
PRESBYTERIAN CHURCH OF WALES EMPLOYEE HANDBOOK

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INTRODUCTION

Welcome to the Presbyterian Church of Wales, a bilingual Christian organisation. We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment.

We appreciate that people who join the PCW bring skills and expertise from prior voluntary or paid roles and we value these attributes. Essentially, the purpose of this document is to ensure that the employee fully understands their role and working relationship with their Line Manager. By way of clarification, from a legal perspective, your work relationship with the PCW is that of an employer and employee. That is, you are an employee and the PCW is your employer. Please note that this differs to the working relationship between the Church and its Ministers – from a legal perspective, Ministers are considered Office Holders not employees.

The Presbyterian Church of Wales ('PCW') is committed to its employees, to their development both professionally and spiritually and has a duty of care towards each other.

The PCW is committed to act in all circumstances with compassion, grace and pastoral concern. All employees are encouraged to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this Employee Handbook.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information please refer to your Line Manager.

Please note that we provide equal opportunities and are committed to the principle of equality in accordance with legislative provisions. We expect your support in implementing these policies. We will not condone any unlawful discriminatory act or attitude in the course of your employment or in your dealings with PCW Ministers, Elders, members, fellow employees or with members of the public. Acts of unlawful discrimination, harassment or victimisation will result in disciplinary action.

Our organisation encourages the active promotion of Christian values and beliefs. We believe that certain employment positions hold an Occupational Requirement for the post holder to be a committed Christian. In addition, we believe that some employment positions hold an Occupational Requirement for the post holder to be a fluent Welsh speaker. Where this is the case all recruitment and relevant documents will clearly reflect this requirement.

General amendments to the Employee Handbook will be issued from time to time.

ETHOS STATEMENT

The ethos of the Presbyterian Church of Wales ('PCW') stems from our Declaratory Articles incorporated in the 1933 Presbyterian Church of Wales Act, summarised in our Short Confession of Faith set out below. The ethos emerges from a desire and motivation to express Christ's love to those whom we serve outside PCW, and to reflect this love internally in our relationships with one another.

Short Confession of Faith

- We believe in God, the Father Almighty, Creator and Rules of all things.
- We believe in Jesus Christ, His only-begotten Son, our Lord and Saviour. Through His Life, His death on the Cross, and His resurrection, He overcame sin and death, forgiving our sins and reconciling us to God.
- We believe in the Holy Spirit. Through Him Christ dwells in those who believe, sanctifying them in the truth.
- We believe in the Church, the Body of Christ and the fellowship of the saints, in the Holy Scriptures and in the Ministry of the Word and the Sacraments.
- We believe in the coming of the Kingdom of God and in the blessed hope of the eternal through our Lord Jesus Christ.
- We believe that the chief end of man is to glorify God and to enjoy Him for ever.

The motivation of most of those who work at PCW comes from and flows out of the context of Christian faith. Roles which are central to developing and maintaining our Christian-based ethos, will always be held by committed Christians. People in all roles are expected to respect, uphold and commit to work with the PCW's Christian-based ethos, values and behaviours, which is as follows:

- The treatment of one another with grace, respect, courtesy, politeness, forgiveness and compassion.
- Honesty and co-operation in our interactions, timekeeping and work practices.
- Commitment to good stewardship of the PCW's finances and resources.
- Unity as one Church and respect for authority and for diversity as people working together.

These values and behaviours are intrinsically linked to the success and fulfilment of our mission and therefore the attitude and motivation of our employees is as important as the mission itself. It is essential that these attitudes and behaviours mark the work of the PCW and we expect our employees to act in good faith and with loyalty to our Christian-based ethos.

Language policy

Every committee is to operate bilingually, providing documents in Welsh and English at all times with the exception of the Association in the East and its Presbyteries and committees which will operate in English. Simultaneous translation should be arranged at every meeting.

JOINING THE PRESBYTERIAN CHURCH OF WALES

1. Probationary Period

- a. You join us on an initial probationary period of six months or as set out in your Statement of Main Terms.
- b. Your Line Manager will carry out an initial review meeting with you normally after you have been in your post for three months. The purpose of this meeting is to:
 - i. Discuss how you are settling into your new role;
 - ii. Resolve any concerns you might have about the role;
 - iii. Review your role by reference to your job description;
 - iv. Give you constructive feedback (with examples);
 - v. Agree objectives for the period from the date of the review meeting up to the end of the appraisal year;
 - vi. Discuss any training and development needs;
 - vii. Discuss any concerns over your performance openly and thoroughly and develop a plan of action that will enable you to reach a satisfactory level of performance. If any concerns are raised over your performance, a further probationary review meeting will be held before the end of your probationary period (and your probationary period may be extended).
- c. If your work performance is not up to the required standard, or you are considered to be generally unsuitable, we are committed to working with you, as far as reasonably practicable, to enable you to reach a satisfactory level of performance. However if it is apparent to us that remedial action will not result in the required improvement, your employment may be terminated at any time.
- d. We reserve the right not to apply our capability and disciplinary procedures during your probationary period.
- e. If your Line Manager is satisfied that you have completed the probation successfully, you will receive a letter from Human Resources informing you that your appointment is confirmed.

2. Job Description

Amendments may be made to your job description by your Line Manager in conjunction with Human Resources from time to time in relation to our changing needs and your own ability.

3. Job Flexibility

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

4. Mobility

It is a condition of your employment that you are prepared, whenever applicable, to travel to any other of our sites within reasonable travelling distance on a temporary basis. This mobility is essential to the smooth running of the PCW.

5. Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

- a. As an organisation accessing the Disclosure and Barring Service (DBS) The Interdenominational Protection Panel, is a panel appointed by the Presbyterian Church of Wales, the Union of Welsh Independents and the Baptist Union of Wales, to help assess the suitability of applicants for positions of trust. The Interdenominational Protection Panel and PCW comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. The Interdenominational Protection Panel and PCW also comply fully with their obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.
- b. Disclosure Information is never kept in an applicant's personnel file. It is always kept separately and securely in lockable, non-portable storage containers with access strictly controlled and limited to the Lead Counter Signatory, the Safeguarding Officer and the Administrative Officer of The Interdenominational Protection Panel, and those who are entitled to see it as part of their duties according to the agreed policy of The Interdenominational Protection Panel. In accordance with section 124 of the Police Act 1997, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure Information has been revealed and we recognise that it is a Criminal Offence to pass this information to anyone who is not entitled to receive it.
- c. Disclosure Information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- d. Once a recruitment (or other relevant) decision has been made, The Interdenominational Protection Panel and PCW do not keep Disclosure Information for any longer than is absolutely necessary. The Interdenominational Protection Panel keep Disclosure Information generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure Information for longer than six months, the Interdenominational Protection Panel will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.
- e. Once the retention period has elapsed, The Interdenominational Panel and PCW will ensure that any Disclosure Information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of the Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of

a Disclosure, the name of the subject and their postal code at the time of application, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment (or other relevant) decision taken.

WAGES AND SALARIES ETC

1. Administration

a. Payment

- i. For hourly paid workers the pay period ends on 15th day of each month. Wages are paid monthly on the last but one working day each month.
- ii. For salaried workers the pay month is the calendar month. Basic salaries are paid by the last but one working day of the current month.
- iii. You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.
- iv. Any pay queries that you may have should be raised with the Finance Department at Central Office.

b. Overpayments

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

c. Income Tax and National Insurance

At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

2. Lateness/absenteeism

- a. You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.
- b. All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.
- c. Persistent lateness or absence may result in disciplinary action.

3. Shortage of work

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

HOLIDAY ENTITLEMENT AND CONDITIONS

1. **Annual Holidays**
 - a. Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment.
 - b. The annual leave year runs from 1 January to 31 December.
 - c. We expect that within the annual leave year, you should be provided with the opportunity to take all your annual leave as this is important to your health and well-being. Up to five days' leave may be carried over to the following leave year, with the agreement of your Line Manager. Only in exceptional circumstances may this be extended. Before agreeing that leave may be carried over, your Line Manager should ensure that the minimum statutory leave entitlement (20 days exclusive of Public Holidays – full-time; pro rata for part-time employees) has been taken within the leave year. No payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment or in exceptional circumstances with the permission of your Line Manager.
 - d. You must complete the holiday request form and have it signed by your Line Manager before you make any firm holiday arrangements.
 - e. Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.
 - f. You should give at least four weeks' notice of your intention to take holidays and one week's notice is required for odd single days.
 - g. You may not normally take more than two working weeks consecutively.
 - h. Your holiday pay will be at your normal basic hours/pay or, if you have been paid for overtime during the previous 12 weeks, an average of your pay during those 12 weeks.
 - i. During your notice period the organisation reserves the right to decide on which dates some or all of your outstanding holiday entitlement must be taken.

2. **Public/Bank Holidays**

Your entitlement to public/bank holidays is shown in your individual Statement of Main Terms of Employment.

