emergencies. If you know beforehand that you are going to need time off, you may be able to arrange this by taking another form of leave, such as Parental Leave or Unpaid Leave for example.

The amount of time you may take is the time it takes you to deal with the immediate emergency. For example, if your child falls ill, you can take enough time off to deal with their initial needs, such as taking them to the doctor and arranging for their care, but you will need to make other arrangements if you want to stay off work longer to care for them yourself.

There is no legal obligation on the College to pay you for the time you take off. You will need to inform your Head of Department immediately of any emergency which requires you to take time off work.

33 LEAVE (MATERNITY)

The College is required by law to protect the health and safety of employees who are pregnant, have recently given birth or are breastfeeding. Health and safety protection on these grounds starts as soon as the College knows that an employee is pregnant. The College will carry out appropriate risk assessments. All pregnant employees are entitled to paid time off for antenatal care at the normal rate of pay. Antenatal care is not restricted to medical examinations. It could include relaxation and
parent-craft classes, as long as these are advised by a registered medical practitioner, registered midwife or registered health visitor.

**Entitlement to Maternity Leave**
All women regardless of length of service are entitled to 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave provided that they inform the College as set out below.

**Entitlement to Statutory Maternity Pay (SMP)**
An employee who has completed 26 weeks continuous service with the College by the 15th week before the expected week of childbirth will be eligible to receive S.M.P. for a total of 39 weeks:
- 6 weeks @ 90% of average weekly earnings then
- 33 weeks @ current basic S.M.P. rate.

Payments will normally be made on the employee’s normal pay day and at her normal pay interval.

**Notification**
A pregnant employee will be required to notify the College of her intention to take Maternity Leave by the 15th week before her Expected Week of Confinement (EWC), unless this is not reasonably practicable. She will need to submit her Maternity Certificate (MAT B1) if this is available and confirm the following
- that she is pregnant
- the week her baby is expected to be born
- when she wants her Ordinary Maternity Leave to start

The period of Ordinary Maternity Leave may commence no earlier than the beginning of the 11th week before the baby is due.

Ordinary Maternity Leave will start automatically if she is absent from work for a pregnancy related illness during the four weeks before the start of her EWC, regardless of when she has said she actually wants her Maternity Leave to start.

A pregnant employee will be able to change her mind about when she wants to start her leave provided she informs the College at least 28 days in advance, unless this is not reasonably practicable

Within 28 days of receipt of such notification, the College will write to her setting out the date on which it intends her to return to work if she takes her full entitlement to Maternity Leave, including Additional Maternity Leave.

If she wishes to return to work before the end of either her Ordinary Maternity Leave or Additional Maternity Leave, the employee will need to give the College eight weeks’ notice of the date she wishes to return to work. If she fails to give such notice, the College may postpone her return to work until 28 days have elapsed.

Periods of Maternity Leave will count as periods of continuous employment for all purposes:
Provided that an employee returns to her previous job or an agreed alternative, annual leave will be earned.

The calculation of leave with pay will be based on the standard leave entitlement of 33 days including public holidays.

Once an employee has confirmed to her Head of Department her intention to return to work, by giving proper notice or confirmation, the annual leave with pay earned shall normally be taken prior to the employee returning to work.
The employee undertakes to inform her Head of Department if at any time during her Statutory Maternity Pay Period she either takes up employment with another employer, goes abroad outside the European Community, or is taken into legal custody.

If an employee returns to work following a period of Ordinary Maternity Leave she will generally have a right to return to the job in which she was employed before her absence. If she returns to work following a period of Additional Maternity Leave she will generally have the right to return to the job in which she was employed before her absence, or, if it is not reasonably practicable for her to return to that job, to another job which is suitable and appropriate in all the circumstances. Where an employee has taken more than one type of statutory leave (eg maternity leave followed by parental leave) in a single period of absence from work, different statutory rules may apply.

There will be no entitlement to any discretionary conference bonus during Ordinary and Additional Maternity Leave.

If the employee does not return to her post, the date of giving up work will be regarded as the termination date of the employee’s employment.

The College reserves the right to make reasonable contact with an employee during her maternity leave. The frequency and nature of such contact will depend on a number of factors such as the nature of her work, her role, the need to communicate important information and the steps the College considers necessary to facilitate her return to work if that is her wish. The College will discuss the arrangements for such contact with her prior to the commencement of her maternity leave.

An employee may agree with her Head of Department to work for up to 10 days during her maternity leave period. She will be paid full pay (inclusive of any Statutory Maternity Pay to which she is entitled) for any such days worked. This work will not bring her maternity leave period to an end. The College is not obliged to offer such work, nor is the employee obliged to accept such work.

If an employee is too ill to return to work at the end of her maternity leave, the College’s normal rules on sick leave and sick pay will apply.

When an employee is absent on Ordinary Maternity Leave, as well as receiving SMP, she will be entitled to the benefit of the terms and conditions of employment which would have applied if she had not been absent, except for the terms providing for salary. She will also continue to be bound by all her obligations under her contract of employment, other than the obligation to work.

During any period of maternity leave between the end of her Ordinary Maternity Leave and the end of her Additional Maternity Leave:

She is entitled to the benefit of the College’s obligation of trust and confidence and the benefit of any terms and conditions of employment relating to:

- notice of termination of the employment contract by the College;
- compensation in the event of redundancy; and
- disciplinary or grievance procedures.

She will be bound by the obligation of good faith and any terms and conditions of employment relating to:

- notice of termination of employment;
- disclosure of confidential information;
- acceptance of gifts or other benefits; and
- participation in any other business


34 LEAVE (PARENTAL)

Employees who have completed one year’s service are entitled to take up to 13 weeks’ unpaid Parental Leave, or 18 weeks for a disabled child. Parents can use the leave to spend more time with children and strike a better balance between their work and family commitments. No more than four weeks can normally be taken in one year.

