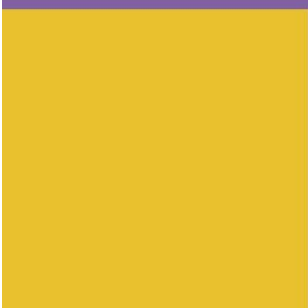
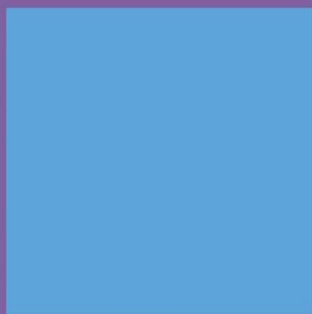




EMPLOYEE HANDBOOK 2019



Handbook For Employees

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EMPLOYEE ACKNOWLEDGEMENT

I acknowledge receipt of this Employee Handbook and confirm that I have been informed where the associated policies and procedures can be found. I understand that it is my responsibility to make myself familiar with these documents as required. I understand that this Employee Handbook replaces any and all prior verbal and written communications regarding EDBF/EDPS Limited ways of working, policies, procedures, practices, appeal processes, and benefits.

Print Name _____

Signed _____

Date _____

Please return the separate acknowledgement slip to a member of the People Team.

Thank you



Welcome

Welcome to our team and your role in supporting the work of the Diocese of Exeter. Not every organisation has the opportunity to meaningfully and directly impact people in a way that makes their lives tangibly better. With our vision to *'Grow in Prayer, Make New Disciples and Serve the People of Devon with Joy'*, we know that by creating a place where incredibly talented individuals are empowered to do their best work, The Exeter Diocesan Board of Finance Limited can realise and achieve its aspirations. We hope that you will find your role interesting and rewarding.

It is very much our policy to be open and transparent with all our employees and to this end we have produced this Handbook to help you understand your role and accountabilities, as well as the benefits provided to you and our responsibilities as your employer.

We confirm our commitment to equality of opportunity in all areas of our work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and parenting, race, religion or belief, sex and sexual orientation.

Please read this Handbook carefully and keep it in a safe place. If you require information and assistance regarding your employment please consult your manager in the first instance. You may also consult a member of the People Team.

To ensure that you have access to the most up to date information the Handbook and related policies and procedures are also available to be read on the PeopleHR online system.

Would you kindly complete and return the acknowledgment form in the front of the Handbook to the People Team.

I wish you a long and happy career with us.

A handwritten signature in black ink, appearing to read 'Stephen Hancock', written in a cursive style.

Stephen Hancock
Diocesan Secretary

Introduction

The most valuable resource we have, as an employer, is our employees and our professional working relationships are easier when we have clearly defined structures and boundaries to operate within and with which we are all familiar.

This Handbook is a summary of those structures and boundaries as described by our values, guiding principles and ways of working, which we hope serve every new and existing employee to provide a pleasant working environment, encouraging respect and mutual responsibility, and which helps us grow as an organisation. Further to this, as an organisation we note and work in ways that are consistent with the *Five Guiding Principles* laid out by the House of Bishops of the Church of England. As the apostle Paul said, *'Let all things be done decently and in order'*.

Maintaining such an environment is the responsibility of us all. Senior managers and managers have the added responsibility to lead by example and must ensure all their employees are aware of the contents of this Handbook and adhere to its values, principles and ways of working. It is also the responsibility of managers to take action when behaviours fall short of our collective expectations. The Diocesan Secretary has overall responsibility for the operation of the policies and procedures in this Handbook and for ensuring they comply with our legal obligations. If you have any questions regarding the contents of the Handbook or what you have to do to comply with it, you should refer them to your manager.

The Handbook is a useful resource and reference guide for everyone who is employed to carry out duties on behalf of The Exeter Diocesan Board of Finance (EDBF) and provides information on employee working conditions, employment benefits and the policies affecting your employment. No handbook can anticipate every circumstance you might face or answer every question you might have; but we hope this Handbook gives you sufficient information and guidance to help you approach your day to day working life with confidence, and provide you with clear signposting to support you through the decisions and choices you are going to make and how to approach them.

To our existing employees, we recognise with gratitude that out of a sense of professionalism and vocation many of our employees choose to work in a way that substantially exceeds the terms of their contract. Although this is not a requirement, it is very much appreciated and we are very aware that EDBF could not function in the way that it does, or offer the range and quality of service that it does, without that sustained personal commitment from individual employees. We thank you for your dedication.

Your terms and conditions of employment are contained in your Statement of Terms of Employment. There are no collective agreements in force relating to the employees of the EDBF.

As part of your employment with EDBF, you will have signed two identical contracts, one with EDBF and a second with our trading company – EDPS Ltd – although they are concurrent employments (i.e. one salary and one set of conditions). The EDPS Ltd contract enables us to provide (and charge for) services provided to schools and other external parties, without EDBF incurring VAT and other ‘trading’ issues as a registered charity.

For the purposes of all EDBF policies and procedures, where EDBF is referred to, it will be taken to incorporate EDPS Ltd. Therefore EDPS Ltd is covered by all EDBF policies, practices and procedures.

All of the information and guidance in this Handbook collectively describes how we, employer and employee together are expected to go about performing our duties and conduct our business. The provisions in this Handbook are set out in four sections as follows:

Section 1 provides information about our organisational values and the diocese we serve.

Section 2 comprises supplementary information relating to your main terms and conditions of employment.

Section 3 comprises our general workplace behaviours, best practices, policies and procedures.

Section 4 provides further information regarding your employment along with the policies and procedures which can all be found on PeopleHR.

Appendix A provides a full list of all EDBF policies and procedures and the family groups they sit within.

This Handbook does not form part of your contract of employment and should be read in conjunction with your Statement of Terms of Employment, which has been provided to you separately and which sets out your contractual terms.

The policies and procedures referred to in this Handbook apply to all employees, and unless stated otherwise in the specific policy document to all consultants, contractors, trainees, home workers, casual and agency workers, work placement students, trustees and volunteers.

EDBF reserves the right to revise, amend, or replace the content of this Handbook.

When you have read and understood the contents of this Handbook please sign the form at the front and return it to a member of the People team.

Section 1: Diocese of Exeter - Who We Are

Vision and Strategy

Our vision is to “Grow in Prayer, Make New Disciples and Serve the People of Devon with Joy” (<http://exeter.anglican.org/who-we-are/vision-strategy/>), via our 120 Mission Communities and the six supporting goals that include a commitment to fostering more vocations, resourcing ministry, encouraging growth, providing training resources, developing online resources and serving and working with the community.

Core Values

We have developed our Diocese of Exeter ‘people’ values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith.

Excellence: we take pride in doing a good job	<ul style="list-style-type: none">• Understand the needs and expectations of those we serve and support• Take personal responsibility for solving problems and learn from what we do• Support what works but be open to and welcome change where it’s needed• Work with others to get the best result for those we serve and support
Respect: we treat everyone with dignity	<ul style="list-style-type: none">• Value people for who they are and embrace our differences• Listen and learn from each other, regardless of who or what we are• Set clear, realistic and fair expectations• Recognise achievement and support each other
Integrity: we are trustworthy	<ul style="list-style-type: none">• Do what we have said we will do• Take accountability for what we do• Be open and straightforward with ourselves and others• Celebrate behaviours that support our values and challenge those that don’t

Our training, practices, policies and procedures are all intended to support behaviours in line with our values and we expect all employees to uphold these.

Area, People and Community

Exeter is one of 42 dioceses which cover the whole of England and has links to Thika Diocese in Kenya and the Cyprus and Gulf Diocese. The Diocese of Exeter matches almost exactly the boundaries of the county of Devon, including Torbay and Plymouth. We are a family of Christians, worshipping God in many different settings and groups. We are led

by the Bishop of Exeter, and governed by Diocesan Synod which is made up of representatives from across the Diocese. The central office is the Old Deanery, Exeter, where a small team work in areas such as safeguarding, property and finance to support the mission of our parishes.

The population is circa 1.2 million and rising but the cost of housing is very high and there are issues of homelessness. The government wants a significant number of new homes to be built in the area, but there is much lively debate about where they might go.

Historically Devon has been disadvantaged economically compared to other parts of Southern England, owing to the decline of a number of core industries, notably fishing, mining and farming. Agriculture has been an important industry in Devon since the 19th century.

The attractive lifestyle of the area is drawing in new industries which are not heavily dependent upon geographical location. The Met Office, the UK's national and international weather service, moved to Exeter in 2003. Plymouth hosts the head office and first ever store of The Range, the only major national retail chain headquartered in Devon. There are also a large number of military personnel (and their families) in several areas of the diocese and a fast growing student population driven by the expansion of Exeter and Plymouth Universities and growing numbers of younger people attending South Devon College in Torbay.

Since the development of seaside resorts, Devon's economy has been heavily reliant on tourism. The recent revival and regeneration of its resorts has particularly focused around camping; sports such as surfing, cycling, sailing and heritage have been aided by the designation of much of Devon's countryside and coastline as the Dartmoor and Exmoor national parks, and the Jurassic Coast and Cornwall and West Devon Mining Landscape World Heritage Sites. The county's tourist revenue is circa £1.5 billion.

Incomes vary significantly and the average is bolstered by a high proportion of affluent retired people. Devon has become marginally less deprived since 2010 compared to the national picture. There are 24 areas in Devon in the least deprived 10% of areas nationally, and 39 areas that fall in the broader measure of the most deprived quartile of all areas in England – this is six more than in 2010. Around 65,300 people live in these areas, or 8.7% of Devon's population. There are noticeable divisions with much of East Devon, Teignbridge and the South Hams being less deprived than Torbay, Plymouth, North Devon, Torridge and West Devon.

The Church in the Community

The diocese has four archdeaconries, 491 parishes allocated to 122 Mission Communities and 603 churches, although these numbers change with time. A great deal of the work of the church is done at a local level by the Mission Communities and their parishes. The diocesan teams support and encourage the work of the Mission Communities and the

parishes, and also work with wider networks to the mutual benefit of the church and society at local, regional and national levels.