SICKNESS ABSENCE

1. Policy Statement

- a. The Presbyterian Church of Wales (“the PCW”) is committed to promote the health, safety and wellbeing of its employees by:
 - i. Providing appropriate support to facilitate employee retention and return to work after illness, for example through counselling, occupational health, and possibly a phased return, flexible working, reasonable adjustments;
 - ii. Tackling issues which may result in absence due to work related stress;
 - iii. Encouraging attendance, monitoring absence;
 - iv. Providing coaching and training to Line Managers dealing with sickness absence issues.
 - v. Supporting employees who have genuine grounds for absence for whatever reason. This support includes:
 1. leave for necessary absences not caused by sickness
 2. a flexible approach to the taking of annual leave
- b. The sickness absence policy aims to ensure that absence is managed in a consistent, supportive and effective way. This policy applies to all employees and is in line with ACAS guidance.
- c. Regular, punctual attendance is an implied term of every employee’s contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance.

2. Roles and Responsibilities

- a. As an employee you are responsible for your health and wellbeing and for minimising your absence from work. You are responsible for adhering to the requirements set out in this policy, particularly in terms of sickness notification, providing a Self Certification form, Doctors’ Statements of fitness for work, attending return to work meetings and keeping in regular contact during longer term absence.
- b. Line Managers have a duty of care for the health, safety and welfare of their employees. They should provide support for employees with genuine sickness absence. They should promote a positive working environment, motivating and managing their teams to maximise attendance.

3. Counselling Service

The PCW provides a counselling service for employees. Counselling offers the opportunity to discuss feelings and thoughts on matters of concern with a trained professional, individually or in groups. You should contact your Line Manager in order to arrange an appointment with a counsellor.

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4. **Absence Notification**
- a. If you are absent on a normal working day,
 - i. You must notify us by telephone at the earliest possible opportunity and by no later than 9.00 am if you work normal office hours; stating the reason for your absence; and the expected duration of your sickness absence where known. Other than in exceptional circumstances notification should be made personally, to your Line Manager (and Office Manager if you work in an office). Text messages and E-mail notifications are not acceptable.
 - ii. If you are due to take part in a pre-arranged activity as part of your job, e.g. children's club, bible study, meeting, you should notify your Line Manager in good time before the start time where this is possible, so that alternative arrangements may be made.
 - iii. If you are unable to call yourself you may ask someone to make contact on your behalf. However, you must ensure you speak with your Line Manager later the same day or as soon as practicable thereafter.
 - b. If you are absent for more than one day,
 - i. You must notify your Line Manager on every subsequent work day; and if your incapacity extends to more than seven days you are required to notify your Line Manager of your continued incapacity once a week thereafter, unless otherwise agreed.
 - ii. You should notify your Line Manager of any pre-arranged activities during your sickness absence so that alternative arrangements may be made.
 - c. We acknowledge that there may be exceptional circumstances which prevent you from meeting the notification requirements, for example in the case of severe injury/hospitalisation.
 - d. If the Line Manager has concerns about the necessity to be away from work during absence, then you may be asked to come into work as soon as possible to discuss the matter. The result of such discussion could be that you must take annual leave or possibly face disciplinary action over a conduct issue.

5. **Certification and Statement Requirements**

- a. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a Self Certification absence form and hand this to your Line Manager.
- b. If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a 'Statement of fitness for work' ('Statement').
- c. You are responsible for ensuring your Statement(s) reach your Line Manager and Human Resources promptly.
- d. If your Doctor provides advice that you may be fit for work you should notify your Line Manager and Human Resources as soon as practicable.

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- e. The purpose of the Statement is to facilitate a return to work and your Doctor may suggest amended duties, workplace adaptations, a phased return or altered hours. You will need to discuss these options with your Line Manager, who may refer you to an Occupational Health adviser.

6. Return to Work

- a. Upon returning to work after any period of sickness/injury absence, you will be required to attend a "Return to Work" discussion with your Line Manager. Information arising from such an interview will be treated with strictest confidence. You will need to bring the Self Certification form and if applicable your Statement to this meeting. The Line Manager may decide that the Return to Work discussion may be by telephone or email.
- b. The purpose of a Return to Work discussion is to ensure that your Line Manager is aware of issues which affect your attendance at work and your state of health so that the appropriate support and action can be taken. For example, your manager should be aware of whether:
 - i. You have an underlying medical condition;
 - ii. Any adjustments are needed if you have a disability;
 - iii. You are suffering from stress which may relate to personal issues or to issues at work;
 - iv. You would like access to the counselling service; or
 - v. There are personal issues outside work which are affecting your attendance.
- c. Return to Work discussions and sickness review meetings may help to improve attendance and resolve absence issues, as health and other associated problems are discussed openly in a supportive way with a view to addressing issues at an early stage.
- d. Absence is monitored over a 12 month rolling period. Therefore the current absence will be calculated from the date of review for the previous 12 month period. If a period or pattern of absence continues beyond 12 months, such previous absence may be considered as part of the ongoing absence review. Your Line Manager will discuss this issue with you at your Return to Work meeting.
- e. Absence records relating to pregnancy will be kept separate from sickness absence records.
- f. The content of the Return to Work discussion will vary according to the length, type of absence and concerns in relation to your sickness record. It is likely to be a brief conversation welcoming you back to work; updating you of news; a discussion about your health and offer of support; and your Line Manager will make sure you are well and fully fit to return to work, taking into account any recommendations made by your Doctor on the Statement where relevant. Your Line Manager will also identify whether there is any additional support the PCW may provide.

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- g. In some cases the employee may not feel able to discuss their medical condition with their Line Manager. In these circumstances, the employee may request to speak to another manager about the reasons for their absence via Human Resources.
 - h. Line Managers must send the completed forms to Human Resources.

7. Occupational Health

- a. If we are concerned about your sickness absence, we may ask your permission to contact your doctor and/or for you to be independently medically examined by an Occupational Health adviser for a medical assessment to seek advice on reducing sickness absence and/or facilitating a return to work where this is possible.
- b. If you are requested to attend an appointment with an Occupational Health physician, you will receive a copy of the medical report and we will arrange a follow up meeting to discuss the findings with you.
- c. Absences attributed to stress where occupational stress is a contributing factor will normally be referred to Occupational Health after 14 continuous calendar days of sickness absence.
- d. We may request that you visit your Doctor concerning your sickness absence.
- e. If you refuse to attend an appointment with our Occupational Health adviser, we will have to make a decision about your absence and your health on the information available to us.

8. Short term sickness review

- a. This procedure aims to provide a consistent approach to managing short term absence initially through informal means and where attendance does not improve/attendance targets are not met and concerns continue, through a formal process. If attendance has not improved and there is no underlying medical condition, poor attendance may become a disciplinary matter. Poor attendance and reliability issues may have a negative impact upon colleagues, workloads and team effectiveness.
- b. Short term sickness absence is defined as
 - i. Absence which does not exceed 20 consecutive working days (pro rata for part time workers);
 - ii. Not related to a disability; or
 - iii. Not related to a known underlying medical condition.
- c. If your attendance becomes a matter of concern, for example persistent short term absences or a pattern such as Monday/Friday absences or before/after a bank holiday, you may be invited to attend an informal meeting, an 'Initial Sickness Review Meeting' with a view to resolving issues and improving attendance.
 - i. You will be required to attend an Initial Sickness Review Meeting with an individual appointed by the General Secretary, arranged by Human Resources, if your absence falls within the definition of short term sickness absence in sub paragraph b above and you have:

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1. More than 10 Self Certificated working days' sickness within a 12 month period (pro rated for part time employees);
 2. 4 periods of absence within a 6 month period; or
 3. A pattern of absence that is of concern, e.g. Mondays/Fridays or following bank holidays.
- ii. The purpose of this meeting is to identify issues and seek to resolve them; establish whether there is an underlying medical condition or disability; consider additional support; and encourage an employee to improve their attendance at work through agreed attendance targets.
 - iii. You may be referred to Occupational Health and adjustments or other support may be agreed e.g. changes to working patterns, counselling.
 - iv. Attendance improvement targets will be agreed with you normally for a monitoring period of between 1 and 3 months.
 - v. A written note will be taken of this meeting and you may be advised that if attendance does not improve, this may become a disciplinary matter. You will be given a copy of the note.
- d. A Formal Review Meeting will be held with you if your attendance remains of concern and there is no underlying medical condition.
- i. You have the right to be accompanied by a fellow PCW employee or a PCW Minister.
 - ii. If your companion is unable to attend the meeting, you should notify your Line Manager and a further appointment will normally be made within the following 10 working days.
 - iii. A Formal Review Meeting is held if:
 1. Attendance improvement targets have not been met;
 2. There has been no sustained improvement;
 3. Self Certified sickness days have exceeded 20 working days in the last 12 months (pro rata for part time employees); or
 4. The pattern of absence is a cause for concern.
 - iv. You may be referred to Occupational Health if a referral has not yet been made, and your attendance will continue to be monitored and improvement targets will be set.
 - v. If your attendance still remains a concern, you may be advised by the General Secretary that your absence will be considered a disciplinary issue and managed under the disciplinary procedure. If this happens, Human Resources will write to you inviting you to attend a disciplinary meeting to consider your attendance and will give you a copy of your attendance record and other relevant supporting documentation.