Eligibility

Employees eligible to apply for Parental Leave are those who have completed one year’s service at the College and are

- Employees who have a baby or adopt a child on or after 15 December 1999.
- Employees who had a baby or adopted a child between 15 December 1994 and 14 December 1999 and who have completed one year’s continuous service either with their current employer or a previous employer during 15 December 1998 and 9 January 2002.
- Both mothers and fathers can take parental leave. As well as the natural mother and legitimate father of a child, the right also applies to an unmarried father named on the birth certificate and to other adults who have parental responsibility under the Children Act, for example, step-fathers in favour of whom there is a residence order.
- Part-time employees will be entitled to take Parental Leave but the leave will be in proportion to the time worked.
- Parental Leave is for each child, so if twins are born, the parent will get 13 weeks leave for each child (18 weeks for parents of each disabled child).
- An employee may not take more than a total of 13 weeks leave in respect of each child, regardless of how many employers the employee has within the period during which leave may be taken.

When may leave be taken?

- Parental Leave can usually be taken up to five years from the date of birth, or in cases of adoption, five years from the date of placement (or the child’s 18th birthday, if that is sooner). Leave may be taken as follows:
  - Parents of children born on or after 15 December 1999 can take the leave up until the child’s 5th birthday.
  - In adoption cases, where the date of placement is on or after 15 December 1999, for five years after the child is first placed with the family for adoption.
  - In the case of a child with a disability, up until the child’s 18th birthday (for the purposes of Parental Leave, a disabled child is one for whom disability living allowance is received).
  - An employee may not undertake paid employment for another employer during the period of Parental Leave.

The following conditions will apply:

The employee must provide evidence of entitlement. Where reasonably possible, this should be in the form of the child’s date of birth or date of placement for adoption, the employee’s parental responsibility for that child, and where applicable, of the child’s entitlement to a disability living allowance.

The leave must be taken in connection with caring for the child. This is not restricted to the child’s health but will include, for instance, settling the child into a new playgroup. In the case of an emergency arising in connection with the child, there is provision for unpaid time off in case of family emergencies in the section on Compassionate Leave above.
No more than four weeks can be taken in any year (calculated usually from the date of birth) for each child. Leave must be taken in blocks of one week upwards and cannot normally be taken for part only of an employee’s working week. If this becomes necessary, it will count as one week’s leave unless the child in respect of whom it is taken is entitled to a disability living allowance.

The employee must give 28 days written notice. If the leave is for a father and will start on the day of birth, the rule is 28 days before the start of the expected week of confinement. For an adoptive parent wanting to start on the day of placement, 28 days notice is required if practicable.

The College may postpone the leave for up to six months where it considers that the operation of the business would be unduly disrupted if the employee took leave during the period identified in the notice. In such circumstances, the College must give the employee notice in writing of the postponement and the reasons for it not more than seven days after the employee’s notice was given to the College. The College must consult with the employee as to the date on which the postponed leave is to be taken. A period of College-postponed leave may still be taken beyond the long stop dates for taking leave identified above.

An employee may not undertake paid employment for another employer during the period of Parental Leave.

The College may require an employee to provide the following evidence of entitlement to parental leave:
- evidence of responsibility for the relevant child;
- evidence of child’s date of birth or the date on which an adoption placement began;
- evidence of the child’s entitlement to disability living allowance.

35 LEAVE (Paternity)

An employee who has worked continuously for the College for 26 weeks leading into the 15th week before the baby is due, will be entitled to take Paternity Leave. He must also have, or expect to have, responsibility for the child’s upbringing, be the biological father of the child or the mother’s husband or partner, or be the adoptive father.

Eligible employees will be entitled to take up to two consecutive week’s paternity leave (but not odd days) paid at the same rate as Statutory Maternity Pay.

They can choose to start their leave:
- From the date of the child’s birth (whether this is earlier or later than expected):
- From a chosen number of days or weeks after the date of the child’s birth (whether this is earlier or later than expected), or
- From a chosen date.
- Leave can start on any day of the week on or following the child’s birth but must be completed:
  - Within 56 days of the actual date of birth of the child, or
  - If the child is born early, within the period from the actual date of birth up to 56 days after the expected week of birth.

Only one period of leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

An employee may not undertake paid employment for another employer during the period of paid Paternity Leave.
- An employee will be entitled to return to the same job following Paternity Leave provided:
An employee will be entitled to the benefit of his normal terms and conditions of employment, except for terms relating to wages or salary.

**Paternity Pay**
Statutory Paternity Pay (SPP) will be paid for the consecutive period of absence on Paternity Leave. The rate of SPP will be the same as the standard rate of Statutory Maternity Pay.

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.

If you are a father to be or will share the responsibility with a partner for bringing up a child, you may have the right to Statutory Paternity Leave and Pay. This includes those who are adopting a child.

To qualify you will have to be an employee and worked continuously for your employer for 26 weeks ending with the 15th week before the baby is due, or the end of the week in which the child's adopter is notified of being matched with the child.

Paternity leave is available to employees who:

- have or expect to have responsibility for the child's upbringing
- are the biological father of the child or the mother's husband or partner (including same sex relationships) and
- have worked continuously for their employer for 26 weeks ending with the 15th week before the baby is due or the end of the week in which the child's adopter is notified of being matched with the child

Those who are eligible can choose to take either one week or two consecutive weeks' paid paternity leave (not odd days). Employees may be entitled to Statutory Paternity Pay or 90 per cent of average weekly earnings, if that is less.

The employee will need to take their paternity leave within 56 days of the actual date of birth of the child, or if the child is born early, within the period from the actual date of birth up to 56 days after the first day of the week in which the birth was expected.