The diocese includes churches representing all shades of Anglicanism. This wide spectrum is welcomed and a healthy dialogue informs our diocesan view. All traditions play their full part in the life of the diocese. We are fortunate to have some 311 licensed clergy with nearly 66% of these being stipendiary and supported by 174 Readers.

The proportion of the population attending church is above the national average and overall numbers have grown, albeit only slightly. Parish clergy, authorised lay ministers and other lay members, including chaplains, are not only engaged with church schools across the diocese, but also with county and independent schools.

Many parishes are involved with their local communities, not just by way of occasional offices, prayer and financial support, but in active engagement through projects such as CAP (Christians Against Poverty) Centres, Street Angels/Pastors, Food Banks and furniture recycling to needy families.

Bishops and Diocesan Synod

Our Diocese is led by the Bishop of Exeter, The Right Reverend Robert Atwell. He is supported by two Suffragan Bishops: the Bishop of Plymouth, The Right Reverend Nick McKinnel and the Bishop of Crediton, The Right Reverend Jackie Searle; and the Bishop's Staff which includes the Bishop's Chaplain, four Archdeacons, the Dean of Exeter Cathedral, the Diocesan Secretary, and the Bishop's Adviser for Women in Ministry and Director of People and Safeguarding.

The Diocesan Synod should be thought of as 'the parliament' of the diocese. Synod assists the Bishops and their staff to support the work of the diocese. As most of its members are elected, it helps to provide a system of democratic representation and accountability.

Bishop's Council

Bishop's Council is Synod's Board which oversees and takes forward Synod's decisions outside of full Synod meetings. The majority of its members are elected.

Board of Finance

The Exeter Diocesan Board of Finance is the financial executive of the diocese, concerned with budget, payment of stipends, parish share collection, employment of salaried employees, clergy housing and the general affairs and assets of the Diocese. Members of the Bishop's Council act as the Board's Directors. It was incorporated in 1922 as a company limited by guarantee and its governing documents are its Memorandum of Articles of Association. The Board is also registered with the Charity Commission.

The Exeter Diocesan Board of Finance's responsibilities include:

- Management of the funds and property of the diocese.
- Preparation of annual estimates of expenditure.
- Advising on action needed to raise the income necessary to finance expenditure.
- Oversight of expenditure by bodies in receipt of Diocesan Synod's funds.
- Advising Diocesan Synod of the financial aspects of its policy and other matters.
- Acting as the employer to salaried diocesan employees.
- Maintaining the books for various diocesan bodies and trusts.
- Relevant advice on financial matters to Parochial Church Council (PCC) members, through the Finance Team.

Diocesan Teams

There are around 60 lay and ordained people employed by the Exeter Diocesan Board of Finance, whose work is arranged to focus on a number of the goals of the diocesan vision and strategy, *'Grow in Prayer, Make new Disciples and Serve the People of Devon with Joy'*.

These employees work in the following teams: Education, Mission and Ministry, Communications, Property & Church Buildings, Finance, Safeguarding, Vocations, Synod Office, Archdeacons' PAs, Wellbeing and Pastoral Care Service and our Growing the Rural Church Project.

Further information about the Diocese can be found on the website:

www.exeter.anglican.org

The Old Deanery

To find out about life within The Old Deanery, please read a copy of The Old Deanery Manual which can be found on PeopleHR.

Section 2: Supplementary Terms and Conditions of Employment

This section contains further details to supplement the conditions of your employment and should be read in conjunction with your Statement of Terms of Employment and your role description. This is the basis of the working relationship between you and the Exeter Diocesan Board of Finance (EDBF). If you have any queries about any aspect of your employment with us, please consult your manager or a member of the People Team.

1. Employee and Employer Legal Obligations and Responsibilities

Confidentiality

You must respect the confidential nature of the information that will be available to you whilst working for EDBF. You must not disclose any details of the matters, during or after employment, to outside parties other than where the work requires you to do so. Breach of these provisions may lead to your dismissal for gross misconduct without notice or payment in lieu of notice. The work you do on behalf of EDBF remains its property and must be surrendered by you to someone duly authorised at the termination of your employment.

Data Protection

Under the General Data Protection Regulation (GDPR) as it applies in the UK under the Data Protection Act 2018 (DPA 2018), we are obliged to inform you that we hold information provided to us by our employees both electronically and in manual filing systems. We process this data in order to allow us to run our organisation, using it for purposes such as: producing the payroll, contacting you in emergencies and financial and organisational planning. We will take all reasonable steps to ensure that the data held about you is secure, accurate and relevant to your work. Further information can be found in the Data Protection Policy on PeopleHR or from the Data Protection Team dataprotection@exeter.anglican.org.

Intellectual Property

You must acknowledge that in the course of your employment with us you may have access to, acquire or gain, intellectual property, confidential knowledge or information.

You must keep confidential all such intellectual property and knowledge of information described above and shall not divulge it to others and not use it for your own private purpose. This obligation shall continue during and after your period of employment with us.

Upon termination of your employment or at any time when EDBF may request, you shall deliver EDBF notes, memoranda, formulae, records, files and other papers, tapes, discs or programmes and copies thereof in your custody relating to any such intellectual property, knowledge or information described above to which you have had access or which you may have developed during the course of your employment.

You shall not, without the prior written permission of EDBF after leaving the employment of EDBF for any reason, work for others, or on your own account, on any material, programmes or data on which you may have worked or to which you have had access whilst being employed by EDBF.

Other Work and Declarations of Interest

You should not undertake any other commercial or professional activity on your own account or for another employer without obtaining prior permission from your manager. Such requests will not be unreasonably withheld provided there is no conflict of interest and it is unlikely to interfere with your performance at work. Under the Working Times Regulations, you should not exceed working 48 hours per week; therefore any additional work will need to be considered within this context.

Certain employees, depending on their role, will be asked to make an annual Declaration of Interest by the Finance Team in line with our Declaration of Interest Policy.

2. Employee Role and Working Hours

Your Role

You are employed by EDBF and EDPS Ltd. Your job title, as stated in your offer letter, gives you a general guide to your duties and role, and to expand on this, you will also be provided with a role description. If you need further details of your role you should ask your manager.

Your Statement of Terms of Employment will also detail your place of work and the start date of your employment, so please ensure you keep a copy. Sometimes, when it is deemed necessary, you may be asked to undertake tasks which are not normally part of your duties.

Place of Work

Your normal place of work will depend on your role but will usually be at the offices of EDBF. We reserve the right to move you to any location within reasonable distance of your individual place of work. Your individual place of work will be clearly stated in your Statement of Terms of Employment.

Local Working Arrangements

Some roles within EDBF will require local working arrangements to be agreed between you and your manager in order to meet Team and EDBF operational needs. Where such arrangements affect the application of policies in this Handbook, then those agreements will be subject to the agreement of the Head of Department and possibly the Diocesan Secretary to ensure legal, fair and consistent ways of working are applied and maintained across the EDBF.

Normal Hours of Work – Full-time Employees

The prescribed hours of work for full-time roles are 36.25 hours per week and usually 7.25 hours per day. Typically, employees will complete their 7.25 hours between the hours of 08:00 and 18:00; your exact start and finish times will be agreed with your manager depending on your role and team's operational requirements. It is recognised some employees are required to work outside of the hours 08:00 and 18:00 in order to fulfil their job requirements. In such cases, there will be some flexibility in your start and finish times by prior agreement with your manager and you will be expected to exercise discretion in determining when these hours should be worked. We also reserve the right to expect full time employees to attend meetings scheduled between 09.15 and 17.30.

An agreement with your manager to a regular work pattern outside of these stated times will need to be approved by your Head of Department, the People Team and the Diocesan Secretary as a matter of our duty of care to you. This is to ensure that what is agreed is reasonable and warranted and employees are being treated fairly and consistently across the organisation. In all cases, your working hours and associated attendance arrangements will be discussed and agreed with you and any agreement made regarding start, finish and lunchtimes is a fixed arrangement and should not be varied except by agreement.

All full time employees will generally have an unpaid lunch break of a minimum of thirty minutes and to a maximum of two hours. Any time taken for a lunchbreak must be recorded by the employee on the PeopleHR system.

You may be required to work additional hours which are necessary for the proper performance of your duties, without extra pay, but in such cases you may take Time Off in Lieu (TOIL) in line with our TOIL Policy, when agreed in advance with your manager.

Normal Working Hours – Part-time Employees

Part-time hours of work are specified in each individual's Statement of Terms of Employment and these will be agreed between the employee and their manager or Head of Department and the People Team, based upon operational need and what is reasonable for the employee, taking into consideration the reason for part time working arrangements being offered.

Part-time employees are eligible to claim pre-agreed TOIL but they are also expected to exercise discretion in determining when their daily hours should be worked. On occasion some flexibility to the part-time working pattern may be requested by us but this would be by voluntary agreement of the employee and on a case by case basis and any employee has the right to refuse to work outside of their agreed working pattern.

Overtime

For the purposes of this Handbook and with reference to an employee's Statement of Terms of Employment, overtime refers to hours worked by an employee, by choice, over and above their contractual weekly hours for which they will not be paid. EDBF does not

pay overtime, apart from in exceptional circumstances and only when agreed with your manager and Finance Team. Instead, we offer generous TOIL arrangements as outlined below. Examples of overtime would be reading and answering emails outside of your normal working hours, or staying late to complete a task. Such overtime is not classed as TOIL.

Time Off In Lieu (TOIL)

Flexibility in when hours can be worked is critical to EDBF being able to operate effectively and efficiently and likewise is key for allowing employees to achieve a sensible work-life balance. It is due to the nature of the work of EDBF and the varied requirements of the roles, that we have many employees who work differing work patterns and daily times as agreed with their Head of Department.