9. Long term sickness review

- a. Long term sickness is defined as more than 4 weeks continuous absence, or intermittent absences amounting to at least 20 days within a 12 month period (pro rata for part time employees).
- b. In order to provide you with appropriate support and facilitate a return to work we may need to:

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- i. Seek medical advice through our Occupational Health physician, your Doctor or the government's Fit for Work Scheme about your health to establish when/whether a return to work is likely and how we can reasonably help to facilitate this;
 - ii. Discuss and make reasonable adjustments for disabled workers that may facilitate a return to work or to retain an individual at work;
 - iii. Consider whether alternative duties/light work or a phased return to work is beneficial and possible.
 - iv. Carry out a risk assessment if appropriate e.g. in cases of a broken limb or work related stress.
 - c. A Monthly Sickness Review Meeting will normally be held with a person appointed by the General Secretary, arranged by Human Resources, to keep in touch; discuss and review the length and reasons for absence; establish a return to work date; and facilitate a return to work/improve attendance levels. These meetings can be arranged at work, at your home, or at another agreed location. In some cases where there is a known medical reason for absence and there is a known date of return to work, meetings may be held at longer intervals by agreement, with contact mainly by telephone.
 - d. If you are recovering from illness and it is considered that a phased return to work would be beneficial, a person appointed by the General Secretary will discuss this with you.
 - i. A phased return allows you to return to work starting on reduced hours for a short period and building up hours gradually to your normal contractual hours. You will receive normal pay during this phased return which would normally be for up to a maximum of 4 weeks.
 - ii. If you feel you are not able to return to your normal contractual hours at the end of this phased return period, flexible working arrangements will be considered upon request, which would then normally result in a contractual change.

10. Health Capability review

- a. A health capability review will normally be held in cases of long term continuous or intermittent sickness absence (normally after 16 weeks of continuous absence, or intermittent absence amounting to more than 80 days within a 12 month period, pro rata for part time employees, or sooner if appropriate), to consider your capability / fitness for work where:
 - i. There is no predicted date of return;
 - ii. Medical evidence indicates that you are permanently unfit for work;
 - iii. A return to work may be unlikely within a reasonable timescale;
 - iv. There is a high level of intermittent absence; or
 - v. You are not able to fulfil your job effectively (after appropriate interventions to facilitate your return or improve your attendance).

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- b. You will be given at least 5 working days written notice to attend a meeting. You have the right to be accompanied by a trade union representative, fellow PCW employee or PCW Minister. If your companion is unable to attend the meeting, you should notify Human Resources of this and a further appointment will normally be made within the following 5 day period. The review will be carried out by 2 persons appointed by the General Secretary, and arranged by Human Resources.
 - c. A capability review will consider whether:
 - i. Further investigation is required, for example, if recovery is taking longer than predicted or there has been a recent deterioration in relation to health or a disability. Further medical advice and relevant specialist reports may be requested to ensure any decision takes into account up to date medical information.
 - ii. Reasonable adjustments have been made where this is appropriate and whether there are any further reasonable adjustments such as changes to the job role.
 - iii. A phased return, alternative duties, or flexible working have been discussed and considered where appropriate.
 - iv. Redeployment may be appropriate if there are other suitable job opportunities on a permanent or temporary basis that you may fulfil.
 - v. Early retirement (where this is cost neutral) or ill health retirement may be an option if you are a member of an occupational pension scheme and meet the relevant criteria for retirement under the scheme rules.
 - d. The General Secretary in conjunction with Human Resources will invite you to a meeting to discuss and review these options and to listen to your thoughts and feelings about the situation and the options. A possible outcome of this meeting if no other alternatives can be identified is that your employment may be terminated.

11. Sick pay

- a. The PCW provides an occupational sick pay scheme offering an enhanced benefit to employees that exceeds statutory requirements. Sickness payments made through this scheme incorporate statutory pay and are calculated on a rolling year basis.
- b. Any contractual sickness/injury payments are shown in your individual Statement of Main Terms of Employment. If you are eligible to qualify for occupational sick pay, you must follow the notification of sickness absence procedure and certification requirements as stated in this policy.
- c. The sick rate payments are six months at full pay and six months at half pay. These payments include entitlement to SSP and are paid pro rata to part time employees.
- d. Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

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- e. The PCW may take a decision to withhold or suspend occupational sick pay at its discretion and normally where:
 - i. the notification of sickness absence procedures and certification requirements are not adhered to;
 - ii. recommended treatment is not followed;
 - iii. self-certificated absence is persistent / short term and becomes a disciplinary matter;
 - iv. sickness absence follows notification of a disciplinary or capability hearing or investigation;
 - v. there is a failure to cooperate with, or abuse of, the absence policy and procedure;
 - vi. failure to comply with a request by the PCW to attend Occupational Health or Doctor's appointments or failure to obtain a Statement of Fitness for Work from your Doctor following sickness absence exceeding 7 days.
 - f. You will be given notice in writing if your occupational sick pay will be suspended.

CARERS AND BEREAVEMENT POLICY

1. Legal framework

- a. The Employment Relations Act 1999 gives employees the right to take a reasonable amount of unpaid time off work to deal with emergency situations involving their dependants in the following circumstances:
 - i. To provide assistance when a dependant falls ill, is injured or assaulted or gives birth;
 - ii. To make arrangements for the provision of care for an ill or injured dependant;
 - iii. Because of the unexpected disruption or termination of care arrangements of a dependant or the breakdown of those arrangements;
 - iv. To deal with an incident that involves their child, where it occurs unexpectedly while the child is at school/other educational establishment, e.g. sickness
- b. The Employment Relations Act 1999 defines the word 'dependant' and in summary it broadly means spouse, civil partner, child, parent or a person with whom you are in a relationship of domestic dependency.

2. Time off for dependants

- a. Line Managers in conjunction with Human Resources may allow you to take up to three days of paid time off in any rolling 12 month period, to deal with the emergency situations outlined.
- b. This right is intended to allow you to deal with an immediate unexpected problem and to put other necessary care arrangements in place. It is not intended to provide extended time off for on-going care, recurring matters or for planned time off work.
- c. You also have the right to ask your Line Manager for additional unpaid leave, who will consider the request in conjunction with Human Resources, where you have an immediate relative who is unwell. This additional time may, at the General Secretary's discretion, be paid time off. You can request annual leave to cover the absence, or request to work the lost hours at another time, which may be granted at the discretion of the Line Manager. An immediate relative includes a spouse, partner, child, parent, step-parent, sibling or a person with whom you are in a relationship of domestic dependency.

3. Parental and maternity/paternity leave

- a. You may be entitled to maternity/adoption/paternity leave and pay in accordance with the current statutory provisions.
- b. To qualify for maternity or adoption leave under the PCW's enhanced scheme, you must have been continuously employed at the PCW for a minimum period of twelve months before the expected date of childbirth.

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- i. If you qualify for maternity or adoption leave under the PCW's enhanced scheme, you shall be entitled to receive:
 - 1. 8 weeks at full pay
 - 2. 31 weeks of Statutory Maternity Pay or Statutory Adoption Pay.
 - ii. If you qualify for paternity leave under the PCW's enhanced scheme, you shall be entitled to receive two weeks at full pay.
 - iii. Nothing in this policy shall prejudice the right of the PCW to reclaim the whole or part of the non-statutory element of payments made, if you fail to return to work after maternity, adoption or paternity leave and continue in employment for at least three months.
- c. If you (or your partner) become pregnant you should notify your Line Manager and Human Resources at an early stage so that your entitlements and obligations can be explained to you.
 - d. If you are entitled to take parental leave in respect of the current statutory provisions, you should discuss your needs with your Line Manager and Human Resources, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the PCW.

4. Bereavement

- a. PCW acknowledges the personal nature of bereavement and grief and is committed to supporting you in practical and reasonable ways.
- b. Bereavement leave is paid leave that allows you time off to deal with your personal distress and related practical arrangements, primarily, but not limited to, when a member of your family dies.
- c. The PCW acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave that you are entitled to in different circumstances.
- d. The PCW acknowledges that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death.
- e. Up to 10 days will be paid (pro rata for part time workers) for immediate family defined as mother, father, wife, civil partner, husband, son, daughter, brother or sister, or additional time at the discretion of the General Secretary (requests should be made via Human Resources).
- f. Up to 3 days' leave will be paid (pro rata for part time workers) on the death of a mother/father-in-law, grandparents, grandchildren, son/daughter-in-law, or additional time at the discretion of the General Secretary (requests should be made via Human Resources).
- g. One day's leave will be allowed on the death of an uncle/aunt to facilitate attendance at the funeral.

