

1.10.1 Employment Policies

Employment policies - Please provide details of your employment-related policies and their review date. The Bidder has provided a details of the appropriate policies and their review date – Pass
The Bidder has failed to provide details of the appropriate policies and / or their review date – Fail

All of our employment policies have been reviewed as of 1st September 2021. They will be reviewed by 1st September 2024 (every 3 years) as a maximum time period and regularly as and when legislative changes occur. Please note that we have separate procedures for non-employee status workers. Our suite of employment policies includes the following:

- **Attendance** – *how our organisation manages attendance in the workplace*
- **Conduct** – *how our organisations manages disciplinary processes*
- **Grievance** – *how our organisations manages raising concerns*
- **Supporting Performance Management** – *how our organisation applies and monitors performance management systems*
- **Family Friendly** – *how our organisation manages family friendly leave rights including maternity/paternity/adoption and shared-parental leave*
- **Managing Organisational Change** – *how our organisation manages change within the workplace*
- **Pay and Remuneration** – *how our organisation manages pay and reward*
- **Leave** – *how our organisation applies guidance regarding different types of leave*
- **Flexible Working** – *how our organisation manages flexible working requests*
- **Alcohol, Drug and Substance Misuse** – *how our organisation supports employees with drug/alcohol or substance misuse conditions*
- **Dignity at work/bullying and harassment** – *how our organisation manages bullying and harassment allegations*
- **Severe weather and disruption at work** – *how our organisation manages and adapts to operate in severe weather and work disruptions*
- **Smoking policy** – *our organisations stance on smoking*
- **Retirement** – *how our organisation manages retirement and the process surrounding NHS pension re-engagement*
- **Statutory and Mandatory training** – *how our organisation applies and monitors statutory and mandatory training requirements and compliance*
- **Whistleblowing** – *how our organisation manages whistleblowing procedures*
- **Dress code** – *how our organisation applies dress code expectations*
- **Working Time Directive** – *how our organisation applies and monitors working time regulations*
- **Diversity and Inclusion** – *how our organisation monitors and encourages diversity and inclusion within the workplace*
- **Job evaluation** – *how our organisation evaluates our roles*
- **Health and Wellbeing at work** – *how our organisation encourages employees to support*
- **Recruitment and Selection** – *how our organisation manages safer recruitment and compliance processes (DBS)*