In order to allow for a degree of flexibility in the hours worked needed by the organisation, your contract of employment is based on the number of weekly hours you are expected to work with start and finish times typically between 08:00 and 18:00. Employees agree their exact start and finish times locally with their manager, Head of Department and the People Team. Full-time roles are contracted to work not less than 36.25 hours per week, and all part-time roles are pro-rata this number and described as Full-Time Equivalent (FTE) as outlined in the employee's Statement of Terms of Employment and role description.

The application of our TOIL policy allows employees to work pre-agreed additional hours to meet specific organisational needs during busy periods and with the agreement of the manager or Head of Department, whereby employees may reclaim those hours during quieter times by working fewer hours on a one hour for one hour basis.

For specific and permanent changes to the hours an employee works, you are directed to our Flexible Working Policy. Such changes would necessitate a change to the employee's Statement of Terms of Employment.

EDBF does not intend this flexibility of working hours and the TOIL Policy to be used to create an unofficial flexitime working arrangement. EDBF does not operate a flexitime scheme.

If your workload means you are consistently unable to carry out your role within your contracted weekly hours and agreed patterns of working then you should discuss this with your manager or Head of Department or the People Team. Employees who choose to work more than their contracted weekly hours, by regularly extending their working day beyond their contracted daily hours, when there is no pre-agreed specific reason for doing so, are not able to claim TOIL. EDBF takes this to be a voluntary choice of the employee to work a longer day. As an employer, we discourage any employee from making a habit of regularly working longer days which result in the employee working significantly more weekly hours than they are contracted for.

However, we do recognise that on occasion you may need to work an early morning, evening, a day you do not normally work, or at a weekend to meet specific operational requirements and/or to attend meetings or events etc. For some employees this will be part of their role description and the employee will have agreed a working pattern to allow them to meet a proportion of these operational requirements without claiming TOIL.

Please note that whether out of contractual hours working is part of your role description or not, it is important for you to understand that TOIL is not an automatic right. It is necessary that you discuss and agree any perceived need to work outside your normal working hours *before* you work them with your manager or Head of Department, especially the business need to attend morning, evening and weekend meetings (occasioned by your work for The Exeter Diocesan Board of Finance) that would result in TOIL being claimed.

For those employees whose role requires regular attendance at identified meetings outside of normal working hours, TOIL can be agreed for attending these meetings at the start of the Performance Review Year for the forthcoming twelve months.

Exceptionally TOIL may be claimed for work which cannot be reasonably expected to be completed during your contracted hours but such TOIL must be pre-agreed with your manager and/or Head of Department and must be in response to a specific business need or project.

When you are required to work longer than your contracted 7.25 hours or part-time pro-rata hours per day you are only able to claim TOIL *by prior agreement* with your manager. Pre-agreed TOIL can be claimed to cover early morning, evening and weekend travel time to attend meetings or events plus the time taken to attend the meeting or event itself. TOIL may also apply to extra work hours needed to prepare for a meeting/event or hosting a meeting/event. Whilst TOIL for travelling to and attending early morning, evening and weekend meetings is generally automatically given, the right to attend such meetings is not automatic and attendance must be pre-agreed with your manager as a business need.

The number of TOIL hours which can be claimed is subject to the conditions outlined in our TOIL policy and all TOIL is reclaimed on a one hour for one hour basis.

In cases where an employee has worked their contracted daily hours and whilst waiting to leave the office to travel to and/or attend an evening meeting or event, and works additional hours to fill in the time prior to their departure or attending the meeting, when they would normally have left the office to return home; or where those extra hours worked are necessary and wholly in connection with preparation for the meeting or event, or hosting the meeting or event, then with the prior agreement of the manager, these hours before 18:00 may be claimed as TOIL.

In cases of starting work before 08:00 to travel to meetings, these hours before 08:00 when outside of your normal agreed working hours are claimable as TOIL, subject to the deductions outlined in the TOIL policy.

For weekend working or working on a day you would not normally work all pre-agreed hours travelled and worked are claimable as TOIL.

In all cases, any request for TOIL is taken on a case by case basis, and must be solely in response to a specific and discreet business need. We reserve the right to refuse TOIL.

The employee, having received verbal agreement from their manager and/or Head of Department, then logs the TOIL on PeopleHR after the hours have been worked, in the same way employees log their daily hours and lunch breaks. The work to which the hours relate and the reason for the employee claiming the TOIL hours must be logged in the comments box. After which the TOIL is then approved by the manager on People HR.

Like holiday entitlement, the year for the accrual of TOIL is 1st January to 31st December. Accrued TOIL of up to one working week (36.25 hours) or part-time equivalent will be administered in the same way as unused holiday, and with the prior approval of your manager, up to 1 working week's TOIL can be carried over into the next annual leave year. Any such entitlement must be taken and used up by the following 31st March. Any outstanding TOIL balance that has been carried over and is not used up by 31st March will normally be lost. In exceptional circumstances, where there is a need to carry a greater amount of TOIL over they should be referred to the Diocesan Secretary who may refer the matter to the Standing Committee of EDBF. You are advised to read the full TOIL policy on PeopleHR for further details.

3. Pay and Benefits

Basic Pay

Your basic rate of pay was agreed when you were offered the role, along with your hours of work, and these are stated in your Statement of Terms of Employment. From this gross total PAYE (Pay As You Earn), National Insurance and other authorised deductions are made.

Salaries will be reviewed annually on 1st July and there is no automatic salary increase. In consultation with the Diocesan Secretary, the Standing Committee of EDBF will review all employees' salaries in November or December each year to consider any inconsistencies. Exceptional single payments may be awarded to recognise exceptional performance, or temporary extra work.

For avoidance of doubt, there is no contractual obligation for EDBF to give employees a pay rise nor does the employee have a contractual right to receive an annual pay increase.

Payment

Salaries are paid monthly in arrears on or near the 26th day of each calendar month. All salaries are expressed as annual figures and are divided into twelve equal parts specifying the gross and net amount of the salary as well as statutory and other sundry deductions. Payment is normally made direct into a bank account or building society account.

In calculating salaries for broken periods, whether it be for deduction in respect of leave taken without pay or for additions in respect of payments at the beginning or end of service, or for any other purpose, the annual salary shall be divided by the number of weeks concerned.

At Christmas the pay date will normally be the second to last working day before Christmas Day, however Payroll reserves the right to vary this should there be an operational need to do so. Employees on short fixed-term or temporary contracts will also be paid monthly.

The daily hours worked by full-time and part-time permanent employees are recorded on the planner section of PeopleHR. Employees on short fixed-term contracts with no variation to their weekly hours are paid monthly and are not usually put onto PeopleHR. Advances on salary may be given to new employees only who have missed the normal monthly pay run.

No extra payment of salary will normally be paid for overtime. When you are required to work outside your contracted daily hours you are entitled, with prior agreement of your manager, to take the equivalent of time off in lieu as compensatory leave. Please see the TOIL policy on PeopleHR.

If you have any further queries regarding salaries or salary structures please contact the People team, or if you notice an error in your salary, please contact Payroll immediately.

Deductions From Pay

We are required by law to make certain statutory deductions from your pay including attachment of earnings orders if in force. The amount of tax you pay is determined by your tax code, which is allocated by the HMRC. Your tax code indicates the amount of tax-free allowance to which you are entitled, and the rest of your earnings are subject to tax under PAYE (Pay As You Earn). Should you need the address, telephone number and reference number of your HMRC details, please contact Payroll.

If you are unable to bring your P45 when you join us, you will be taxed at the current code for emergency tax and, if the P45 does not take effect before the end of the tax year, you may have to claim back overpayments from HMRC. If you do not have a P45 you will need to complete a statement of declaration on the Starter Form.

A P60 statement of earnings for the last tax year will be issued to you by 31st May of each year and should be kept safely. If you are deemed to have any benefits (e.g. employee

loans at a beneficial rate), a P11D statement of benefits will be issued to you by 6th July each year.

Pension Scheme

We are required by law to operate a pension scheme for qualifying employees only whereby the latter are automatically enrolled into a pension fund with the option to opt out in the following month after enrolment. Details of your pension scheme can be found in your Statement of Terms of Employment.

New employees will be enrolled automatically into a non-contributory pension scheme arranged by the EDBF with the Church of England Pensions Board.

The scheme is called Pension Builder Classic and is a cash balance scheme. The website address is: <https://www.churchofengland.org/more/pensions/church-workers-pensions-fund>.

It is currently a non-contributory pension scheme and we will contribute 15% of salary. Of this 15%, 14.5% is a contribution paid by us into the pension scheme and 0.5% is paid by us into a life assurance policy. The employee can contribute up to 3% of salary and we will match the employee's contribution with a further contribution of 3%. The employee may contribute more than 3% but EDBF limits its contribution to 3%. The Terms and Conditions of the pension arrangements are subject to review and may change from time to time.

Self-Assessment

You may be required to complete a self-assessment tax return at the end of the tax year. If you require further assistance, Payroll will be able to issue you with the appropriate information about your annual salary, taxation deductions and benefits in order for you to complete this form. You are advised to keep your monthly payment advice slips and end of year P60 for reference purposes. If you require a P11D showing your non-salary benefits please advise the Finance Team.

Trade Union Membership

You have the right to be, or not to be, a member of a Professional Association or Trade Union.

Voluntary Deductions

All voluntary deductions must be authorised in writing by the employee. An overpayment of salary due to a 'mistake of fact' (i.e. a clerical error or data input error) is recoverable under the Wages Act 1986 and Employment Rights Act 1996. You will be notified of any overpayment in writing, and the overpayment will normally be recovered over the same period as the overpayment had occurred. In the event of a substantial overpayment, the Payroll manager will contact you to discuss mutual repayment terms.

4. Starting and Ending Employment

Induction

An appropriate induction will be given to you to help you to settle into your new environment and learn the responsibilities, working practices and policies relating to your employment. As a minimum, managers should use the induction checklist to help new employees settle in. In addition to this, managers should organise a departmental specific induction with appropriate support and training in order for you to understand and undertake your role to a competent level. You will receive an Induction Pack on the day you start and you will undertake specific workplace practice training such as Data Protection, Manual Handling, Display Screen Equipment Safety and general Health and Safety. You will also be advised that most policies are on PeopleHR or available from the People Team.