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- h. You should notify Human Resources and your Line Manager of your need to take leave as soon as possible or, at latest, on the first day of absence. In exceptional circumstances, applications for leave will be considered after the first day of absence. The General Secretary has the right to exercise discretion in exceptional circumstances as outlined above (request to be made via Human Resources). Leave days do not have to be taken consecutively.
 - i. In the event of a bereavement, you may request unpaid leave or annual leave at short notice to supplement your bereavement leave. Requests should be directed to Human Resources.
 - j. If you suffer a family bereavement while on annual leave, you can convert your annual leave into bereavement leave and take your annual leave at a future date.
 - k. Unpaid leave on compassionate grounds may be granted after bereavement. Requests should be directed to Human Resources.
 - l. In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative – for example, when the employee’s grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.
 - i. In such instances the PCW will allow a phased return to work on a part-time or reduced hours’ basis where practicable.
 - ii. Alternative duties may also be considered.
 - iii. Any such arrangement would need to be agreed in advance by the General Secretary in conjunction with Human Resources, would be subject to an agreed maximum number of days and would be managed in line with the PCW’s flexible working/part-time working policy.
 - m. The PCW acknowledges that bereavement leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.
 - n. An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with their Line Manager and Human Resources, to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with the prior agreement of the General Secretary and their Line Manager.
 - o. The PCW recognises that the majority of people do not require counselling to cope effectively with their grief. However, employees wishing to avail themselves of professional help in coming to terms with a significant loss, should contact their Line Managers in order to arrange to see a Counsellor.

SAFEGUARDS

1. Rights of search

- a. Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to assist us in this matter should we feel that such a search is necessary.
- b. Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.
- c. We reserve the right to call in the police at any stage.

2. Confidentiality

- a. All information that:-
 - i. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
 - ii. relates particularly to the PCW, or that of other persons or bodies with whom you or the PCW have dealings of any sort; and
 - iii. has not been made public by, or with our authority;shall be confidential, and (save in the course of PCW work or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.
- b. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

3. PCW Property and Copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

4. Statements to the Media

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by the Moderator of the General Assembly, the General Secretary, or anyone authorised by the General Secretary.

5. **Virus Protection Procedures**

In order to prevent the introduction of virus contamination into the software system the following must be observed:-

- a. unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used; and
- b. all software must be virus checked using standard testing procedures before being used.

6. **Use of Computer Equipment**

In order to control the use of the PCW's computer equipment and reduce the risk of contamination the following will apply:-

- a. The introduction of new software must first of all be checked and authorised by your Line Manager before general use will be permitted.
- b. Only authorised employees should have access to the PCW's computer equipment.
- c. Only authorised software may be used on any of the PCW's computer equipment.
- d. Only software that is used for business applications may be used.
- e. No software may be brought onto or taken from the PCW's premises without prior authorisation.
- f. Unauthorised access to the computer facility will result in disciplinary action.
- g. Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

7. **E-Mail and Internet Policy**

a. Introduction

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of Internet and E-mail within the PCW. The Internet and E-mail system have established themselves as an important communications facility within the PCW and have provided us with contact with professional and academic sources throughout the world. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

b. Internet

Where appropriate, duly authorised workers are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the PCW's name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

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- c. E-mail
- i. The use of the E-mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to you. Your Line Manager may stipulate that the use of E-mail is mandatory for your role. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the PCW's position on the correct use of the E-mail system.
 - ii. You are expected to respond to emails within 5 working days of receipt. If you are unable to respond fully to the email, you are expected to acknowledge receipt of the email and, if possible, give an indication of the date by which you are able to provide a full response.
- d. Procedures - Authorised Use
- i. Unauthorised or inappropriate use of the E-mail system may result in disciplinary action which could include summary dismissal.
 - ii. The E-mail system is available for communication and matters directly concerned with the legitimate business of the PCW. Employees using the E-mail system should give particular attention to the following points:-
 1. all comply with PCW communication standards;
 2. E-mail messages and copies should only be sent to those for whom they are particularly relevant;
 3. E-mail should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. E-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding;
 4. if E-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The PCW will be liable for infringing copyright or any defamatory information that is circulated either within the PCW or to external users of the system; and
 5. offers or contracts transmitted by E-mail are as legally binding on the PCW as those sent on paper.
 - iii. The PCW will not tolerate the use of the E-mail system for unofficial or inappropriate purposes, including:-
 1. any messages that could constitute bullying, harassment or other detriment;
 2. personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);
 3. on-line gambling;
 4. accessing or transmitting pornography;
 5. transmitting copyright information and/or any software available to the user; or

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6. posting confidential information about PCW, or PCW Ministers, Elders, members, other employees, or members of the public.

e. Social Media

- i. Employees who maintain personal websites or blogs, or use social networking sites such as Facebook or Twitter, and who wish to mention or refer to PCW, either by name or in any other way, should comply with the guidelines listed below.
- ii. Whilst maintaining such sites and blogs, employees must:
 1. ensure that any reference to the PCW is not defamatory, offensive, obscene, untrue or malicious
 2. not include or write anything which may bring the PCW into disrepute.
 3. not disclose any confidential information about the PCW or its members
 4. not breach the PCW's harassment and bullying policies, or any other of its policies.
 5. ensure that they at all times act in a professional manner and uphold the reputation and ethos of the PCW.
- iii. Employees may only access personal websites, blogs or social networking sites during break times. This applies both to employees using workplace computers and mobile phones to access such sites.
- iv. Breach of this policy statement will be considered to be misconduct and will be dealt with within the framework of the PCW's disciplinary procedure. In a serious case it could result in an employee being dismissed for gross misconduct.

STANDARDS

1. Dress Policy

- a. The PCW recognises that all employees act as representatives of the PCW and should therefore be dressed accordingly.
- b. You are expected to dress in a manner appropriate to your working environment and to the type of work performed. Employees, in conjunction with advice from their Line Managers, may use their judgement regarding their dress code and their schedule of activities should determine work attire.

2. Fair trade policy

- a. All items purchased on behalf of the PCW must, as far as reasonably possible, be Fair Trade items.
- b. You should encourage Church members and others using PCW buildings to purchase and use Fair Trade items while in PCW buildings, wherever this is reasonably possible. This can be communicated by way of posters etc.

3. Creation Care

- a. The PCW is committed to safeguarding the environment in every possible way.
- b. In particular, you are expected to:
 - i. Recycle items as far as reasonably possible, and actively encourage Church members and others using PCW buildings to do so;
 - ii. Any products purchased should be made from recycled materials as far as reasonably possible;
 - iii. Car share rather than travel alone where this is reasonably possible.

4. Money handling procedure

- a. Employees must ensure that accurate recordings are made of all monetary transactions handled by them in the course of their duties.
- b. All transactions, including all income, expenditure, donations must be clearly recorded and inputted into the relevant accounts, and be available for review. All receipts should also be kept.
- c. All collections must comply with the provisions of Appendix 10 of the Handbook of Order and Rules. Please note in particular that:
 - i. The receipts of all collections must pass through the relevant accounts;
 - ii. The funds collected must be used only for the purpose for which they were collected;
 - iii. No collection should be made without the consent of the Managing Trustees;
 - iv. All funds collected must be applied for purposes which comply with our Objects, set out in Clause 1.1 of the Handbook of Order and Rules.
- d. All income, donations and collections should be counted by two persons, and this should be evidenced by way of a signature by both persons.
- e. **Fraudulent recording of financial transactions will result in dismissal.**

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5. **Wastage**
- a. We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of the PCW.
 - b. You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. The following points are illustrations of this:-
 - i. handle machines, equipment and stock with care;
 - ii. turn off any unnecessary lighting and heating. Keep doors closed whenever possible;
 - iii. ask for other work if your job has come to a standstill; and
 - iv. start with the minimum of delay after arriving for work and after breaks.
 - c. The following provision is an express written term of your contract of employment:
 - i. any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
 - ii. any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and
 - iii. in the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess.
 - d. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

REMOTE EMPLOYEES

1. Remote Employees

This section of the Handbook applies only to Remote Employees. Remote Employees are employees who fall within the categories set out at pages 2 and 3 of the 'Service at home within the Presbyterian Church of Wales' booklet.

2. Working expectations

- a. You are encouraged to prayerfully develop your role and vision, within parameters set by your Line Manager and Local Support Group.
- b. While we recognise that accountability to God is essential, you are also accountable to the Ministries Department through your Line Manager and also to your Local Support Group. You must therefore follow their reasonable instructions.
- c. You are expected to comply with the provisions of the booklet 'Service at home with the Presbyterian Church of Wales'.
- d. You are expected to comply with administrative requirements, and policies and procedures contained within this document and any other requirements of the PCW. This will normally be assessed during your annual appraisal.

3. Health and Safety and Legal requirements

- a. If you are responsible for managing other employees (e.g. as team leader or Line Manager) you must comply with the relevant legal and taxation requirements, by obtaining and acting upon advice and guidance from Human Resources and the Accounts department from the Central Office. Your compliance with these provisions will be reviewed by your Line Manager during your annual appraisal.
- b. You are responsible for completing all relevant risk assessments for your work (unless advised otherwise), for example workspaces; activities; buildings for which you are responsible. You are responsible for acting upon and reviewing these risk assessments at least annually and always in accordance with best practice. These documents will be reviewed by your Line Manager or health and safety officers from time to time.
- c. In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:
 - i. The environment – location, security, access.
 - ii. The context – nature of the task, any special circumstances.
 - iii. The individuals concerned – indicators of potential or actual risk.
 - iv. History – any previous incidents in similar situations.
 - v. Any relevant legal provisions, e.g. health and safety guidance.
- d. All available information should be taken into account and checked or updated as necessary ensuring someone knows where you are and when are expected home avoiding where possible poorly lit or deserted areas taking care when entering or leaving empty buildings, especially at night ensuring that items such as laptops or mobile phones are carried discreetly.