**Additional paternity leave and pay**
Additional paternity leave allows employees who are eligible to take up to 26 weeks leave to care for their new baby.

Additional paternity leave and pay may be available if:

- you are the father of a child, partner or civil partner
- you and your partner receive notification that you are matched with a child for adoption
• your wife, partner or civil partner is adopting a child from overseas and the child enters Great Britain
• the child's mother is entitled to statutory maternity leave, maternity pay or allowance or statutory adoption leave or pay

Additional paternity leave is for a maximum of 26 weeks. Leave can be taken any time from 20 weeks after the child is born, but it must have finished by the child's first birthday. In the case of adoption it can start anytime between 20 weeks and 52 weeks after the child starts living with the adopter.

To qualify for additional paternity leave and pay employers must receive notice in writing at least eight weeks before the start of the leave. This must include:

• the expected date of the baby's birth or date of notified of being matched for adoption
• the actual date of baby's birth, or placement of adoption
• the start date of the Additional Paternity leave and pay
• relationship to the mother, and leave is taken to care for the child

For Additional Paternity leave and pay to be taken the child's mother or adopter must have started working again and any relevant payment must have stopped, with at least two weeks of the 39 week payment period remaining. Employees must intend to care for the child during your Additional Statutory Paternity Pay period. Additional Statutory Paternity Pay is only payable during the period of the 39 week Maternity Allowance, Statutory Maternity or Statutory Adoption Pay period. It cannot continue beyond the end of the statutory maternity pay, maternity allowance or statutory adoption pay period.

36 LEAVE (STUDY)

The College may permit an employee to take Study Leave. A formal request must be made to the relevant College Officer or the Senior Bursar through the Head of Department.

37 LEAVE (UNPAID)

In exceptional circumstances the College may permit an employee to take unpaid leave. An "exceptional circumstance" might be defined as caring for an ill or elderly relative, or taking an educational break for a defined purpose, such as the carrying out of research as part of a course of study.

The Head of Department will wish to ascertain that no undue burden will fall upon other members of staff who have to cover the employee's work in his or her absence. A formal request must be made to the Senior Bursar through the Head of Department.

38 LEAVE (OTHER)

There are a number of other circumstances when you are permitted to take reasonable time off, sometimes with pay. These include Public Duties, such as being a Justice of the Peace, member of a local authority or of a board of visitors for a prison, for example. Likewise, if you are summoned for Jury Service, you will be permitted to take off work for that purpose. In the case of Jury Service, a payment is made to you for this work but a claim can be made to the College to make up your earnings to the rate of full pay so that you are not worse off. The same applies to Territorial Army Service. If you have to take time off for the above reasons, you must inform your Head of Department in the first instance who will formally notify the Senior Bursar of your impending absence.
There are other occasions when you may be able to take time off work, such as if you are a governor of a school. You should discuss this with your Head of Department in the first absence.

39  **OVERTIME AND TIME OFF IN LIEU**

Unless it is stated to the contrary in your contract of employment, overtime is not payable. However, there could be occasions when you are asked by your Head of Department or College Officer, to work outside your normal working hours in which case you will be able to take time in lieu. If overtime is payable, the rate of payment for overtime working will be found in your contract of employment.

You may not work additional hours without the prior authority of your Head of Department or College Officer in which case time in lieu or overtime will be authorised and agreed in advance. If on occasion it is not possible to notify your Head of Department in advance, then you will still need to seek retrospective authorisation supported by your record of hours worked as kept in accordance with the Working Time Regulations and as directed by the College. Any additional hours worked should not exceed the provisions of the Working Time Regulations (maximum 48 hours per week), unless you have previously signed an opt-out form.

You should not take more than eight in lieu days in a year. In lieu days must be taken at times as agreed with your Head of Department. In Lieu Days may not be carried forward across leave years except in exceptional circumstances and with the express consent of both the College Officer and Senior Bursar or your Head of Department.

40  **PART-TIME WORKING**

The College endeavours to ensure that all the terms and conditions of part-time staff are no less favourable than those offered to full time members of staff. This relates not only to terms and conditions but also to the way part-timers are treated. They must not be subjected to detriment by any act or deliberate failure to act on the part of the employer and the same disciplinary standards will apply to part-timers as to full-timers. They will equally be able to access similar training opportunities. While it is recognised that part-timers may not be able to attend residential courses or sessions held outside contracted hours, this will be taken into account when scheduling training and consideration will be given to alternative providers, distance learning and so on. A part-timer attending a course outside contracted hours will be entitled to the same payment as a comparator for those additional hours.

In recruiting new members of staff, the College will first investigate whether there are any jobs that might be done on a part-time or job share basis.

41  **PENSION**

All members of staff aged 18 years or over will be offered membership in a pension scheme. This is currently the Cambridge Colleges’ Federated Pension Scheme (CCFPS). The Human Resources Officer will inform you when you are eligible to join the scheme. A copy of the rules of the scheme will be made available to you. In order to obtain the maximum insurance benefits associated with the scheme, you must join the scheme at the earliest opportunity.
42 PERSONAL PROPERTY

The College is not responsible for items you bring on to College premises and does not accept liability for any loss or damage to them. In your own interest, you are requested not to bring personal items of value on to the premises and, in particular, not to leave them overnight.

43 PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWING)

The College at all times conducts its business with the highest standards of integrity and honesty. It expects all employees to maintain appropriate standards in everything they do. Employees are therefore encouraged to report any wrong doing by the College or its employees that falls short of these business principles.

The Public Interest Disclosure Act 1998 protects employees who report wrong doing within the workplace and it is the aim of this policy to ensure that as far as possible our employees are able to tell us about any wrongdoing at work which they believe has occurred or is likely to occur.