Probationary Period

The length of your probationary period will be outlined in both your offer letter and your Statement of Terms of Employment. The probationary period offers an important opportunity for you to familiarise yourself with your job and for managers to clarify what is required and to set standards.

You will have one of the following probationary periods:

- Employees on permanent contracts have a six month probationary period.
- Employees on fixed-term/temporary contracts of more than one year will have a six month probationary period.
- Employees on fixed-term/temporary contracts of three months to one year will have a one month probationary period.
- There will be no probationary period for employees on temporary contracts of up to three months.

During a six-month probationary period managers will make an assessment of performance and conduct at the end of the third and fifth month of employment to determine whether the employment will be confirmed. At the end of the fifth month of employment if there are concerns regarding the individual's attendance, conduct or performance the probation period may be extended for a maximum period of three months. The length of the probationary period will be extended by the amount of any absence from work longer than one week during this period.

All appointments are subject to a probationary period. Should your probationary period not be successful, your employment will be terminated or it will be extended up to a maximum of three months. Should you be unsuccessful in your extended probationary period, and therefore not confirmed in your role, you will be entitled to appeal against the decision.

Termination and Notice Period

It is hoped that you have a long and happy career with us; however, we need to make you aware of your rights and obligations when leaving. After successful completion of your probationary period, for full-time and part-time permanent employees one month's prior written notice will be required from either of us (employee and employer) to terminate your employment until you have been continuously employed for four years. Thereafter both of us (employee and employer) will be required to give one week's additional notice for each completed year of continuous employment up to a maximum of 12 weeks' notice.

For some key operational roles, the Statement of Terms of Employment may stipulate a requirement for an employee to give two or three months' notice regardless of the time of continuous employment. This will be for employees whose role is critical to EDBF operations and a shorter notice period would be likely to cause serious disruption to EDBF operations. In these instances, the termination period will be agreed before the commencement of employment but shorter notice periods may be agreed on an operational case by case basis. If you resign, you should notify your manager and the Director of People and Safeguarding in writing.

For employees on short fixed-term contracts, the prior written notice period required from either of us is two weeks to terminate your employment.

We may give payment in lieu of notice (PILON) at our discretion. However, we may terminate your employment without PILON in the event of serious or persistent acts of gross misconduct.

Garden Leave

"Garden leave" refers to the situation in which an employer places restrictions on an employee during their notice period, usually by preventing them from attending the workplace or having contact with clients. During any garden leave period, an employee continues to be bound by the duties of fidelity and good faith and must continue to comply with the terms of the employment contract.

At any time after notice has been served by either of us in accordance with the terms of your probationary and notice periods, or if you resign without giving due notice and EDBF does not accept your resignation, we may, at our discretion, place you on garden leave on full salary and other contractual benefits. Any accrued but unused holiday entitlement shall be deemed to be taken during any period of garden leave.

For all or part of such garden leave, we may announce that you are leaving if appropriate to do so. We may, if necessary, exclude you from all or any premises of the EDBF, and/or require you to abstain from engaging in any contact (whether or not initiated by you) which concerns any of the business affairs of the EDBF with any supplier, other business connection, employee, director, officer, consultant and/or agent of the EDBF without the prior consent of the Director of People & Safeguarding.

We may also require that you do not carry out any work, or require you to undertake at your home or at another place reasonably nominated by the EDBF such reasonable duties (which may differ from your normal duties) which we may design, and to comply with any reasonable requests by the EDBF.

We may also exercise our rights under the annual leave entitlement policy and under the probationary period and notice period policies. We may also suspend and/or limit your access to the EDBF's computer, email, telephone, voicemail and/or other communication systems and/or databases.

References

An employer's reference may be provided where formally requested by a future employer. On receiving an internal or external request for a reference, managers should contact the People Team to ensure the request is dealt with appropriately.

When a manager is asked to provide a personal reference for a colleague for purposes not related to any EDBF activity, then prior approval for providing such a reference will need to be sought from the People Team. This is because the employee providing the reference will be doing so on the basis of their working relationship with their colleague and therefore could be seen as indirectly representing the view of the EDBF in the reference. Any personal references provided must not be on EDBF headed paper or sent using a work email address or have any EDBF email credential footers.

If an employee requires an official EDBF reference for an organisation such as a Letting Agency please refer your request to the People Team who will issue such a reference.

5. Holidays

Requesting and Recording Holiday

Holidays are recorded on the PeopleHR system and you can request your holiday online. You must obtain prior approval from your manager for your holiday dates and provide as much notification as possible. Your manager will give due consideration to all holiday requests but approval of holiday requests is not automatic and we reserve the right to refuse requests. In such cases we will not be liable for cancellation costs where prior approval has not been obtained.

Holidays must be taken at a time convenient to EDBF to a maximum of three weeks in any one block. You are requested to conform to existing departmental requirements when requesting annual leave. Every effort will be made to meet your requests for particular periods of leave but, in exceptional circumstances, a request may have to be refused. Ideally the minimum notice for holidays should be one week's notice (5 working days) but the agreement to holiday being given at shorter notice is at your manager's discretion.

Entitlement

On entry to EDBF's employment all full-time employees are entitled to annual leave based on 25 days (181.25 hours) holiday per calendar year in addition to eight public holidays. This increased holiday allowance is effective from 01 January 2020. These public holidays are as follows: Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Whit bank holiday, and August bank holiday. This equates to 6.6 working weeks (to enable part-time employees' leave to be calculated on a pro-rata basis).

This is a full year's entitlement and is accrued monthly and in the first year of employment should only be taken once accrued, unless agreement of the Diocesan Secretary is obtained. Other terms may apply to individuals and these will have been notified.

All part-time employees will be entitled to holiday on a pro rata basis, calculated on contracted hours to include their pro rata entitlement for bank holidays. Every time a bank holiday falls on a day that they would have normally worked, they should deduct the number of hours they would have worked from their annual leave total.

All holiday entitlement should normally be taken in the current calendar year running from 1st January to 31st December and in the interests of personal wellbeing we advise you to take all of your holiday in the current year. However, we appreciate that you may wish to have some flexibility and by mutual agreement with your manager, annual holiday in excess of the statutory entitlement* may be carried over from one holiday year to the next to a maximum of 36.25 hours (or the equivalent weekly working hours for part-time employees). Any such entitlement should be taken by the following 31st March and any outstanding holiday entitlement not used up by 31st March will normally be lost. Carrying more than 36.25 hours over into the next holiday year would be in exceptional circumstances and require the approval of the Diocesan Secretary on recommendation from the People Team.

*Employers are allowed to include the eight UK bank holidays within your statutory holiday entitlement. In other words, a full-time worker in the UK has the right to **28 days' holiday**.

We will consider on a case by case basis the applications of other national public holidays in excess of the eight previously identified that might be nominated by the government from time to time.

Christmas and New Year Period

The Diocesan offices are usually closed for the period from 12:30pm on Christmas Eve to New Year's Day inclusive. Those additional days necessary to facilitate this are regarded as privilege days and are in addition to your normal entitlement.

Privilege Days

The extra days holiday given to employees between Christmas and New Year purely to cover the non-public holidays during this period and to allow the office to be closed are

ex-gratia. The *ex-gratia* days of holiday will also apply for other EDBF employees working externally in the community or who work from home.

These *ex-gratia* days of holiday are not part of the normal contractual holiday entitlement and a decision is taken each year as to whether they will be granted. How many and which days are granted will depend on exactly when in the week Christmas and New Year occur. If the Board chooses to close the office on certain days that are not public holidays and an employee would not normally be working on those days, then as they would not normally be working, the hours cannot be carried forward and taken at a different time. If an employee chooses to work these days (at home for example), the hours worked cannot be carried forward and taken at a different time.

Maundy Thursday

Full time employees may also take an additional half day holiday on Maundy Thursday. This entitlement is pro-rata for part-time employees.

Leaving EDBF Employment

If you are appointed or leave during the calendar year you qualify for a proportionate amount of leave according to your date of arrival or departure. If you leave during a year in which more paid leave has been taken than that to which you are entitled by your length of service during that year, you will be required to refund the amount of money already received in respect of that excess and this will be deducted from your final salary payment.

Special Leave for Public Duties

We recognise that there may be times when you are required to carry out public duties, such as Jury Service and we will allow reasonable special leave for this. It is important that you understand your responsibilities in relation to legislation and our policy. Please refer to the Special Leave Policy on PeopleHR.

There are certain circumstances where we are required by law to allow employees, who hold certain public positions, reasonable unpaid special leave to carry out the duties associated with them. You do not have to be employed for a minimum period of time before you are entitled to special leave for public duties.

You do not have the right to unlimited time off, however proper consideration will be given to any request to establish the amount of time that is reasonable balancing the requirements of the public duties with those of the EDBF.

If you hold a public position you should notify your manager of that position as soon as possible.

6. Sickness Absence

Reporting Sickness

If you are unable to attend work because you are ill or injured, you must inform your manager on your first day of absence as early as possible and no later than 30 minutes after the time when you are normally expected to start work. You should speak to your manager and not leave a voice mail message or text message. If your manager is unavailable, please contact a member of the People Team who will advise your manager.

In all cases of absence, a self-certification form, which is available from your manager, must be completed on your return to work and returned to your manager. For any period of incapacity due to sickness or injury which lasts for seven consecutive days or more, a doctor's certificate stating the reason for absence must be obtained and supplied to your manager. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.

If you fail to arrive at work as expected, then your manager will endeavour to contact you to ascertain the circumstances of your unplanned absence.

Sick Pay

If you are absent from work by reason of sickness or injury and have two or more years' service, you will be paid the following:

- Full salary for the first twenty six weeks.
- Half salary for the next twenty six weeks.
- Thereafter such sum (if any) as we may at our discretion consider appropriate after review.