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- e. If you work from home or remotely, you are responsible for carrying out health and safety risk assessments in relation to your workplaces.
 - f. Health and safety training will be provided.

4. Personal safety

- a. You should avoid working alone if not necessary and where possible the final two people should leave together.
- b. Before working alone, an assessment of the risks involved should be made in conjunction with your Line Manager.
- c. The PCW need to know your whereabouts at all times whilst at work both for your protection and for health and safety reasons, and you must comply with your Line Manager's instructions in relation to this, e.g. by keeping an electronically shared calendar updated; by updating your work telephone voicemail and email out of office messages. Failure to comply with these provisions may result in the procedures set out under the heading 'Performance Review Meetings' being applied.
- d. If you work away from the office, you should ensure that you have access to a mobile phone at all times. You may use your own mobile phone for this purpose or may be provided with one from the PCW. You are responsible for checking that the mobile phone is charged, in working order and with sufficient credit remaining with the relevant provider.
- e. If you work from home you are responsible for checking whether you need to pay business rates (we can assist you with this). We will reimburse any business rates that you have to pay as a result of working for PCW from home.

5. General matters

- a. You must ensure that you attend meetings arranged for you, for example the annual Ministries meeting, in service training meetings and any additional workers' meetings, unless you have obtained prior written agreement from the General Secretary, Life and Witness Officer or your Line Manager not to attend. You should make it a priority to attend these meetings and you are expected to make arrangements for others to take responsibility for holding any pre-arranged activities which clash with these meetings, or cancel the activities if it is not possible for others to hold the activities.
- b. If you have a question or concern regarding remote working issues, it is your responsibility to ensure that it is discussed with your manager or with the whole team, as appropriate.

HEALTH, SAFETY, WELFARE AND HYGIENE

1. Safety

- a. You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, e.g. carrying out risk assessments and acting upon them etc.
- b. You must not take any action that could threaten the health or safety of yourself, other employees, PCW members or members of the public.
- c. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
- d. You should report all accidents and injuries at work, no matter how minor, in the accident book.
- e. You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.
- f. If you work from home or remotely, you are responsible for carrying out health and safety risk assessments in relation to your work (unless advised otherwise). These will be reviewed periodically by your Line Manager. You are also responsible for checking whether you need to pay business rates (we can assist you with this). We will reimburse any business rates that you have to pay as a result of working for PCW from home. The PCW need to know your whereabouts at all times whilst at work both for your protection and for health and safety reasons, and you must comply with your Line Manager's instructions in relation to this.

2. Refreshment making facilities

Where we provide refreshment making facilities for your use, these must be kept clean and tidy at all times.

3. Alcohol & drugs policy

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

4. Hygiene

- a. Any exposed cut or burn must be covered with a first-aid dressing.
- b. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- c. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES

1. Changes in personal details

You must notify us of any change of name, address, telephone number, email address etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

2. Other employment

If you already have any other employment or are considering any additional employment you must notify us so that we can discuss any implications arising from the current working time legislation.

3. Time off

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made at times which cause minimum disruption to your work e.g. outside normal working hours/early morning/late afternoon.

4. Extended Leave

- a. At the discretion of the PCW you may apply to take a period of extended leave of up to one month's duration or longer at the discretion of the PCW. Each case will be decided on its own merits. Payment will be at the discretion of the PCW.
- b. Applications for such absence must be made in writing. Requests should be directed to Human Resources. You will be expected to take the total annual leave days available to you in a twelve month period, coupled with the amount of extended leave authorised.
- c. When considering authorisation of refusal of extended leave, your timekeeping, attendance and disciplinary record, as well as the needs of the PCW which will be paramount at all times, will all be taken into account.
- d. You must undertake to return to work by an agreed date. Failure to return as agreed (unless in exceptional circumstances) will be considered to be a fundamental breach of your Statement of Main Terms of Employment which may result in dismissal.

5. Expenses

We will reimburse you for any reasonable expenses incurred whilst travelling on our business and for other reasonable expenses. All expenses incurred must

- a. Be incurred wholly, necessarily and exclusively on PCW's business – that is, the expenditure is incurred in furthering PCW's objects;
- b. Be reasonable – the amount spent is in proportion with the aim;
- c. Represent value for money – the most effective, economical and efficient methods were chosen; and
- d. Be agreed in advance with your Line Manager. You do not need your Line Manager's advance agreement for meetings where attendance is mandatory, e.g. Ministries Department and In Service training for remote workers.

If you are unsure as to whether an expense meets the above conditions, please refer to the Expenses and Benefits Policy or contact the Finance Department in the Central Office before you incur the expense. You will need to complete the 'Travel and Subsistence' and 'Other Expenses' forms as appropriate (these are to be found under 'Employment' on our website). You must provide receipts for any expenditure, and you must claim back all expenses on a **monthly** basis.

6. Employees' Property and Lost Property

We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight. Articles of lost property should be handed to your Line Manager who will retain them whilst attempts are made to discover the owner.

7. Parking

Where parking facilities have been made available to you on our premises you must ensure that you observe all of our traffic requirements e.g. speed limits, etc. To avoid congestion, all vehicles must be parked only in the designated parking areas. No liability is accepted for damage to private vehicles, however it may be caused.

8. Mail

All mail received by us will be opened, including that addressed to employees. Private mail, therefore, should not be sent care of our address. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

9. Friends and relatives contact/telephone calls/mobile phones

- a. You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency. Incoming personal telephone calls are allowed only in the case of emergency. Outgoing personal calls can only be made with the prior permission of your Line Manager.
- b. It is illegal to use a mobile phone without a hands-free set whilst driving. We recommend that you should pull over to the side of the road in an appropriate place before making or receiving any telephone calls. In the event of being unable to pick up a call because you cannot find a safe place to park, you should return the call as soon as conveniently possible.

10. TOIL Policy

a. Policy

In the interest of enabling you to have a healthy balance between home and work life, the Presbyterian Church of Wales supports and promotes flexible working. This policy addresses the informal working arrangements in terms of time off in lieu (TOIL) rather than long term alterations to work patterns.

Flexible working is about working your normal hours in different patterns according to the needs of your role with the PCW. Such flexibility can have a positive impact on you and on the work. For this to be achieved it

must be managed effectively. You should recognise your own responsibility in ensuring that the correct procedures are followed with regard to accruing and taking back of TOIL. You should always operate in full consideration of the needs of the work and colleagues, including volunteers, within your team.

- b. Legal provisions:
 - i. The Working Time Regulations provide rights to rest breaks at work; daily rest and weekly rest. If you require guidance, please contact Human Resources.
 - ii. You will not normally be required to work over 48 hours as part of your normal working week, unless you have signed an opt-out form under The Working Time Regulations.
- c. TOIL rules for Remote Employees (Remote Employees are defined in Clause 1 of the Remote Employees section).
 - i. The rules governing the use of TOIL are subject to the overriding discretion of your Line Manager.
 - ii. The application of these rules may vary greatly from one employee to another, because the nature of the work of the employees can vary greatly.
 - iii. TOIL may only be accumulated within a plan agreed with the Line Manager.
 - iv. Additional hours - Any additional hours or varying patterns of working hours that you wish to reclaim as TOIL must be agreed in advance with the Line Manager. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost. An example of how this can work in practice:
 - 1. If you only occasionally work additional hours e.g. once every three months, you will be expected to contact your Line Manager in advance (or as soon as possible afterwards if the additional hours were unforeseen) each time you expect to work additional hours that you wish to reclaim as TOIL.
 - 2. If you work additional hours on a more regular basis, to the extent that you adopt varying patterns of working hours e.g. more hours in school term time and less during school holidays, and wish to reclaim these hours as TOIL, you need to agree this arrangement in advance with your Line Manager who will ask you to communicate the additional hours that you intend to work to them in advance, e.g. on an electronically shared calendar or email.
 - v. You must obtain your Line Manager's advance consent for taking TOIL. TOIL may only be taken during the quarterly period to which it relates. The first quarterly period begins on the week commencing on the first Sunday in January and ends at the end of the thirteenth week. The second quarterly period begins on the week commencing on the fourteenth Sunday in the year and ends at the end of the 26th week, etc. Should you be unsure as to the operation of these rules, it is important that you contact your Line Manager or Human Resources for clarification. An example of how this can work in practice:

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1. If you only occasionally work additional hours, e.g. once every three months, you will be expected to obtain your Line Manager's advance consent for any TOIL you wish to take.
 2. If you work additional hours on a more regular basis, to the extent that you adopt varying patterns of working hours, you need to agree a TOIL arrangement in advance with your Line Manager, who will ask you to communicate the additional hours worked to them in advance e.g. by email or by electronically shared calendar.
- vi. TOIL accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered. It cannot be carried forward to subsequent quarters.
 - vii. Line Managers should ensure that employees are given reasonable opportunities to take any accrued TOIL within the relevant 13 week period.
 - viii. Employee TOIL Record Sheet:
 1. Employees who have taken TOIL must keep an accurate up to date account of additional hours worked and TOIL taken on the Employee TOIL Record Sheet and pass a copy of the sheet to their Line Manager after the end of every quarter. This is essential in order to provide an audit trail to our auditors. Failure to comply with this may result in loss of use of TOIL. Compliance with these rules will be monitored as part of the annual appraisal process.
 2. The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL may be treated as a disciplinary matter.
 - ix. Remote Employees are not entitled to overtime payments unless otherwise agreed by the Line Manager.
- d. TOIL rules for Officers.
- i. The rules governing the use of TOIL are subject to the overriding discretion of your Line Manager.
 - ii. TOIL may only be accumulated within a plan agreed with the Line Manager.
 - iii. Additional hours - Any additional hours or varying patterns of working hours that you wish to reclaim as TOIL must be agreed in advance with the Line Manager. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost.
 - iv. You must obtain your Line Manager's advance consent for taking TOIL.
 - v. TOIL accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered.
 - vi. Line Managers should ensure that employees are given reasonable opportunities to take any accrued TOIL.