We recognise that employees may not always feel comfortable about discussing their concerns internally, especially if they believe that the College itself is responsible for the wrongdoing. The aim of this policy is to ensure that employees are confident that they can raise any matter with the College that concerns them in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them.

You are encouraged to use the following procedure, if you have any concerns at all about wrong doing at work, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk or a concealment of any of these.

The College undertakes that no employee who makes a bona fide report under the procedure will be subjected to any detriment as a result, in accordance with section 47B of the Employment Rights Act 1996. In the event that you believe that you are being subjected to a detriment by any person within the College as a result of your decision to invoke the procedure you must inform the Senior Bursar or President immediately and appropriate action will be taken to protect you from any reprisals.

If it should become clear that the procedure has not been invoked in good faith, for example of malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with in accordance with the terms of the College’s Disciplinary Procedure.

The College is very keen to hear of any concerns that employees may have about wrongdoing at work and encourages them to use the procedure wherever possible.

The College recognises that there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where this is necessary, the College reserves the right to make such a referral without your consent.

Procedure

- If appropriate, discuss the matter with your Head of Department or College Officer in the first instance.

- An informal approach to your Head of Department or College Officer will be treated as completely confidential and will not result in any report to anyone within the College unless you agree.
• If the matter requires further investigation such an investigation will be carried out by an appropriate College Officer, and you will be informed of the outcome of the investigations and what, if any, action has been taken.
• If you remain unhappy about the speed or conduct of the investigation or the way in which the matter has been resolved, you should refer the matter to the Senior Bursar. When the Senior Bursar has investigated your complaint he will tell you the result of the investigation and what, if any, action has been taken.

44 REDUNDANCY

An employee with two years’ continuous service or more is eligible for redundancy payments if he or she is dismissed because of redundancy. The College is required to follow certain procedures. Before an employee is dismissed as redundant, the employee will be consulted.

If the College offers a post to an employee who has been made redundant from any employment, that employee is allowed a trial period of four weeks in the new post without loss of the right to redundancy payment should he/she decide not to accept the post.

45 RESIGNATION

Subject to the provision in the statement of terms and conditions, an employee is required to give at least four weeks’ notice of resignation. Some employees, such as Heads of Departments, may be required to give twelve weeks’ notice of resignation. Such notice will be stated in the Statement of Terms of Employment.

Employment with another employer will not count towards a period of continuous employment with the College.

If you resign from your post, you will be entitled to such proportion of your entitlement for a full leave year which is equivalent to the proportion of the leave year spent in the service of the College. You must make every effort to take this holiday before your employment terminates.

If it is impractical to grant the outstanding leave entitlement before you leave the employment of the College, the College will pay a sum not exceeding the amount of your salary for the period concerned.

46 RIGHTS OF REPRESENTATION

In any formal meeting, for example to present a complaint or in regard to a disciplinary matter, employees may seek representation from the following sources:
• A line manager, Head of Department or College Officer
• The Human Resources Officer
• The College Nurse

47 RIGHTS OF SEARCH

The College reserves the right to carry out searches of employees and their property (including vehicles) whilst they are on College premises, but would only seek to do so in extreme circumstances. Staff are asked to assist the College in this matter should it decide that such a search is necessary.
If you are asked to submit to a search, you may be accompanied by a third party to be selected only from those persons who are on the College premises at the time the search is taking place. The right to be accompanied also applies should any further questioning take place.

Where appropriate, the College reserves the right to call the police at any stage in respect of serious enquiries involving College personnel.

48 SALARY

The salary and benefits you are entitled to are outlined in your offer letter or statement of terms and conditions. These conditions of employment apply to all permanent staff. Conditions regarding the payment of salaries or wages and benefits can only be varied with the consent of the Bursarial Committee. Requests for exceptional review should be put to the Senior Bursar, who will respond in the first instance.

Monthly – you are paid monthly, in arrears. Payment is generally made by the Wednesday before the last Sunday of the month by electronic transfer directly into bank or building society accounts. Weekly – you are paid weekly in arrears. Payment is generally made on the Thursday of each week. (weekly pay option not available to new members of staff)

Salaries are reviewed by College Officers once a year, normally in August. There is no contractual right to a salary increase.

49 SMOKING

Smoking is permitted only in the designated smoking shelter. Smoking is not permitted anywhere else in the College. Staff may only smoke during their normal allocated break times. Smoking is not permitted in College vehicles.

50 TERMINATION OF EMPLOYMENT BY THE COLLEGE

Unless stated otherwise in the statement of terms and conditions, if the College wishes to terminate employment, an employee is entitled to the following minimum period of notice of termination of employment (or payment in lieu):

- After 4 weeks but less than 2 years’ continuous service one week
- 2-4 years’ continuous service four weeks
- 4-12 years’ continuous service one week for each complete year of service
- 12 years’ continuous service or more twelve weeks

51 TERRORISM ACT 2000

All employees should be aware that they have certain obligations under the Terrorism Act 2000. Below is a summary of those obligations:

Section 19 (of the Terrorism Act):
A person who believes or suspects that another person has committed an offence under any of Sections 15 to 18 of the Terrorism Act on the basis of information which comes to his or her attention in the course of a trade, profession, business or employment must disclose that belief or suspicion, and the information on which it is based, to a police constable as soon as is reasonably practicable.
Section 15:
It is an offence to solicit, receive or provide money or other property for the purpose of terrorism.

Section 16:
It is an offence for a person to possess money or other property with the intention or suspicion of its use for the purpose of terrorism.

Section 17:
It is an offence to be concerned in an arrangement to make available money or other property to another, knowing or suspecting its use for the purpose of terrorism.