The duration of sick pay for employees with less than two years' service will be at the discretion of the Diocesan Secretary in consultation with the Head of Department but will normally be for a period of not more than 13 weeks (i.e. 65 working days for full-time employees and pro-rata for part-time employees) in any 52 week period. The sick year, for calculation purposes, starts from the first period of absence in any 52 week period.

For further details regarding absence due to sickness, please see the Sickness Absence Policy which can be found on PeopleHR.

Section 3: Workplace Practices, Policies and Procedures

This section sets out our general EDBF workplace practices, policies and procedures by which we work together. We describe our responsibilities as an employer to provide you with a safe, functional and pleasant working environment and we outline other employee benefits as well as setting out our expectations of the day-to-day behaviour of all our employees. This section also describes some of the steps that must be followed to implement the various practices and policies. Where further policy information is available, you are directed to the fuller policy on PeopleHR and encouraged to read and be familiar with the content of the policy.

These practices, policies and procedures are not apt for incorporation into a contract of employment and therefore do not form part of your contractual terms of employment. As such they do not require the agreement of individual employees for EDBF to introduce changes. However, you are required to abide by the practices, policies and procedures set out in this section and failure to do so without good reason may result in disciplinary action which is addressed in Section 4.

1. Standards and Working Practices

Code of Conduct

On a day-to-day basis you are expected to:

- Arrive at the time agreed, fit and ready to work.
- Devote your time, attention and abilities to your role during the working day.
- Carry out your duties with diligence.
- Treat property with due care.
- Observe working rules and procedures in your place of work and comply with legislation.
- Treat everyone with whom you come into contact with respect and courtesy.
- Project a neat and business-like appearance in dress and tidiness.
- Avoid doing anything that would bring EDBF into disrepute.
- Only use equipment and resources provided by EDBF for relevant EDBF work except where agreed.
- Comply with any reasonable request made of you.

Communications and Engagement

We are committed to creating a transparent and informative working environment, where everyone feels involved and kept up to date with organisational developments. Your prime source of information about your role or the organisation is your manager. It is part of their job to inform, answer questions and listen to constructive opinions,

comments or suggestions. For more information about our channels of communication, including our Employee Forum, please contact the People Team.

Diocesan Communication Standards

Please be aware of the diocesan branding and style guidelines which are to be adhered to. Correct and consistent use of branding is important to building both recognition and familiarity. Part of this includes the use of the correct logos and templates including for email signatures. More information regarding this can be found in our Style Guide in the Old Deanery Manual.

‘Out of Office’ messages are to be used on diocesan email accounts when you are to be away from the office and without access to email for more than one working day. Out of office messages are to indicate how long you will be absent for and ideally give an alternative contact of who may be approached if the query is urgent. Further information can be found in the Electronic Information & Communications Systems Policy on PeopleHR.

Disability

For people with disabilities and people who are HIV positive, we are committed to providing equality of opportunity, wherever practicable, and making reasonable adjustments where necessary to all our employees and applicants for employment. We are also committed to providing equality of opportunity to all our employees and applicants for employment regardless of their HIV status. We recognise that people with disabilities and those who are HIV positive offer exactly the same range of skills and talents and the same level of commitment to their employer as other people. For further information please see our Equality and Diversity Policy which can be found on PeopleHR.

Dress Code/Personal Appearance and Hygiene

We encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- Promote a positive image and look professional.
- Respect religious, racial and gender-specific clothing requirements and those of employees with disabilities, where possible.
- Take account of health and safety requirements.
- Help employees decide what clothing is appropriate to wear to work.

For guidelines, please refer to the Dress Code Policy which can be found on PeopleHR.

Email, Internet and Social Media

The use of the internet and email as well as social media has grown rapidly over a relatively short period of time. These communication tools are considered by most people as a normal part of how we communicate.

It has become necessary to produce comprehensive guidelines in the form of a policy for each of these subjects. You are expected to make yourselves aware of the Electronic Information & Communications Systems Policy which can be found on PeopleHR and includes the following headings:

- Equipment Security & Passwords
- Systems & Data Security
- Email Etiquette & Content
- Use of the Internet
- Personal Usage
- Monitoring Usage
- Inappropriate Usage

We recognise that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, blogs and wikis. However, employees' use of social media can pose risks to our confidential and proprietary information and reputation, and can jeopardise our compliance with legal obligations.

To minimise these risks, to avoid loss of productivity and to ensure that our IT resources and communications systems are used only for appropriate business purposes, we expect you to adhere to our Social Media Policy which can be found on PeopleHR.

Environment

We are very committed to the Shrinking the Footprint Campaign for a low carbon future, including support for Fairtrade and using local growers and suppliers. You are therefore expected to comply with waste minimisation practices in your office and work.

Employees are expected to reduce energy consumption by switching off unnecessary lights, computers and other equipment, and turning down unnecessary heat; to use the comprehensive recycling and composting facilities provided as much as possible; and to purchase food and other supplies in an environmentally conscious way.

Employee's Property

We do not accept any liability for the loss of or damage to your property brought on to EDBF's premises, whatever the cause, although investigations will be carried out on matters brought to EDBF's notice.

If you damage or are unable to find your personal tools or equipment brought onto EDBF's premises, which are essential for the performance of your job, then the matter should be reported immediately to your manager who will, if appropriate, take up the matter with the Operations Manager, or another member of the Senior Management Team who will consider what, if any, action should be taken.

Any personal tools or equipment brought onto our premises or used on our behalf, must comply with the relevant Health and Safety regulations regarding Electricity at Work – Portable Appliance Testing. Unless we are satisfied as regards their condition, authorisation will not be given for their use. It is your responsibility to ensure the safe working condition of such personal items.

If you bring a motor vehicle or cycle onto EDBF's premises, it must be parked in the authorised parking places provided. Any vehicle or cycle is parked entirely at your risk and EDBF accepts no liability in respect of damage to or loss from such vehicle or cycle.

Housekeeping

Both from the point of view of safety and of appearance, all work areas must be kept clean and tidy at all times. You should ensure that offices and corridors are kept clear of obstructions, such as boxes or equipment, which could cause an accident or impede evacuation in an emergency.

Particular care should be taken in the storage of combustible materials, such as paper, which must not be stored near sources of heat. Rubbish should be disposed of carefully and promptly to reduce the risk of fire. If you find any deficiencies in the standards of cleaning, please report them to the Operations Manager. You are expected to keep shared areas and serveries clean and tidy (for example, by not leaving washing up for others to do).

The kitchen facilities are freely available for you to use. However, everyone should endeavour to keep the kitchen clean and tidy. Surfaces should be kept clean at all times and dirty items of crockery must be put directly in the dishwasher/washed up wherever possible. Beverages are provided free of charge to you whilst working on EDBF property.

Insurance

Each place of work is covered by insurance for public liability, employer's liability and theft or damage to contents which are the property of EDBF.

You are responsible for the safekeeping of all your personal property including any sum of cash which is on the premises. Cash and other valuables including personal property should not be kept on the premises if they are left unattended. Personal property is not covered by the insurance policy held by EDBF.

Mail

No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made with your manager. You must not engage in disseminating any form of chain letter, either by post, email or text message. The content of these can be distressing to others and conflicts with the ethos of the organisation.

Mobile Phone Etiquette and Personal Phone Calls

As colleagues and co-workers we are mature enough to be able to monitor and manage our mobile phone use at work. We recognise that mobile phone signal coverage in Devon can be patchy and restricted in old buildings with thick stone walls. In light of this, we would ask that if you choose to bring your personal mobile phone into work, you either store it in a safe place such as a handbag or coat. If you need to keep your mobile phone accessible on your desk or in a place where there is a signal, we ask you to keep it on vibrate or with reduced ring tone volume.

For personal and EDBF mobile phones, we ask that ring tones and text message alerts are kept as low as possible and please do not use annoying or disruptive ring tones or text message alerts.

Whilst it is recognised that you will at times need to make or receive personal calls during work time, you have a responsibility to ensure that personal calls during work time are kept to a minimum. When it is absolutely necessary to make a personal call on your desktop landline phone to a mobile phone, the call should be kept as brief as possible to minimise cost. Abuse of this concession to use the telephone system or personal mobiles in work time can lead to disciplinary action.

The use of EDBF work mobile phones for personal use is to be kept to an absolute minimum and the cost of personal calls is to be reimbursed by the employee to EDBF. A voluntary monthly contribution to cover personal call costs has been set up and is agreed on a case by case basis with your manager and Finance Team.

For further details, please refer to our Mobile Phone Policy which can be found on PeopleHR.

Personal Records

To ensure the smooth administration of your employment, and to provide contact details in an emergency, we request a record of your home address and telephone number, next of kin, and emergency contact. This information should be provided to a member of the People Team or through updating the PeopleHR system. It is your responsibility to inform us of any changes to these and at certain times in your employment you may be asked to provide evidence to verify certain details.

All requests for access to personal information held on file by the EDBF (Subject Access Requests), whether from you personally or requests you receive from third parties should be addressed to the Data Protection Team who can be found at:

dataprotection@exeter.anglican.org

For more information you can refer to the Data Protection Policy and the Data Subject Access Request Policy which can be found on PeopleHR.

Statements to the Media

If a request for information is received by an employee from any media source, such a request is to be directed to the Director of Communications and Engagement in the first instance. You are not to make any statement or comment yourself.

Use of Computer Equipment

In order to control the use of our computer equipment and reduce the risk of contamination, the following will apply:

- The introduction of new software must be checked and authorised before general use will be permitted.
- Only authorised employees should have access to EDBF's computer equipment.
- Only authorised software may be used on any of EDBF's computer equipment.
- Only software that is used for business applications may be used.
- No software may be brought on to or taken from EDBF's premises without prior authorisation.

Unauthorised access of the computer facility will result in disciplinary action. Such actions could lead to dismissal. Please refer to the Electronic Information & Communications Systems Policy which can be found on PeopleHR.