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- vii. The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL may be treated as a disciplinary matter.
 - e. TOIL and overtime rules. Your contract of employment will state whether you are entitled to overtime payments.
 - i. The rules governing the use of TOIL and overtime payments are subject to the overriding discretion of your Line Manager.
 - ii. TOIL may only be accumulated within a plan agreed with the Line Manager.
 - iii. Additional hours - Any additional hours or varying patterns of working hours that you wish to reclaim as TOIL must be agreed in advance with the Line Manager. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost.
 - iv. You must complete a Time in Lieu form for TOIL that you wish to take and an Overtime Payment Claim Form for overtime that you wish to claim, and these forms must be signed by your Line Manager.
 - v. TOIL accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered.
 - vi. Line Managers should ensure that employees are given reasonable opportunities to take any accrued TOIL.
 - vii. The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL may be treated as a disciplinary matter.

FLEXIBLE WORKING

1. Purpose

- a. This policy sets out the PCW's approach to flexible working arrangements which is in accordance with the ACAS code of practice and guidance on handling requests to work flexibly in a reasonable manner.
- b. The PCW recognises that flexible working can provide benefits to both the employee and the PCW, and aims to support employees where possible/practical to manage the balance between work and home life.

2. Scope

- a. All employees have a statutory right to request a change to their contractual terms and conditions of employment to work flexibly subject to the eligibility conditions set out below.
- b. Requests for flexible working may be for any reason and are not restricted to employees with family care commitments.
- c. Requests for reasonable adjustments to working hours associated with ill health or disability may be dealt with under the Sickness Absence Policy in appropriate cases.

3. Eligibility

- a. In order to make a request under this policy you must:
 - i. Be employed by the PCW
 - ii. Have worked for the PCW continuously for 26 weeks at the date the application is made
 - iii. Not have made another statutory request under this policy in the preceding 12 month period.

4. Principles

- a. You do not have the right to work flexibly but have a right to request to do so.
- b. The PCW will try to accommodate requests where possible and may also, if appropriate, explore alternative arrangements with you in order to reach a mutually beneficial arrangement.
- c. All requests will be considered as quickly as possible. This will normally be within 6 weeks of the Line Manager and Human Resources receiving the request. The whole process including any possible appeal against the decision must be conducted within a maximum period of 3 calendar months. This timescale may be extended if necessary with the agreement of both parties, for example to allow for a trial period if there are some concerns as to whether any new arrangement will work.

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- d. The term 'flexible working' describes any working arrangement where the number of hours worked or the time or place that work is undertaken vary from the standard practice. This includes but is not limited to the following:
- i. A change in the number of hours of work
 - ii. A change to the times when an employee is required to work
 - iii. To work from home
 - iv. A reduction in the working week
 - v. A shorter working year
 - vi. A job share arrangement (Job sharers share all of the responsibility of the post which they hold jointly and ideally each job sharer should work exactly half time)
 - vii. Work patterns such as, annualised hours, compressed hours, flexitime, shift working, staggered hours and term time working.

5. The Decision

- a. Requests to work flexibly will be considered objectively. An application may only be rejected for one of the following business/organisational reasons:
- i. The burden of additional costs
 - ii. An inability to reorganise work amongst existing staff
 - iii. An inability to recruit additional staff
 - iv. A detrimental impact on quality
 - v. A detrimental impact on performance
 - vi. Detrimental effect on ability to meet customer/user demand
 - vii. Insufficient work for the periods the employee proposes to work
 - viii. Planned structural changes to the business/organisation
- b. Not all working patterns or flexible working options will be suitable for different types of roles. It may also be difficult to accommodate flexible working requests from a number of employees, where those employees work within the same team.
- c. Once a decision has been reached by the General Secretary, Human Resources will inform you of the outcome, and you will receive a completed copy of the Flexible Working Application Form and if the request is granted, you will also be given:
- i. A revised contract for a permanent change; or
 - ii. A letter detailing the change for an informal temporary change or a trial period.

6. Terms and Conditions

- a. Where a flexible working request which results in a reduction in working hours is approved, your salary and benefits will be pro-rated to reflect the new working hours. In the case of the shorter working year, pro-rated employees will be paid over a 12 month period.
- b. The PCW's ability to offer and continue a job share arrangement depends on finding a suitable job share partner through the normal recruitment process. If one partner in a job share arrangement leaves, the PCW will offer the post as a whole time post to the remaining job sharer, or seek to recruit a replacement. If this is not possible and the requirement is for a whole time post, the PCW will make all reasonable efforts to redeploy the remaining job share partner.

7. How to apply

- a. Applications should be made to Head of Human Resources and your Line Manager using the Flexible Working Application Form.
- b. On receipt of the written application, Human Resources will invite you to attend a meeting. This will provide an opportunity to explore the desired work pattern in depth, and to discuss how this might be accommodated. It will also provide an opportunity to consider other alternative working patterns should there be problems in accommodating the desired work pattern outlined in your application.
- c. You may, if you wish, be accompanied by either your trade union representative or a work place colleague.
- d. Should you be unable to attend the meeting, a further meeting will be arranged. However if you fail to attend again without good reason then the application will be considered to be withdrawn and you will be informed of this decision.

8. Appeals Procedure

- a. You may appeal the decision within 10 days of the decision being notified to you. The grounds of the appeal should be put in writing and sent to Human Resources.
- b. An individual not previously involved with the application will review the appeal. He/she may as he/she feels necessary, request further information and/or evidence, and may wish to meet with the employee and/or the Line Manager; also they may be accompanied by another individual not previously involved with the application. You may, if you so wish, be accompanied by either your trade union representative or a work place colleague at any meeting you are invited to attend.
- c. You will be notified of the outcome of the appeal in writing within 20 working days of being asked to review the application. Their decision will be final.

WHISTLE-BLOWERS

1. If you believe that the PCW is involved in any form of wrongdoing such as:
 - a. committing a criminal offence;
 - b. failing to comply with a legal obligation;
 - c. endangering the health and safety of an individual;
 - d. environmental damage; or
 - e. concealing any information relating to the aboveyou should in the first instance report your concerns to your Line Manager or Human Resources who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department.
2. If you do not report your concerns to your Line Manager or Human Resources you may take them direct to the appropriate organisation or body.
3. The Public Interest Disclosure Act 1998 prevents you from suffering a detriment or having your contract terminated for 'whistle-blowing' and we take very seriously any concerns which you may raise under this legislation.
4. We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances.

GRIEVANCE PROCEDURE

1. Policy statement

- a. The PCW is keen to provide a positive and supportive working environment for all of its employees, and as such will take every step to resolve issues quickly and efficiently. The purpose of the Grievance Procedure is to resolve issues in the most effective and impartial manner.
- b. This procedure provides a framework within which to deal with complaints, and allows for complaints to be resolved informally where possible, or through a formal grievance procedure where necessary.
- c. The PCW recognises that formal grievances can have a serious detrimental effect on relationships at work, whether they are upheld or not. The PCW will provide appropriate support to any employee involved in a grievance process from the outset to help minimise any impact.
- d. This procedure takes into account the ACAS code of practice on grievance procedures and will be reviewed periodically in line with developments in good practice.
- e. The PCW and the employee should raise and deal with issues promptly and should not unreasonably delay meetings, decisions or confirmation of those decisions.

2. Informal stage

Wherever possible, grievances will be resolved informally. In the first instance, an employee who has a grievance should attempt to resolve it with the person concerned.

If that is not possible, informal meetings and/or mediation may be used with a view to achieving resolution. Mediation will often achieve a better outcome for all parties than a formal grievance process. In particular, mediation is likely to be more effective at understanding the real issues which have resulted in the grievance and at restoring relationships. Its use will therefore be encouraged. Either internal or external mediators may be used.