Section 18:
It is an offence to be concerned in an arrangement which facilitates the retention or control of terrorist property by concealment, by removal from the jurisdiction, by transfer to nominees, or in any other way; unless the person charged proves absence of knowledge or suspicion that the arrangement related to terrorist property.

Section 38B:
A person who has information and knows or believes that it might be of material assistance in preventing an act of terrorism, or in securing the apprehension, prosecution or conviction of a terrorist offender, must disclose that information to a police constable as soon as is reasonably practicable.

Whilst on College premises, please consult with your Head of Department or College Officer regarding any suspicions or concerns you may have. Those suspicions or concerns should be documented and sent to the Human Resources Officer. Those suspicions or concerns should then be reported directly to a police constable.

52 WORKING TIME

All employees are required to keep records of hours worked and to conform to a time recording system as directed by the College.

Your statement of terms and conditions will state the number of hours you are required to be at work in order to perform your role effectively, with flexibility and commitment. Everyone has individual terms and conditions of employment depending on their own contract of employment so some sections below may not apply. If you have any questions about your working hours, please speak to your Head of Department.

The Working Time Regulations 1998 came into force on 1 October 1998. They provide that an employer may not allow an employee to work more than 48 hours on average per week, unless the employee has previously agreed in writing by signing an opt-out form that this provision does not apply to their employment. They also state required rest periods.

Medical and Dental Appointments
Wherever possible, and in order to minimise disruption, you are asked to make medical and dental appointments either outside of your normal working hours, or at the beginning or end of your working day. However, we do realise that this may not always be possible, particularly with hospital appointments.

If you need to take time off to attend a medical or dental appointment, please notify your Head of Department giving as much notice as possible. Such time off will be paid, but you are requested to make the time up. You will not be expected to make the time up for hospital appointments.
If you have an appointment which is not at the end of the working day, you will normally be expected to return to work following your appointment.

Public Holidays
There are eight public holidays. These include Good Friday and Easter Monday; the first and last Monday in May; the last Monday in August; Christmas Day and Boxing Day, and New Year’s Day. (Also refer to Section 8).

Emergency Call-out
In accordance with the terms set out in the Contract of Employment, some employees may be required for Emergency Call-Out as an essential part of their job. They will, however, be expected to comply with the requirements of the Working Time Regulations and take appropriate rest periods.

Closedown Period
The Closedown Period is the period when the College is at its quietest, when no conference or guest room bookings are taken and catering services cease. Closedown enables the large maintenance projects to be carried out and electricity, heating and water services are liable to interruption. It normally takes place during two weeks in August and over the Christmas period. While the Catering Department closes down during this period, other Departments may still be working.

53 YOUR CAREER
Queens’ College aims to provide you with the time, advice, opportunities, facilities and support to receive the right level of training and development for your job, consistent with the Aims and Objectives of the College. We want to ensure that you have the knowledge and skills you need for your current position and the scope to develop your capability and potential for the future.

Annual Appraisals
All staff will be required to take part in an annual review of their performance, details of which are available separately. This is an important opportunity for you and, normally, your Head of Department to take time to consider your all-round performance, review your job description, talk through any problems or difficulties that may be affecting your work, and identify any training you may need. It should also allow you and your Head of Department to consider your longer-term career development aspirations. Specific work-related objectives will be discussed and agreed with you and any training and development needs will also be identified.

Internal Vacancies
Queens’ College is always willing to consider internal promotion and appointment, as we believe this offers excellent opportunities for development.

Internal vacancies are advertised on the College website, on the staff Notice Boards outside the Bursary and Financial Offices and via email to Heads of Department. You will generally receive advance notice of vacancies before they are advertised externally.

University and college job vacancies are advertised on the Cambridge University website: www.admin.cam.ac.uk/offices/personnel/jobs/vacancies/

Training and Development
The College aims to equip all employees with the necessary knowledge and skills to be able to carry out their duties safely and without risk to themselves or others, to do their jobs successfully and with confidence, and to support all employees to reach their full potential. We recognise that well-managed development and training can help employees to: identify and develop their potential; respond positively to change uncertainty and conflict; increase job satisfaction; improve self-
confidence, motivation and initiative and also extend their range of performance. All training and development undertaken must be clearly focused on achieving the College objectives.

The HR Officer will play a key role in working with Heads of Department to identify appropriate staff for promotional development and to ensure that such employees receive suitable training to enable them to take up more senior appointments and to cope with the resulting pressures.

The Bursar and the HR Officer will liaise with all staff with line management responsibilities and provide guidance in meeting the obligations listed below.

**Heads of Department**
Heads of Department will be responsible for:

a. Identifying areas of their own work and work done by staff for whom they are responsible that could be assisted by training and development activities.
b. Identifying statutory training requirements and ensuring these are met.
c. Prioritising non-statutory training.
d. Ensuring that new employees reporting to them are provided with proper induction training.
e. Ensuring that all staff for whom they have management responsibility receive regular feedback on their performance, and that both the annual and end of probation performance reviews are completed on time, with clear targets set and any training needs clearly identified.
f. Contributing to any training plans, and regularly reviewing these to ensure that planned training is being delivered on time and that it meets the stated objectives.
g. Ensuring that staff who are attending organised training sessions know the reasons for the training, its objectives, the expected outcomes and standards of performance; that their performance is measured against this and the training properly evaluated.
h. Ensuring that staff who are undertaking professional qualifications are given the appropriate support and encouragement and regular monitoring is carried out to ensure their studies are progressing in a satisfactory manner.
i. Complying with the statutory process for handling requests for time off for training purposes.
j. Supporting the HR Officer in the implementation of this policy.