Wellbeing

Your welfare is important and we are always ready to advise you over any personal problems or difficulties or to direct you to appropriate sources of advice. Do not hesitate to approach your manager or a member of the People Team with any issues or concerns you may have. If you have specific wellbeing needs we will, where it is desired, offer other support that is within our capacity to offer.

From January 2019, counselling is available for all EDBF employees through the Churches' Ministerial Counselling Service (CMCS). CMCS exists to help individuals to deal with challenging, emotional issues they face, whether work related or personal, through short-term, professional counselling. The service is entirely confidential, and can be accessed anonymously, through self-referral. EDBF will normally meet the full cost of counselling accessed through the scheme.

For further details and information on how to self-refer, please view the service leaflet Churches' Ministerial Counselling Service which can be found at:

<https://exeter.anglican.org/wp-content/uploads/2019/02/CMCS-DoE-12.18.pdf>

2. Other Employee Benefits

Childcare Costs

For many working parents, childcare costs can play a large role when planning a return to work, or considering their career options and working hours. Now that childcare vouchers have closed to new entrants, help is at hand with Tax-Free Childcare, a

government scheme to help working parents with the cost of childcare. Eligible parents could get up to £2,000 per child, per year, to spend on qualifying childcare. For parents with two children, that could mean a saving of £4,000 on the family budget. Tax-Free Childcare could help you with your childcare costs, help your return to work, help you work more hours if you want to and help us retain employees we value. For more information, visit www.childcarechoices.gov.uk/tfc2.

Cycle to Work Scheme

If you would like to cycle to work and benefit from the UK Government's tax exemption initiative to promote healthier journeys to work and to reduce environmental pollution you can purchase a bike and equipment through the Cycle to Work Scheme. This basically allows you to purchase bikes through a tax-free loan from the organisation over a 12 month period.

Please refer all requests for further information regarding how to apply to this scheme to the Operations Manager.

Employee Car Loans

There is a car loan scheme available for those employees who need and will use a car to travel to or from work and whilst at work. The full terms and conditions including the eligibility criteria are available from the Finance Team.

Eye Tests

If you use display screen equipment for a significant part of your working day you are entitled to free eye tests. We will only reimburse one eye test in any 24-month period unless you have a diagnosed medical condition, which requires more frequent testing and monitoring. Please take your expenses form with you to your eye test and ensure the optician signs it, as well as obtaining a VAT receipt and then submit your expense form to the Finance Team. For more details about how to claim this benefit, please refer to the Eye Test Policy which can be found on PeopleHR.

ePayslips

ePayslips are used as a convenient way of receiving your monthly payslip. It allows you to access your payslip information 24 hours a day, seven days a week. EDBF are committed to bringing in ePayslips as soon as reasonably practicable and a timeline for implementation is to be agreed.

Garden

The Old Deanery garden, except the area beyond the end of the Great Hall, adjacent to the school building, is freely available for you to use. However, you are asked to be considerate and not to undertake any activity which may be considered a nuisance or annoyance to occupants of the Old Deanery or adjoining owners. Smoking (including e-cigarettes) is not allowed anywhere on the Old Deanery grounds, including the garden.

Parking

Please note that we cannot accept responsibility for cars parked on Diocesan premises. Parking spaces are taken on a first come first served basis. We ask you not to use these parking spaces during the week or during an event, if you are not working in the Old Deanery or Gatehouse offices that day. However, you are welcome to use the parking spaces at weekends/evenings free of charge as long as it does not coincide with and interfere with EDBF or Cathedral events being held on the premises. Parking at work is not a right and we strongly encourage the use of public transport, walking or cycling to work when this is possible and practical. For further details please see the Old Deanery Manual.

3. Health & Safety

Please refer to the Employee Health & Safety Policy and Handbook for further information. It is our policy as the employing body to maintain high standards of Health and Safety at work for all our employees. In pursuance of this policy we will, so far as is reasonably practicable:

- Provide and maintain office and systems of work that are safe without risks to health.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of our employees.
- Maintain places of work under our conditions that are safe and without risks to health, and provide and maintain means of access to and egress from them that are safe and without risk.
- Provide and maintain working environments for you that are safe, without risks to health, and are adequate as regards facilities and arrangements for your welfare at work.

The Operations Manager is responsible for implementing this policy. The Diocesan Secretary has overall responsibility of the policy and will regularly consult with other Department Heads with a view to assisting EDBF and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of its employees, and to monitor the effectiveness of such measures.

Responsibilities of the Employee

We ask for your co-operation in the implementation of this policy. In particular, whilst at work, you are required to:

- Be aware of current regulations and instructions regarding fire precautions, health and safety matters, and First Aid (including the names of First Aid officers).
- Take reasonable care of the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.
- Co-operate with EDBF to enable it to perform or comply with any duty or requirement imposed on it under relevant legislation.

- Use any equipment or facilities provided in the interests of health, safety or welfare and not intentionally or recklessly to interfere with or misuse such equipment or facilities.
- Report without delay any accident or injury sustained at work to the Operations Manager.
- Assist in the investigation of accidents with a view to preventing, or minimising the risk of recurrence.
- Report any matters to the Operations Manager, including defects or working practices, which may create a risk to the health and safety of employees.

Accidents at Work

Arrangements have been made to ensure that incidents requiring first aid treatment are dealt with in an appropriate manner. In the event that you have an accident resulting in an injury, however minor, you must report it to the person(s) appointed to administer first aid, if you are able to do so. You must enter the details of the accident in the Accident Book.

For a significant injury you must seek medical treatment and upon your return to from treatment, you must report the incident to the person in charge and enter the details in the Accident Book. If you are in the vicinity of a serious accident then you must inform one of the Appointed Persons immediately. If an Appointed Person is unavailable, you must inform the Operations Manager.

First Aid Boxes are maintained in Reception and are located in prominent places around the Old Deanery. You should acquaint yourself with the locations and the First Aiders whose names are posted on the Notice Board.

You must report all accidents and dangerous occurrences to the person in charge as soon as it practicable and you must notify your line manager of any incident in which damage is caused to either our or any third party property.

All accident reports can be sent to h&s@exeter.anglican.org or given to the Synod Office Assistant who will provide a report for the Operations Manager. A copy of the accident from can be found on People HR. Please see the full employee Health and Safety Handbook for more details.

Alcohol and Substance Abuse

We prohibit the drinking of alcohol by employees in the workplace or on EDBF business other than reasonable drinking of alcohol in connection with approved social functions. It is therefore important for you to make yourself aware of the Alcohol and Substance Abuse Policy which can be found on PeopleHR. We encourage employees to seek specialist help if they feel that they have an alcohol or drug problem.

Being under the influence of alcohol or drugs (with the exception of those that are prescribed or can be obtained over the counter at a pharmacy) whilst on our premises, will normally constitute gross misconduct and may result in suspension or summary dismissal.

Contact with Infectious Diseases

If you have been in contact with any infectious diseases you should not report for work if your doctor has advised against it and you should inform the People Team, who will contact your Head of Department. Such absence shall be treated as special leave with pay. If you have been in contact with scarlet fever, measles, German measles, whooping cough, chicken pox or mumps, you should not stay away from work unless specifically advised by your GP. If your work brings you into close contact with young children or nursing mothers you should seek the advice of your doctor if you are in any doubt about the risk of infection.

Lone Working

EDBF has a responsibility for the health, safety and welfare of its employees under Health and Safety legislation. These responsibilities apply equally to those employees that; for whatever reason, work alone. It is our duty to assess the risks to lone workers and take steps to remove or control those risks as far as possible. The principle of this policy is to ensure that risks associated with lone working are managed in accordance with good practice and legislation.

Lone workers are employees or volunteers who work by themselves without close or direct supervision. This includes homeworkers, employees who may find themselves alone in the office and those attending meetings where there is the potential to be alone with a member of the public or other unknown professional. For further details, please refer to our revised Lone Working Policy which can be found on PeopleHR.

Smoking

In line with legislation, The Old Deanery building, grounds and garden are designated as no smoking areas and the co-operation of all employees is requested to avoid the health dangers of passive smoking and the increased fire hazard. Smoking is therefore not allowed on any of our premises - this includes e-cigarettes.

4. Security

Safeguarding Property

It is your responsibility to take reasonable precautions to safeguard your personal property. We do not have insurance to cover personal items and do not normally accept liability for any personal items lost, stolen or damaged on the premises.

Security of Premises

If you are a key-holder for our premises, please note that it is your responsibility to ensure that the keys are kept safe and secure at all times. They must not be copied or allowed

to be used by any unauthorised person. If the keys are lost or stolen at any time, the Diocesan Secretary, Operations Manager and/or the Director of People and Safeguarding must be informed immediately. Failure to comply with these requirements will result in disciplinary action being taken.

The last person to leave the building at the end of each working day should ensure that windows and doors are locked, electrical equipment, as appropriate is switched off, any alarm systems are activated, and that the building is left secure. If you see any person who is unknown to you acting suspiciously anywhere on premises, you must immediately inform your manager, the Diocesan Secretary, the Operations Manager or the Director of People and Safeguarding.

Suspicious Objects

In the event of doubt as to the contents or composition of any article or package found on our premises, the Operations Manager/Receptionist must be notified immediately. If for any reason this is not possible the Police should be informed. In no circumstances should the item be handled or tampered with.

Identification Passes

All employees are issued with a personalised identity card, which should be worn at all times. It is imperative that you either challenge unauthorised persons, or report them immediately. On your last day of employment, please return your identity pass to the People Team. For further details, please refer to our ID Cards Policy which can be found on PeopleHR.

5. Absence From Work

Absence Meeting

An absence meeting is intended to help us understand if there are any underlying issues preventing you from attending work, to set out future expectations and to advise of the likely consequences of further absence. Sometimes it is appropriate to agree targets and once they are agreed they will be monitored.

An absence meeting will be set up and led by a member of the People Team and may be attended by your manager. You will be asked to attend a meeting if any of the following occur:

- You have had four periods of absence in a rolling year – the length of each absence is not a factor.
- Your self-certification or doctor's fit note indicates that your work has contributed to your absence.
- You have been away from work for two weeks or more in one absence.
- There is any kind of concern relating to your health and wellbeing.