3. Formal stage

- a. Where it is not possible to resolve a grievance informally, you may apply in writing to Human Resources. The grievance will be investigated and a meeting will take place with you to discuss the grievance.
- b. The grievance meeting will be held by the General Secretary (or another individual appointed by the General Secretary) and normally:
 - i. The Chair of the Assembly Board for employees who are accountable to the Assembly Board;
 - ii. The Chair of the Ministries Department for employees who are accountable to the Ministries Department;
 - iii. The Chair of the Trustees of Coleg y Bala for employees who are employed by Coleg y Bala;
 - iv. The Chair of the Trustees of Coleg Trefecca for employees who are employed by Coleg Trefecca;

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- v. An individual appointed by the General Secretary for any other employees; and
- One additional person appointed by the General Secretary.
- c. Should the General Secretary be concerned that the individuals mentioned above are not impartial in the matter, they might choose an alternative person.
 - d. If the grievance is not thereby resolved or if you consider that you have not been fairly treated, you may appeal within 14 days.
 - e. You should send your written appeal to Human Resources, and include the grounds to your appeal.
 - f. An appeal meeting will then take place, the outcome of which shall be final. The persons dealing with the appeal must, as far as possible, not have previously been involved in the case.
 - g. If you are concerned that the person(s) holding the appeal will not be impartial, you must contact Human Resources as soon as possible, prior to the hearing, explaining your reasons. An alternative person or persons will be chosen by the General Secretary, should this be deemed necessary by the General Secretary, whose decision must be fair and reasonable.
 - h. At any formal meeting, you may be accompanied by a fellow PCW employee, a Minister of the PCW or a trade union representative.
 - i. At any time during the formal stage, mediation will remain available.
 - j. Any employee found to be making spurious, malicious or vexatious complaints may be subject to disciplinary action.

PERFORMANCE REVIEW MEETINGS

1. Introduction

- a. The PCW is committed to its employees, to their development both professionally and spiritually and has a duty of care towards each other. The PCW is committed to act in all circumstances impartially and with compassion, grace and pastoral concern.
- b. All employees are encouraged to make every reasonable effort and intention to follow their Line Manager's, and where applicable, the Local Support Group's, instructions and the PCW's standards of personal conduct and working practice set out in this Handbook.
- c. The PCW is keen to provide a positive and supportive working environment for all of its employees, and as such will take every step to resolve issues quickly and efficiently.

2. Initial Performance Review Meeting

- a. This procedure aims to provide a consistent approach to address concerns regarding your willingness to follow your Line Manager's, and where applicable the Local Support Group's, instructions and/or the PCW's policies and procedures and administrative requirements, initially through informal means and when concerns continue, through a formal process. If the concerns are still unresolved, the issue may become a disciplinary matter.
- b. An informal meeting, the 'Initial Performance Review Meeting', will be held with you if your Line Manager has, or where applicable your Local Support Group have, concerns regarding your willingness to follow their instructions and/or the PCW's policies, procedures, and administrative requirements. This meeting will be held by an individual appointed by the General Secretary, and will be arranged by Human Resources. The purpose of this meeting is to help you understand the working relationship between you and your Line Manager and where applicable your Local Support Group; and to consider additional support eg training.
- c. Improvement targets will be discussed and agreed with you, for a monitoring period of between 1-3 months.
- d. A written note will be taken of this meeting and you may be advised that if your performance does not improve, this may lead to a Formal Performance Review Meeting. You will be given a copy of this note.

3. Formal Performance Review Meeting

- a. A Formal Performance Review Meeting will be held if your Line Manager, and where applicable your Local Support Group, remains concerned about your willingness to follow their reasonable instructions and/or the PCW's policies and procedures and administrative requirements.
- b. You have the right to be accompanied by a fellow PCW employee or PCW Minister. This meeting will be arranged by Human Resources and held by two individuals appointed by the General Secretary.
- c. If your companion is unable to attend the meeting within the timescale, you should notify Human Resources and a further appointment will be made within the following 15 working days.

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- d. Improvement targets will be discussed and agreed with you for a further monitoring period of between 1-3 months.
 - e. You may be advised that if your performance does not improve, the matter will be considered a disciplinary issue and managed under the disciplinary procedure.

DISCIPLINARY PROCEDURE

1. Introduction

- a. This disciplinary procedure incorporates the Code of Conduct that is used at recruitment and selection stage for new entrants and forms part of the application pack sent to those interested in applying for vacancies at the PCW.
- b. The PCW is committed to its employees, to their development both professionally and spiritually and has a duty of care towards each other. The PCW is committed to act in all circumstances impartially and with compassion, grace and pastoral concern. All employees are encouraged to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this Handbook.
- c. The PCW is keen to provide a positive and supportive working environment for all of its employees, and as such will take every step to resolve issues quickly and efficiently. The purpose of the disciplinary procedure is to resolve issues of conduct or poor performance in the most effective manner.
- d. This procedure takes into account the ACAS code of practice on disciplinary procedures and will be reviewed periodically in line with developments in good practice. It does not form part of the terms and conditions of employment.

2. Policy Statement

As a result of our beliefs and values the following are examples of behaviours we would expect all employees of the PCW to comply with:

- The treatment of one another with grace, respect, courtesy, politeness, forgiveness and compassion.
- Honesty and co-operation in our interactions, timekeeping and work practices.
- Commitment to good stewardship of the PCW's finances and resources.
- Unity as one Church and respect for authority and for diversity as people working together.

In addition, where posts have been identified as requiring someone to have an expressed Christian commitment, the holders of those posts must have a:

- Willingness to give account of a living faith in Jesus Christ within settings and context appropriate to day to day responsibilities,
- Regular commitment and participation in the life of a local church.

Should a difficult situation arise, the PCW is committed to act, in all situations, with compassion, grace and pastoral concern, and make decisions based on these. Such issues may be as the result of an incapacity or an error of judgment rather than lifestyle choice or pre-determined behavioural choice and the PCW's course of response will be to encourage restoration.

It is recognised that the Bible outlines specific behaviours as fundamental and in situations where these may have been contravened, the PCW would act in accordance with its disciplinary procedures within a context of grace and compassion. As with any disciplinary investigation, employees will be treated within a context of grace and compassion while time is taken to consider the circumstances of the situation e.g.

- The severity of the perceived misconduct
- Whether the incident is a 'one-off' or part of repeated behaviour or lifestyle
- Any mitigating circumstances e.g. personal issues
- The position of trust of the employee within the PCW
- The treatment of similar instances of misconduct by other employees
- The employee's length of service
- The extent of any 'live' disciplinary warnings
- Evidence of accepting responsibility for actions
- *Christian maturity and understanding (applicable only for posts requiring the employee to have an expressed Christian commitment.)*

3. Informal stage

Wherever possible, issues of misconduct or poor performance will be resolved informally.

4. Formal Disciplinary Process

- a. When a disciplinary or poor performance matter arises that is too serious to be resolved informally, the matter must be referred to the General Secretary who will normally arrange for an investigation to be initiated, to establish the facts and, where appropriate, obtain statements from any available witnesses. The investigation should be completed within a reasonable timescale. Where the employee is accused of an act of serious or gross misconduct he/she will be suspended on full pay in order to instigate a full and unbiased investigation. Such suspension is not a form of disciplinary action.
- b. Having investigated all the facts the person carrying out the investigation will produce a report for the General Secretary who will decide whether there is no case to answer, deal with the matter informally or arrange for the employee to be invited to attend a disciplinary hearing.
- c. The disciplinary hearing will normally be held by the General Secretary (or another individual appointed by the General Secretary) and normally:
 - i. The Chair of the Assembly Board for employees who are accountable to the Assembly Board;
 - ii. The Chair of the Ministries Department for employees who are accountable to the Ministries Department;
 - iii. The Chair of the Trustees of Coleg y Bala for employees who are employed by Coleg y Bala;
 - iv. The Chair of the Trustees of Coleg Trefecca for employees who are employed by Coleg Trefecca;

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- v. An individual appointed by the General Secretary for all other employees; and
- One additional person appointed by the General Secretary.
- d. Should the General Secretary be concerned that the individuals mentioned above are not impartial in the matter, he may choose an alternative person.
 - e. When inviting an employee to attend a disciplinary hearing, they will be informed in writing of the allegation(s) against them, who made the allegations and given the evidence on which it is based. The employee will be given 14 days' advance warning and time to prepare.
 - f. At the disciplinary hearing, the employee will have an opportunity to state their case and answer the allegations that have been made.
 - g. The employee has the right to be accompanied by a fellow PCW employee, a Minister of the PCW or a trade union representative at any disciplinary hearing. The request must be reasonable, for example it would not be reasonable to insist on being accompanied by a colleague whose presence would prejudice the hearing or who might have a conflict of interest.

5. Disciplinary Sanctions

a. Written Warning

A written warning will set out the precise nature of the offence or poor performance, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period. This may include a statement that any recurrence or no improvement may lead to a further or final written warning.

b. Final Written Warning

In the case of a sufficiently serious offence or a repetition of earlier offences, or continued poor performance, the employee will be given a final written warning, setting out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period. This will include a statement that any recurrence or no improvement may lead to the termination of the employee's employment.

c. Termination of Employment

This stage will normally result from continued failure by the employee to act on previous warnings or an act of gross misconduct.