**Individual responsibilities**
We aim to create an environment where employees take responsibility for their individual effectiveness, personal and career development. All staff are required to participate in periodic reviews, training and staff development as may be agreed from time to time. We expect that all reasonable efforts will be made to attend training courses but if this proves not to be possible, the College expects to receive at least three days’ notice. Should an employee fail to attend a course without good reason, we retain the right to treat it as a disciplinary matter.

If you wish to undertake a course of study which is not essential to the performance of your job but will be to the benefit of your personal development, the College may in its sole discretion be willing to fund the costs of such study by paying up to 50% of the basic costs. Such courses might be an Open University Degree course, MBA or part-time Degree course.

**Extended Study Courses**
For extended study courses essential to the performance of a job, such as an AAT Accountancy course, for example, the College may, subject to budgetary constraints:

- Pay the full costs of the training together with any examination fees, and professional membership fees;
• Pay a maximum book allowance of £50 for prescribed books on production of receipts. The College may agree to pay an additional sum in exceptional circumstances.
• Permit you to take paid time off for your examinations at the discretion of your Head of Department or College Officer. This will be one half day or one day per examination, together with one half day or one additional study day per examination to a maximum of three days. Other revision time may be taken in flexi-time.
• Following successful completion of your course, the College will give you gift vouchers to the value of £50 as an acknowledgement of your achievement.

For general courses such as part-time Degree or Open University Degree courses, the College may agree to the following:

• To fund up to 50% of your fees;
• Permit you to take paid time off for your examinations.

Employees who have been in post for less than twelve months will not normally be eligible for funding of fees or paid time off for examinations.

In the event that you fail your examinations, your Head of Department will consider your particular circumstances and seek authorisation from the College Officer and Senior Bursar with regard to (a) payment of course or examination fees and subscriptions for retakes; and (b) asking for a refund of fees and subscriptions already made.

If you withdraw from your course or if you leave the employment of the College during the course by your choice, or if you fail and your Tutors believe you have not applied yourself sufficiently, the College may require you to refund 100% of the fees paid. The amount to be paid will be decided by the Senior Bursar in consultation with your Head of Department and College Officer.

If you undertake significant training at the College’s expense (i.e. training amounting to £500 or more, or training which involves day or part-day release lasting one month or more), and then leave the College within one year of completing the course, 100% of the fees are refundable to the College. This requirement will only be imposed if you leave voluntarily or as a result of being dismissed, but not because of illness or redundancy.

At the end of any course you will be asked to give your Head of Department feedback on the effectiveness of the course and show how you will use your learning in your work. You will need to fill in a Course Evaluation form available from your Head of Department.
APPENDIX 1

HIV/AIDS Advisors

The HIV/AIDS Advisors are Dr J Holmes and Mrs M Hurrell

Safety Officer

The Safety Officer is Dr Brian Callingham

Regulatory Compliance Officer

The Regulatory Compliance Officer is Mr James Coulter

Data Protection Act Officer

The Data Protection Act Officer is Dr Laurence Tiley

Freedom Of Information Act Officer

The Freedom of Information Act Officer is Mr Jonathan Spence
APPENDIX 2

HEALTH AND SAFETY POLICY

Statement of Intent
Under the Health and Safety at Work Act 1974 each undertaking is required to issue for its employees, a statement of its Safety Policy and its Safety Organisation. The policy statement which follows applies to all Queens’ College premises, including the Sports Ground, Boathouse, Owlstone Croft, and any other properties occupied for the purposes of the College (hereinafter called ‘the College premises’), and to all who work or reside therein.

The Governing Body of the College, acting through its Officers, is the employer and responsible authority of the College. The Governing Body has overall responsibility to ensure that the College premises, in so far as is reasonably practicable, are a safe and healthy place in which to work, and in which to reside and use the College facilities.

The issue of this statement does not absolve anyone in the College from their personal responsibility to take care of their own health and safety and that of others living in, working in, or visiting the College premises.

It is the policy of the College to take all reasonable steps to secure the health, safety and welfare of all persons living in or working on the College premises, whether they be Fellows, staff, students or other residents. The College is committed to taking all reasonable steps to protect any visitors to the College against risks to their health and safety arising out of the working activities of the College. In making this commitment, the College recognises its responsibility to provide a safe place of work together with safe working systems for all persons conducting their business within the College premises.

The College will seek to identify any inherent risks within the workplace and will take all reasonable steps to minimize or mitigate them, if elimination is impossible. However, it is important that everyone plays his or her full part in this process, and it is therefore vital that all who work on the College premises acquaint themselves fully with the health and safety policy and procedures laid down. Those who have supervisory or managerial positions must understand that they have a responsibility to ensure that health and safety standards are maintained at all times and that those persons they supervise or manage are not placed at risk in breach of this policy; equally, they must ensure that such persons comply fully with all College health and safety policies and procedures. For their part, employees and students must take all reasonable steps to ensure that they endanger neither themselves nor any other persons through their activities in the College. More specific health and safety requirements and responsibilities are set out in the paragraphs below.

Health and Safety Organisation
Ultimate responsibility for health and safety in Queens’ College is vested in Governing Body. It is for the Governing Body to determine and approve health and safety policy for the College and to make provision for the implementation of its policies.

The College will appoint a College Safety Officer (CSO). Responsibility for day-to-day management of health and safety within the College is assigned to the CSO. As such, he or she is responsible for the following:

- Ensuring that the College complies, so far as is reasonably practicable, with all relevant health and safety legislation.
- Ensuring that assessments are undertaken of the risks to health and safety in all parts of the College premises and that all reasonable measures are taken to eliminate, mitigate or minimise such risks.
- Ensuring that all staff receive adequate health and safety training and that Heads of Departments maintain appropriate records of such training or briefing.
• Ensuring that all persons working on the College premises are briefed on the health and safety policies and practices of the College as may affect them.
• Ensuring that the College has sufficient fire safety alarms and fire-fighting appliances and that they are maintained in working order.
• Ensuring that all accidents occurring on the College premises are reported and recorded in writing and, if required, investigated promptly.
• Keeping all health and safety measures under constant review.
• Reporting to the Governing Body any major accidents or deficiencies in health and safety provision in the College premises.
• Conducting an annual review of the health and safety performance of the College
• Organising meetings of the Safety Committee and ensuring that it meets at least twice a year.

