

EMPLOYMENT MANUAL OUTLINE

This document is an outline of the current Employment Policies in place for employees of SNAPS. Many of the policies also apply to Contractors, Volunteers and Trustees.

SECTION ONE - WELCOME

- 1 Welcome
- 2 SNAPS's vision, mission, values and objectives
- 3 The Manual and our Employees and Volunteers
- 4 The status and purpose of the Employment Manual
- 5 Updating the Manual
- 6 Commencing employment

SECTION TWO – EMPLOYMENT INFORMATION AND POLICIES

- 7 Absenteeism / timekeeping
- 8 Alcohol and non-prescribed drugs
- 9 Appearance and dress
- 10 Benefits
- 11 Compassionate leave
- 12 Confidentiality Policy and Procedure
- 13 Conflict of Interest Policy
- 14 Data protection
- 15 Disclosure and Barring Service policy
- 16 Disciplinary procedure
- 17 Emergency procedures
- 18 Equal opportunities and diversity policy
- 19 Equal pay policy
- 20 Expenses and petty cash policy
- 21 Extended leave
- 22 Fire at work
- 23 Grievance procedure
- 24 Harassment policy
- 25 Health and Safety At Work policy
- 26 Holidays
- 27 Job descriptions
- 28 Maternity policy
- 29 Organisation structure
- 30 Overtime policy
- 31 Parental leave policy
- 32 Paternity policy
- 33 Pay review
- 34 Pension and retirement arrangements
- 35 Personal Development Review
- 36 Personal security
- 37 Personal telephone calls
- 38 Probation

SPECIAL NEEDS AND PARENT SUPPORT YORKSHIRE

39	Public duties
40	Redundancy policy
41	Safeguarding children policy
42	Secondary employment
43	Sickness absence
44	Smoking
45	Time off for dependants
46	Volunteers' policy
47	Whistle blowing