

Open Awards

Staffing Policies and Procedures

Introduction

The following staffing policies and procedures have been developed to ensure that Open Awards is able to address staffing and HR issues in a transparent and open manner.

It is the intention of Open Awards to strive to achieve best practice in staffing and HR policies and procedures and to promote effective and positive working relationships across the organisation.

All policies have the aim of developing the full potential of staff within their job role, to support their development, encourage initiative, innovation and participation and contribute to the growth of the organisation.

Review process

A formal review of staffing policies and procedures will be undertaken at least every two years', or sooner if required. The Director of Finance and Resources is responsible for ensuring staffing policies and procedures are kept up to date and will keep a 'Staff Policies and Procedures Review Schedule' available for this purpose. All policies show the date last amended in the left hand footer and the date of the next expected review.

Open Awards is committed to consultation with staff on major changes to policies and practices and to receiving feedback through formal and informal structures. This will form part of our policy review.

Minor changes to policies will be notified to staff through email communication. All current policies are available in the Staff Handbook which is accessible through your self-service dashboard in HR Works.

Policies and Procedures

The Policies and Procedures developed by Open Awards are listed below:

List of Policies and Procedures

Policy / Procedure	Date last reviewed	Review Date
Absence Policy & Procedures	August 2021	August 2023
Annual Leave Policy – prior to June 2016	October 2021	August 2023
Annual Leave Policy – from June 2016	October 2021	August 2023
Anti-Bribery Policy	July 2021	July 2023

Anti-Harassment and Bullying	August 2021	August 2023
Capability Procedure	August 2021	August 2023
Code of Conduct	August 2021	August 2022
Confidentiality	July 2021	July 2023
Conflicts of Interest Policy	October 2021	October 2023
Corporate Branding Guidelines	January 2020	August 2022
Corporate Communications Strategy	September 2020	November 2021
Customer Service Statement	July 2021	July 2023
Data Protection Policy	May 2022	May 2023
Data Retention / Archive	September 2021	September 2022
Disaster Contingency Plan	May 2022	May 2023
Disciplinary Procedure	August 2021	August 2023
Employee Privacy Notice	May 2022	May 2024
Equality and Diversity Policy (staff)	July 2020	July 2022
Expenses Policy	April 2022	March 2023
Flexible Working Policy	May 2021	May 2023
Flexi-Time System	October 2021	October 2022
Grievance	August 2021	August 2023
Health, Safety and Wellbeing Policy including: <ul style="list-style-type: none"> Section 1 Health & Safety Section 2 – Lone Working Section 3 – Driving at Work and Mobile Phones Section 4 – Drugs and Alcohol Section 5 – Health and Wellbeing Statements <ul style="list-style-type: none"> Workplace Physical Activity Healthy Eating Workplace Drugs & Alcohol Smoke Free Workplace Workplace Mental Health Workplace Stress 	March 2021	March 2023
Information and Communication Technology (ICT) Usage Policy <ul style="list-style-type: none"> Appendix 1 - Clean Desk Policy Appendix 2 - Data Minimisation document 	May 2022	May 2023
Key Holders Policy	January 2022	January 2024
Maternity / Paternity Leave <ul style="list-style-type: none"> Shared Parental Leave – Adoption Shared Parental Leave – Birth Parental Leave 	April 2022 April 2022 April 2022 April 2022	April 2023 April 2023 April 2023 April 2023
Pension Policy	June 2022	June 2024
Personal Development and Performance Review Guidance	May 2022	May 2024
PDPR Form	May 2022	May 2024
Training Needs Analysis Form	May 2022	May 2024
Probation	March 2021	March 2023
Recruitment Policy (including Disclosures)	July 2020	July 2023
Redundancy Policy	April 2022	April 2023
Safeguarding Policy	August 2021	August 2023
Salary Policy	May 2022	June 2023
Social Media – Acceptable Usage Guidance	July 2020	July 2022
Staff Learning and Development Policy	May 2021	May 2023
Starters and Leavers Policy	May 2022	May 2024

Whistleblowing Policy	June 2021	June 2023
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Code of Conduct (see policy for full details)

Open Awards has developed a code of conduct for all staff. This is drawn from the expectations implicit in the contract of employment. Performance aims, objectives and standards for individuals and staff teams are contained in the Strategic Plan and the annual Operational Plan.

All staff are expected to perform to a satisfactory level. Their line manager will discuss performance targets and responsibilities, which will be both realistic and measurable, with individual members of staff.

Open Awards expects staff to:

- Attend for work during working hours unless agreement has been sought under the attendance policies to vary working hours.
- Report any sickness absence in accordance with the absence policy
- Implement the Open Awards equality and diversity policy in the performance of their duties
- Carry out their role with dedication and a commitment to Open Awards and its core values.
- Observe health and safety requirements when carrying out their duties.
- Act with courtesy and consideration towards work colleagues, visitors and when attending meetings.
- Use the name of Open Awards in a proper manner and/or any Open Awards property or facilities with care and only for the purpose for which it is designed.
- Ensure that all records that they are required to keep or entries in records and/or databases they are required to make are accurate and true.
- Observe the confidentiality of all information and not disclose this to a third party without seeking agreement.
- Comply with all reasonable requests by managers in the performance of their duties.
- Comply with all Open Awards policies and procedures.