Below the CSO, responsibility for implementing College health and safety policy falls on Heads of Department, in respect of the College staff working under their direction; and on Fellows and others with a teaching or pastoral role in the College, in respect of the students with whom they deal. The CSO will arrange appropriate training where necessary and ensure that suitable records are kept. Those concerned must, in particular, ensure that the staff members or students under their control or supervision are not subjected to any unnecessary risk. In discharging this responsibility, they are to:

• Carry out risk assessments for their areas of responsibility and take whatever measures they can to eliminate any hazards identified (such risks can arise from the nature of the work undertaken, substances used or generated as waste products, any plant or equipment used, the buildings or structures used, or the individuals involved in the work).
• Ensure that all persons under their control or supervision comply with the College’s health and safety rules and code of practice.

It is a fundamental principle that every individual employed by, or working or studying in, the College has a personal responsibility to promote the health, safety and welfare of all persons working on, living in or visiting the College premises. This is not just a moral responsibility; under the Health and Safety at Work Act 1974, all employees and students are required to ensure the following:

• They take all reasonable steps to safeguard their own health and safety while at work or otherwise active on the College premises.
• They take all reasonable steps to ensure that their actions do not expose others to risk.
• They co-operate fully with the College in its efforts to promote and maintain a safe and healthy working environment. This includes undertaking whatever health and safety training the College may deem necessary and familiarizing themselves with, and observing, the College’s health and safety rules and code of practice.

**Arrangements Of College Health And Safety Policy**

The greatest danger to the College is fire. Fire can be caused in a number of ways but the most common circumstances are use of unsafe electrical equipment and overheating of combustible substances (e.g., causing fat fires when cooking). No appliance may be connected to the mains supply on College premises unless it conforms to British Standard 2754, or has BEAB approval, or meets the equivalent standards or approvals of other EC countries, or has been PAT tested and passed that test. Furthermore, electrical circuits must not be overloaded, for example by use of multi-socket adaptors. Further, cooking and other similar such appliances may only be used in the designated areas detailed in the College’s Information and Regulations.

The College has set in place arrangements to deal with fire emergencies. These arrangements include the provision of fire alarms and fire-fighting equipment (principally fire extinguishers and fire blankets). However, it is the policy of the College that the first priority of anyone discovering a fire is to raise the alarm, to alert others to the hazard and to evacuate the building. No-one is to attempt
to fight a fire unless he or she judges that it is safe for him or her to do so. All persons within the relevant building or part of a building must respond to all EVACUATION alarms by vacating the building and gathering at the appropriate assembly point until they are cleared by an appropriate person (usually one of the Porters’ Lodge staff) to re-enter the building or to disperse. This includes response to practice alarms, which will be carried out from time to time to test the integrity of the system and to ensure that everyone involved knows and understands the evacuation and other arrangements.

While fire is the greatest danger to the College, there are numerous other hazards, which pose a risk to Fellows, students, staff and visitors. These include hazards from the use of power tools, electrical equipment and substances which might endanger health, from manual handling operations and from the nature of the workplace itself. It is the policy of the College that, in all areas where hazards are perceived to exist, risk assessments shall be carried out by the appropriate Supervisor or Head of Department and reviewed regularly thereafter. The appropriate Supervisor or Head of Department must take the necessary action to eliminate, where practicable, mitigate or minimise the risk. This includes ensuring that the workplace remains free of unnecessary hazards (such as trip hazards or hazards from falling objects) and that staff or students receive the appropriate safety training (e.g., manual lifting training). The Supervisor or Head of Department must keep appropriate and accurate records of all risk assessments and any actions taken as well as all training given. The Supervisor or Head of Department is required to ensure that students and staff wear the appropriate personal protective equipment where it is provided.

Whenever accidents do occur, the College requires that, on every occasion, they shall be recorded in the Accident Book. During normal office hours, Accident Reporting forms are available in the Bursary. Outside working hours these forms are available from the Porters’ Lodge. Each department has a small supply of forms for use at that location. If the accident is sufficiently serious, it shall be reported to the HSE by the Senior Bursar (or by a person delegated by the Senior Bursar) within the statutory timeframe. The CSO shall also formally investigate any serious accidents and incidents that may occur on the College premises. Each report must be signed by the Senior (or Junior) Bursar and the CSO and, if thought fit, further information or appropriate action asked for. The Accident Book must be kept securely and only available for inspection by authorized persons.

All records, duly signed and dated, except those specifically relating to activities initiated and carried out within individual departments, must be kept securely in the Health and Safety Office of the college and available for inspection by authorized persons. Departmental records must be kept, under the same conditions, in each department.

The College will establish a Safety Committee consisting of officers, senior staff and representatives of the employees and of the students. The Committee shall meet at least twice yearly. The purpose of the Safety Committee shall be as follows:

- To review progress on the implementation of College health and safety policies.
- To draw attention to any deficiencies in the health and safety policies of the College.
- To review the accident record of the College and to take any necessary action in response to any incidents that may have occurred.