If you wish to talk to a member of the People Team about your health or wellbeing please request a meeting. In addition to absence meetings, your manager will have a quick chat with you upon your return to work.

Bereavement Leave

This is designed to help you cope with the death of an immediate family member, as outlined below, to deal with the necessary arrangements and attend their funeral.

Entitlement: You may be entitled to take paid bereavement leave of up to six days in any 12-month period in the event of the death of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law at the discretion of the Diocesan Secretary in consultation with your manager.

At the discretion of the Diocesan Secretary, we may exercise our discretion to grant paid bereavement leave in the event of the death of any other relative or close friend, depending on the circumstances of each case.

If you are unable to return to work following a period of bereavement leave you should contact your manager. It may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

Requesting Bereavement Leave: We recognise that it is very unlikely that it will be possible to request bereavement leave in advance. However, where it is possible, you should make a request to your manager and you should tell them the number of days' leave you would like to take.

Where it is not possible to request leave in advance you should contact your manager as soon as possible to tell them the reason for your absence and the number of days you will be absent. Someone can do this on your behalf if necessary.

Compassionate Leave

This is designed to help you where you need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill, and for other exceptional personal circumstances, and is at the discretion of the Diocesan Secretary in consultation with the relevant manager.

Entitlement: You may take paid compassionate leave of up to six days in any 12-month period in respect of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law at the discretion of the Diocesan Secretary in consultation with your manager.

We may exercise our discretion to grant paid compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case. If you are unable

to return to work following a period of compassionate leave you should contact your manager. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.

Requesting Compassionate Leave: We recognise that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to your manager. You should tell them the reasons for your request and the number of days leave you would like to take. Your manager will discuss your request with the Diocesan Secretary.

Where it is not possible to request leave in advance you should contact your manager as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary.

Leave Without Pay

If for whatever reason you wish to request a period of time off without pay, discuss it with your manager and, with their assistance, make a formal proposal to set before the People Team. Leave of absence without pay may occasionally be granted at the discretion of the Board.

Medical Appointments

Wherever possible, visits to the doctor, hospital, optician, dentist, etc. should be arranged outside working hours or at the beginning or end of the day in order to minimise disruption of work. However, if that is not possible, time off may be granted by your manager subject to adequate notice, which shall normally be more than 24 hours. When such a request is made you will be required to agree how the time taken will be made up. This shall not normally apply to part-time employees who are expected to make appointments outside working hours.

In the case of hospital appointments, where you are unable to select a time outside of normal working hours and are simply given a date and time by the hospital, then you may agree the appointment with your manager. For further details, please refer to our Sickness Absence Policy which can be found on PeopleHR.

Non Attendance

If you fail to arrive at work as expected, then your manager will endeavour to contact you to ascertain the circumstances of your unplanned absence and take any appropriate action to ensure your personal safety.

Planned Absence

In cases where an employee has been diagnosed with a serious medical condition which will require frequent and/or ongoing treatment necessitating planned absences from work then the People Team and your manager will meet with you to agree a sensitive and practical approach to managing those absences, including making reasonable adjustment to your working patterns and hours.

Unauthorised Absence

Cases of unauthorised absence will be dealt with under our Disciplinary Procedure. Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

If you do not report for work and have not telephoned your manager to explain the reason for your absence, your manager will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

Unforeseen Absence

If you wish to leave work during working hours, you must seek approval from your manager. If personal circumstances prevent you from attending work, you must contact your manager in the same way as for sickness absence described in Section 2, explaining your reasons.

Where appropriate, your manager, in conjunction with the People Team, may exercise discretion in authorising a specific period of absence, with or without pay, or agree for the time lost to be made up, or for it to be taken from your holiday entitlement.

6. Expenses

Expenses

All reasonable expenses which you incur as a result of carrying out your official duties will be reimbursed in full by EDBF. Our Expenses Policy should be read for further details regarding the types of expense that may be claimed and the procedure for making a claim. Please refer to the full Expenses Policy which can be found on PeopleHR.

An expense claim form must be fully completed and signed to support a claim for reimbursement of expenses. Forms are obtainable from the Finance Department or on PeopleHR.

All expense claims must be authorised by your manager before submission to the Finance Department. Supporting documentation, e.g. receipts and itemised statements, must be submitted in support of a claim. Expenses should be claimed on a monthly basis. At the end of a financial year it is particularly important that expenses relating to that year are submitted promptly.

Travel Expenses

Business mileage is reimbursed at a published rate that is regularly reviewed. If you use your own car for work related purposes, you must ensure that your insurance covers business use and evidence of this will be required. There is an expectation that long journeys will be undertaken by public transport.

Miscellaneous Expenses

Where possible, expenses relating to stationery and training and development should be met directly by EDBF liaising with the Office Manager.

7. Travel

Car Policy for Essential Car Users

If you need to use your own car on EDBF's business, you should only do so with the prior approval of your manager. You are responsible for ensuring the vehicle meets the basic legal requirements regarding vehicle safety and road-worthiness, is appropriately insured for business use and where applicable has a valid MOT certificate and that you hold a current driving licence.

As part of our duty of care as an employer, we reserve the right to request a copy of your valid driving licence, MOT and road tax and insurance certificate for your employee personnel file. Failure to provide such copies may result in disciplinary action being taken.

In the event of an incident occurring while you are in the course of performing your duties, and subject to confirmation from our insurer on a case by case basis, we may be able to meet the cost of any excess of your insurance cover. Our insurance will not cover the full cost of the repairs, as you will be expected to claim on your own personal car insurance which must include cover for business use.

Any travelling expenses incurred in undertaking the EDBF's duties in your own motor vehicle will be reimbursed, according to the number of miles travelled. For further details please refer to the Vehicle Policy and Expenses Policy which are available on PeopleHR.

Mobile Phones in Vehicles

The Mobile Phone policy on the use of mobile phones in vehicles covers all devices whether the vehicle is provided by us or is privately owned. This policy can be found on PeopleHR.

Travel Disruption

In the event of severe travel disruption due to adverse weather conditions, public transport strikes or national emergencies, the Diocesan Secretary will advise all employees whether they should leave work early and return home and close the Old Deanery building. Likewise, in the event of severe travel disruption, you are expected to make every realistic and reasonable effort to attend your place of work, unless unfit to do so, in which case you will be encouraged to work at home.

When working at home, agreement should be sought first (if foreseeable and practicable) from your immediate manager and then, with the approval of your Head of Department, any hours worked at home will be deemed to have worked at the office. If by the very nature of your work you cannot work at home, and you are not realistically and

reasonably able to attend your place of work then such cases will be managed on a case by case basis.

8. Employee Development

Performance Review

There is an annual performance review scheme in which everyone is expected to participate. The purpose of the scheme is to provide opportunities for regular performance reviews, to set clear and attainable goals and to ensure adequate support and training is provided.

New employees, subject to a six month probationary period described in Section 2 Part 4, will also have a performance review at the end of their third month and fifth month of employment. More information about Performance Reviews can be found on PeopleHR.

Promotion

All vacancies are advertised internally and existing employees are encouraged to apply if interested. For roles which offer a considerable developmental opportunity, then EDBF will, as a matter of principle, advertise such roles internally before considering advertising the role externally. Other roles may be advertised internally and externally simultaneously.

Training and Development

We believe in encouraging and supporting your development to achieve your optimum potential in your job as well as for future opportunities, where it is in the interests of both EDBF and you. Therefore, where training is identified by EDBF which would contribute to achieving such aims, this would be discussed with you and a training plan agreed.

Where such training has been identified by EDBF as being necessary and appropriate and forms a key part of your development and improvement, this would normally be funded and supported by EDBF and any necessary time off from normal work would usually be paid. However, this would be at the discretion of the EDBF and would depend on the particular agreed course or training programme.

You may wish to suggest some training which you believe would be beneficial to EDBF and yourself and this should be discussed with your manager, either as part of a performance review process or at any other time.

Educational Assistance Policy

We will consider up to five days per annum for study and training which is job related, including other scheduled training within the year. The relevant form should be submitted to your manager for approval and authorised by the Diocesan Secretary. Leave may be paid or unpaid. You must have at least 26 weeks' service in order to apply. This will be superseded by information from the new Educational Assistance Policy.

Section 4: Other Employment Policies and Procedures

This section of the Handbook includes employment practices, policies and procedures which are not apt for incorporation into a contract of employment. These practices, policies and procedures meet best practice guidelines as laid down by ACAS, The House of Bishops, National Church Institutions and other respected UK institutional bodies and in some cases our policies exceed our statutory obligations.

Any breach of the provisions in this section or any misconduct not specifically mentioned herein may be dealt with by the Disciplinary Procedure. The taking of disciplinary action by EDBF does not preclude the possibility of action in Civil or Criminal Court, whether initiated by EDBF, the individual or the Civil Authorities.

Any employee and anyone accompanying an employee (including witnesses) to any meetings or hearings conducted in accordance with this policy must not make electronic recordings of any such meetings or hearings.

1. Dignity at Work Policies

Capability

It is recognised that during the course of employment there may be changes which affect your ability to carry out your duties. We will make every effort to ensure that you understand the requirements of your role and receive the appropriate support and training to undertake the role to a satisfactory level.

Where there are concerns regarding your performance, your manager will speak to you, offering support so that you can reach a satisfactory level of performance. Where this has been tried and has not been successful or the problems are more serious then formal action may be taken under our Capability Procedure. For further details, please see the procedure which can be found on PeopleHR.

Anti-Harassment and Bullying

We require everyone to treat each other with dignity and respect and to understand that behaviour that they may find acceptable may not be regarded as such by others.

The Dignity at Work Group of Policies includes policies which are in place to allow us to deal with any form of harassment, bullying, intimidation or other inappropriate behaviour, which causes offence, whether intentional, or not. They should be read in conjunction with our Equality and Diversity Policy.