6. Appeal

- a. If an employee is dissatisfied with a disciplinary decision arising from the formal procedure, he/she may appeal in writing to Human Resources within 14 days of the date the letter is received, and include the grounds of their appeal.
- b. The employee will have the right to be accompanied to any appeal hearing by a fellow PCW employee, a Minister of the PCW or a trade union representative.
- c. An appeal meeting will then take place, the outcome of which shall be final. The persons dealing with the appeal must, as far as possible, not have previously been involved in the case.
- d. If the employee is concerned that the person(s) holding the appeal will not be impartial, they must contact Human Resources immediately, explaining their reasons. An alternative person or persons will be chosen

by the General Secretary, should this be deemed necessary by the General Secretary.

7. Examples of Gross Misconduct

The following are non-exhaustive examples of the sort of offences which, if committed, will normally lead to dismissal:

- Any action constituting a serious criminal offence
- Negligence resulting in serious loss, damage or injury
- Deliberate damage to property
- Wilful disregard of duties or of instructions relating to the appointment
- Giving, offering, receiving or soliciting a bribe
- Theft, fraud, forgery, deliberate falsification or failure to complete records or misrepresentation to the advantage of oneself or others
- Deliberate acts of unlawful discrimination or harassment
- Breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person
- Abuse e.g. sexual, racial, alcohol, drug or substance
- The use of blasphemy or sexual innuendoes particularly where there is repeated use
- Involvement in the occult
- Giving false or misleading information during the recruitment process, whether or not material to the decision to employ you
- Repudiation of our ethical/public stance as set out in our publications from time to time
- *Teaching or behaviour that shows wilful disregard of the Short Confession of Faith (this applies only to posts requiring the employee to have an expressed Christian commitment).*

PERSONAL HARASSMENT POLICY AND PROCEDURE

1. Introduction

- a. Harassment or victimisation on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, gender reassignment, sexual orientation, religious belief, disability or age is unacceptable.
- b. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
- c. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

2. Policy

- a. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.
- b. We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
- c. We recognise that we have a duty to implement this policy and all employees are expected to comply with it.

3. Examples of personal harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- a. insensitive jokes and pranks;
- b. lewd or abusive comments about appearance;
- c. deliberate exclusion from conversations;
- d. displaying abusive or offensive writing or material;
- e. unwelcome touching; and
- f. abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

4. **Complaining about personal harassment**

a. **Informal complaint**

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. The confidential helper should contact the General Secretary confidentially to ask for information to assist them in their role. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

b. **Formal complaint**

Where the informal process fails or if the harassment is more serious, you should bring the matter to the attention of the General Secretary as a formal written complaint and again your confidential helper can assist you in this. The General Secretary will arrange for an investigation to be initiated. If possible, you should keep notes of the harassment so that the written complaint can include:-

- i. the name of the alleged harasser;
- ii. the nature of the alleged harassment;
- iii. the dates and times when the alleged harassment occurred;
- iv. the names of any witnesses; and
- v. any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.

If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

5. General notes

- a. If the report concludes that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our disciplinary appeal procedure (Clause 6 of the Disciplinary Procedure).
- b. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

1. Statement of Policy

- a. This Equal Opportunities and Diversity policy reflects both the purposes of the PCW and the spirit and intentions of legislation which outlaws unlawful discrimination. PCW recognises that people from different backgrounds can bring fresh ideas and skills. It values diversity and welcomes interest from all sections of the community, and is committed to build and reinforce a culture where people value each other and treat each other with dignity and respect.
- b. Sometimes discrimination is appropriate, for example different treatment in order to accommodate a disability or to meet occupational requirements for a position. This policy is intended to address unlawful discrimination.
- c. The PCW will not unlawfully discriminate or treat any individual less favourably on the grounds of sex, pregnancy/maternity, religion or belief, marital status, race, language, colour, nationality, ethnic origin, disability, gender reassignment, age, or sexual orientation.
- d. The PCW aims to ensure that people with disabilities are given equal opportunity to enter employment. In doing so, it will fully consider making reasonable adjustments to operating practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, where someone becomes disabled, every appropriate effort will be made, through reasonable adjustment, retraining or redeployment, to enable them to remain in the service of PCW.
- e. The household members, close relatives or other connected parties of PCW employees or Ministers will not be excluded from becoming an employee. Nevertheless, to be an ethical organisation, nepotism (defined as the inappropriate hiring or promotion of household members, close relatives or other connected parties of existing PCW Ministers, employees, trustees, officers or volunteers) will not be allowed. To operate with transparency and avoid both the existence and the appearance of nepotism to those within or outside the PCW, employment of household members, close relatives or other connected parties will be managed openly and properly.
- f. Entry to employment and promotion or change of post for paid workers, is determined by personal merit and ability relevant to the purposes of the PCW. The PCW is committed to keep requirements and practices under review. It welcomes difference and recognises that action may be needed to give everyone a chance to contribute on equal terms within the aims and purposes of the PCW.
- g. The purpose of the PCW is to “worship God and spread the Gospel of the Lord Jesus Christ as it is revealed in the Holy Scriptures and expounded in our doctrinal standards, by establishing and maintaining fellowships of people worshipping God and believing in the Lord Jesus Christ under the guidance of the Holy Spirit.” (Set out in the objects clause within the Handbook of Order and Rules). In addition, our language policy states that every committee is to operate bilingually, providing documents in Welsh and English at all times, with the exception of the Association in the East and its Presbyteries and committees which will operate in

English. Accordingly, all those in roles that are assessed to be promoting the PCW's ethos and enabling people to experience, explore and express the faith based motivation of its work, are required to demonstrate an active personal commitment to the Christian faith, be in agreement with and committed to respect and uphold and commit to work within the PCW's ethos, faith statements and values. People in all other roles are expected to respect, uphold and commit to work within the PCW's ethos, faith statement and values. For these roles, we welcome people of all faiths and none.

- h. It is the responsibility of every individual to eliminate unlawful discrimination by ensuring the practical application of the equal opportunities policy and reporting incidents of unlawful discrimination to the General Secretary.
- i. All allegations of unlawful discrimination will be treated seriously. Any unlawful discrimination is totally unacceptable to the PCW and anyone found to be discriminating unlawfully would face disciplinary action.
- j. Harassment can be a criminal offence and on certain grounds is a separate head of unlawful discrimination. This and any other harassment is totally unacceptable to the PCW and any such behaviour is considered a disciplinary offence. All allegations of harassment are treated seriously and all practicable steps will be taken to prevent any inappropriate behaviour continuing.

2. Recruitment and selection

- a. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate unlawfully, whether consciously or unconsciously, in making these decisions.
- b. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- c. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- d. We will adopt a consistent approach to the advertising of vacancies, and will not discriminate unlawfully. As noted above, sometimes discrimination is appropriate, for example different treatment in order to accommodate a disability or to meet occupational requirements for a position.
- e. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- f. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- g. Short listing and interviewing will be carried out by more than one person where possible.
- h. Interview questions will be related to the requirements of the job and will not discriminate unlawfully.

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- i. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English and/or Welsh, as appropriate, required for the safe and effective performance of the job.
 - j. Selection decisions will not be influenced by any perceived prejudices of other workers.

3. Training and promotion

- a. Senior workers will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- b. All promotion will be in line with this policy.

4. Monitoring

- a. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
- b. Monitoring may involve:-
 - i. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - ii. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - iii. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- c. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and employees.

TERMINATION OF EMPLOYMENT

1. Retirement

- a. Following the removal of the default retirement age with effect from 1 October 2011, the PCW will not assume that you will retire at any specific age. If you decide to retire, you will need to resign from your post, submitted in writing to your Line Manager and Human Resources, providing the notice specified in your contract of employment.
- b. It is helpful to understand your intention with regards to your future work and retirement plans, as far as is possible to enable the PCW to undertake workforce planning and to assist you in your work planning process. The PCW will continue to discuss with all employees irrespective of age their short, medium and longer term career aspirations.
- c. We would like employees to engage in open and transparent discussions with their appropriate Line Manager and General Secretary, in conjunction with Human Resources, specifically in relation to retirement, as early as possible in their work planning process.
- d. It is acknowledged that individual intentions to retire can change due to a variety of personal circumstances and any informal discussions will only be progressed formally once notice to resign has been given.

2. Options prior to retirement

- a. It is recognised that employees, at whatever stage of their working life, may wish to change their working pattern to suit their individual circumstances. It may therefore be possible to agree a flexible working approach whether or not this is intended to lead directly towards a full retirement.
- b. Should an employee wish to work more flexibly (e.g. reduced hours) then that request would be considered as a flexible working request. See our Flexible Working policy within this document for more information.
- c. A meeting to discuss retirement could however include a discussion around flexible working as it may be helpful to consider the different options available and how appropriate these might be to the PCW and the individual at the same time.

3. Terminating employment without giving notice

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice. This is subject to the overriding discretion of your Line Manager in conjunction with Human Resources.

4. Return of our property

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

5. Garden leave

If either you or the PCW serves notice on the other to terminate your employment the PCW may require you to take “garden leave” for all or part of the remaining period of your employment.

NB. During any period of garden leave you will continue to receive your full salary and any other contractual benefits.