**Policy Review**

In the Michaelmas term the Safety Committee shall make an annual report to the Governing Body on the health and safety performance of the College. The College Health and Safety Policy shall be subject to annual review by the Safety Committee and its conclusions included in its annual report to the Governing Body.
Location of First Aid Boxes

PORTERS’ LODGE
OLD PORTERS’ LODGE
BURSARY
TUTORIAL OFFICE
COLLEGE HOUSEKEEPER’S OFFICE
MAINTENANCE DEPARTMENT
CARPENTERS’ BUILDING
GARDENERS’ BUILDING
KITCHENS & FORWARD KITCHENS
THE COLLEGE NURSERY
WAR MEMORIAL LIBRARY

A wheelchair is available in the Health Centre
APPENDIX 3

FIRE SAFETY POLICY

1 INTRODUCTION
The College wishes to ensure that its students, staff, Fellows and visitors are protected from fire risks and it has adopted the following procedures to assist in fire prevention.

2 SCOPE
The College is the owner of listed buildings and of buildings that are used for a variety of different purposes, including the Library, the Fitzpatrick Hall (sports, films and discos), Dining Hall, Bar, communal rooms (used both for study and for events such as meetings), residential rooms, private homes and hostels (Houses of Multiple Occupation: HMOs).

Mandatory legislation regarding the fire precautions necessary in student accommodation, HMOs and the workplace requires the College to provide a safe place of residence for students and a safe working environment for employees. Fire Risk Assessments must be carried out to identify all safety deficiencies that must be addressed and rectified. An action plan to address these deficiencies must be produced for each site.

3 INDIVIDUAL RESPONSIBILITY:
Individuals have a personal responsibility for themselves and others, to take reasonable care and to respect the fabric of the College.

The damaging or misuse of any item of fire detection equipment or fire safety equipment is a criminal offence and will be regarded very seriously by the College.

4 SPECIFIC RESPONSIBILITY:
The College Safety Officer has responsibility for safety across the whole College Estate and will be able to advise on any fire safety related point. In discharging his duties, he is assisted by the Regulatory Compliance Officer, the Head Porter and the Head of Maintenance.

5 SAFETY COMMITTEE:
Issues concerning fire safety may be drawn to the attention of the Safety Committee, which meets twice a year. The constitution of the Safety Committee is described in the College’s Health and Safety Policy Document.

6 FIRE ALARM SYSTEM:
All College fire alarm system sounders have two active states. In the intermittent ringing state, occupants should become alert, close all windows, switch off electrical appliances and prepare to evacuate. Evacuation at this stage is not necessary. If the sounders change to continuous ringing, everybody must evacuate the building immediately, closing but not locking doors behind them and congregate at the assembly point as described on the Fire Action notices displayed on every staircase and elsewhere on College premises.

7 TESTING OF FIRE ALARM SYSTEMS:
All College fire alarm systems will be tested weekly. Every week a manual call point will be operated on each fire system, at approximately the same time each week, on a rotation system to ensure that all call points are tested over a period. The resulting alarm will be monitored at the control panel and the sounders checked. Any defects will be identified and repaired. All such checks will be recorded by the Regulatory Compliance Officer or a person delegated by him.
8 TESTING OF EMERGENCY LIGHTING:
Emergency lighting will be tested monthly with the intention of ensuring that defects are identified and repaired. All such tests will be recorded. Each month suitably trained College Staff will simulate a mains failure and check that every lamp is illuminated in each building. Annual checks will simulate a mains power failure to check that the emergency lighting remains illuminated for its specified duration.

9 MAINTENANCE OF FIRE SAFETY EQUIPMENT:
All fire safety equipment such as fire extinguishers, fire hoses and fire blankets will be maintained and tested annually by an approved contractor. Monthly visual checks will be carried out by suitably trained College staff to ensure serviceability. All such checks will be recorded.

10 MAINTENANCE OF FIRE ALARM SYSTEMS:
An approved contractor will maintain all College Fire alarm systems on a six monthly basis. Any defects identified in the interim will be reported to the contractors and will be rectified.

11 MAINTENANCE OF PRIVATE FIRE HYDRANTS:
All College fire hydrants will be maintained annually by a suitably qualified engineer.

Fire evacuation drills will be held annually on all College premises on a rolling programme, usually without warning. These drills will provide an opportunity for all persons to demonstrate their ability to evacuate the building and assemble at a designated assembly point. Evacuation instructions will be in the Fire Action notices on every staircase.

12 FIRE EVACUATION DRILLS:
Fire evacuation drills will be held annually on all College premises on a rolling programme, usually without warning. These drills will provide an opportunity for all persons to demonstrate their ability to evacuate the building and assemble at a designated assembly point. Evacuation instructions will be in the Fire Action notices on every staircase.

13 TRAINING:
The College Safety Officer is responsible for arranging suitable training to be given to all Porters to ensure that their immediate response to fire alarms conforms to the rules in operation at the time. Porters will be refresher trained annually. All College staff will receive suitable individual fire training annually. Resident and other Fellows primarily based in college will also receive appropriate training. A record of such training will be held by the College Safety Officer. All new members of staff will be instructed on the College fire policy and evacuation procedures during their induction. Students will receive a comprehensive fire safety briefing from the local fire authority on their matriculation into College and detailed procedures to be carried out in the event of a fire are contained in Queens’ College “Information and Regulations”.

14 DOCUMENTATION:
The College Safety Officer is responsible for ensuring the collation and updating of all relevant documentation including fire logs and training records. He must provide the Safety and Bursarial Committees with confirmation that procedures and processes in use in the college are up to date and are being carried out.

15 INDIVIDUALS WITH DISABILITIES:
A Personal Emergency Evacuation Plan (PEEP) will be produced for every person, living on College premises, with disabilities which might impair their ability to escape the premises in an emergency. Fire Wardens, Gate Porters and other responsible persons will be provided with appropriate training, not only for such individuals but in generic terms for non-residents with disabilities.