The Anti-Harassment and Bullying Policy, which can be found on PeopleHR, relates to all forms of bullying and harassment, regardless of the basis or cause. However, it should be noted that, in particular, the Equalities Act 2010 defines a number of protected

characteristics including age, disability, sex, gender reassignment, sexual orientation, pregnancy and parenting, race, religion or belief, marriage and civil partnerships.

Disciplinary Rules and Procedure

If your conduct is not acceptable to EDBF, this will usually lead to an informal discussion with your manager to identify the problem and to find a solution. However, sometimes informal discussions are inappropriate, or have failed to get the necessary improvement and in this case the formal disciplinary procedure will be applied.

In general terms the purpose of disciplinary action is to encourage an improvement by highlighting the seriousness of shortcomings in conduct. However, you should be aware that if disciplinary action is taken against you and should no improvement be forthcoming, you are putting your job at risk. Certain types of behaviour are so serious that they may result in summary dismissal for gross misconduct.

Examples of misconduct and gross misconduct are contained within the Disciplinary Procedure which can be found on PeopleHR and you should familiarise yourself with these.

Disclosure of Public Interest Matters (Whistleblowing)

Should you, in the course of your employment with EDBF, believe that any criminal offence has been or is being committed or any legal obligation is not being complied with, you should disclose such matters to the Diocesan Secretary immediately. We will investigate such matters and you will be informed of our findings. Wherever possible, your identity will remain confidential should you expressly wish this.

Failure to make such a disclosure by using the above procedure prior to making the disclosure to another person or organisation outside EDBF could render you liable to disciplinary action which may lead to your dismissal. Please see the Disclosure of Public Interest Matters policy which can be found on PeopleHR.

Equality and Diversity

We will ensure that this policy is applied fairly and consistently to everyone. We will not directly or indirectly discriminate against any person or group of people because of their race, religion/faith, gender, disability, age, sexual orientation or any other grounds set out in our Equality and Diversity policy.

This policy also covers our commitment to equality of opportunity. We aim to be an equal opportunity employer in all respects and in compliance with the Equality Act 2010. If you require information or you wish to obtain a copy of the Equality and Diversity Policy, go to PeopleHR.

When applying this policy we will act in line with our values, with respect and in consideration of the diverse needs of the individual and the organisation.

Grievance Policy

Every now and again you may have a problem at work. This can normally be settled informally on an individual basis, and we suggest you try this route first. Sometimes a situation cannot be resolved informally, or trying to do so is inappropriate, in which case you should raise a formal grievance in writing to your immediate manager. The details for raising a formal grievance are contained in the Grievance Procedure which can be found on PeopleHR.

Recruitment of Relatives

We are committed to maintaining an environment in which individuals can work together to further our vision and strategic principles. We welcome the employment of qualified family members, domestic partners, significant others and/or similar personal relationship of employees as long as such employment does not create a conflict of interest. For further information, please see our Recruitment of Relatives Policy on PeopleHR.

Redundancy

We hope that we will not have to make redundancies but should there be a downturn of business or reorganisation, for whatever reason, that requires jobs to cease or diminish, then we reserve the right to select employees on the grounds of:

- Retaining necessary expertise/skills to allow EDBF to continue operating efficiently,
- Retaining employees whose overall performance, attendance and behaviour is in keeping with the EDBF's expectation,
- If, after assessment, affected employees score the same and are equal in every respect, the 'last in first out' criterion will be applied.

A member of the Senior Management Team will explain the process of selection, consultation and the opportunity to question the decisions regarding redundancy.

If you are selected for redundancy (dismissal), you have the right to be accompanied by a work colleague or Trade Union Official at the first meeting. In the event that your dismissal is confirmed, you have the right to appeal against your selection. Your appeal must be lodged in writing with the People Team by no later than three working days after you have been notified of your selection. You have the right to be accompanied by a work colleague or Trade Union Official at the appeal hearing. Please refer to the Redundancy Policy found on PeopleHR.

Retirement

We do not operate a mandatory retirement age. However, we recognise that you may have your own retirement plans and actively encourage you to discuss these with your manager, to assist us in planning future employment needs and to identify any steps that might assist both of us in achieving a smooth transition. The normal retirement age under the pension scheme is 65.

2. Work-Life Balance Policies

We are committed to providing equality of opportunity in employment and to developing working practices and policies that support work-life balance.

Adoption

We are fully committed to supporting parents and meet all of the requirements provided in current legislation. An enhancement to statutory adoption pay is provided after a years' service. Further details are in the Adoption Policy which can be found on PeopleHR.

Flexible Working

We wish to support all parents or carers. Flexible Working gives eligible employees (those who have been employed by us for more than 26 weeks) an opportunity to formally request a change to their working pattern/arrangements in accordance with the statutory procedure for such requests. Managers are encouraged to facilitate requests unless they cannot be accommodated for business or operational reasons. Such requests should be put in writing outlining the specific changes to working patterns/arrangements which will be considered by the employee's manager, and if necessary the employee's Team Director and/or People Team and the Diocesan Secretary. Some requests may be informally agreed by the employee's manager and some may require the approval of the Diocesan Secretary and the EDBF Standing Committee. For more details please see the Flexible Working Policy which can be found on PeopleHR.

Home Working

EDBF policy is for all employees to work regularly from the office where facilities are provided; to help foster and build close working relationships with colleagues and to ensure we continue to provide the services and support to the wider Diocese of Exeter. However, EDBF does support home working wherever practicable subject to agreement with your manager and we encourage you to work from home one day per week where it is possible for you to do so.

Additional home working may also be agreed occasionally to respond to specific circumstances or to complete particular tasks on a case by case basis. Agreement must be sought from your manager.

Permanent home working can, in certain circumstances, be a means of accommodating a disability and can be requested as a means of flexible working under our Flexible Working Policy.

When considering home working, the obligations and responsibilities associated with the work undertaken by EDBF will always take priority and those who have agreed to work from home, whether occasionally or regularly, must comply with this policy. Please refer to the full Home Working Policy which can be found on PeopleHR.

Maternity

We are fully committed to supporting parents and exceed all of the requirements provided in current legislation. An enhancement to statutory maternity pay is provided after a years' service. Further details are in the Maternity Policy which can be found on PeopleHR.

Paternity

We are fully committed to supporting parents and exceed all of the requirements provided in current legislation. Further details are in the Paternity Policy which can be found on PeopleHR.

Shared Parental Leave

This is a new way for parents to share statutory leave and pay entitlements during the first year of the birth or adoption of a child. The entitlement is subject to service qualifications and appropriate notice. Shared Parental Leave must be taken in blocks of weeks (up to three separate blocks) or in one continuous block and is subject to eight weeks' notice for each period of shared parental leave. Further details are in the Shared Parental Leave Policy which can be found on PeopleHR.

Time off for Dependants

You have the right to unpaid time off work to deal with emergencies involving a dependant. A dependant may be a spouse, partner, child, parent, or anyone living in your house as a member of the family. A dependant may also be anyone who reasonably relies on you for help in an emergency for example, an elderly neighbour.

Time off for dependants only applies to emergency situations (and not for events known in advance) for example:

- A dependant falls ill, is injured or assaulted.
- Unexpected disruption or breakdown in care arrangements.
- A dependant having a baby.

If you need to take time off for a dependant then you should inform your manager as soon as possible. It is expected that time off should only last one or two days in order to deal with the initial need and to make longer term arrangements where this is required. For further information please see the Time Off for Dependants Policy which can be found on PeopleHR.

Parental Leave

This is available for the purposes of caring for a child up to the age of 18 years. To be eligible you must have parental responsibility under the law for the child and have completed one year's service at the time you want to take the leave. You must submit a request in writing to your manager giving at least 21 days' notice before the day you propose to start your leave.

You are entitled to take 18 weeks' unpaid parental leave. The leave must be taken in blocks of full weeks; a week is based on your usual working pattern. Each parent cannot take more than four weeks' leave for any one child in a year. Parental leave can be postponed for up to six months if it will disrupt the business.

We may request a copy of a child's birth certificate and proof of parental responsibility. For more details please refer to the Parental Leave Policy which can be found on PeopleHR.

3. Financial Accountability Policy

Fraud and Anti-Corruption

EDBF is committed to working to the highest ethical and legal standards, including in relation to the protection of funds and assets from misuse. In line with the Fraud Act 2006 and the Bribery Act 2010, EDBF has a 'zero tolerance' policy towards fraud, bribery and corruption and will investigate and seek to take disciplinary and/or legal action against those who perpetrate, are involved in, or assist with fraudulent or other improper activities.

This policy applies to all employees, volunteers and trustees of EDBF. Third parties such as contractors are responsible for complying with the diocesan standards in relation to financial controls. Please see more details of this Fraud and Anti-Corruption policy on PeopleHR.

4. Duty of Care Policies

Domestic Abuse

The Diocesan Safeguarding Team will provide advice and support to anyone experiencing or concerned about domestic abuse.

Whilst the Diocesan Safeguarding Team will provide independent unbiased sensitive and discrete advice and guidance, we support and encourage anyone who may be experiencing or is concerned about domestic abuse, to seek advice and support completely independent to the Diocese if they would prefer to speak with a specialist advisor outside of EDBF. For help and advice please refer to our Domestic Abuse Policy on PeopleHR.

Safeguarding Policy

You are required to follow the Safeguarding Policy which may be found at:

<https://exeter.anglican.org/resources/safeguarding/resources/>

If you have any concerns or questions please contact the Diocesan Safeguarding Team or refer to the Safeguarding Policy on PeopleHR.

Safer Recruitment, Recruitment of Ex-Offenders and Selection Policy

Safer Recruitment:

All recruitment will follow the Church of England Safer Recruitment Guidance of June 2016. This document may be found at:

https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

The most up to date information about the Diocese of Exeter's Safer Recruitment practice can be found at:

<https://exeter.anglican.org/resources/safeguarding/resources/#SaferRecruitment>

Recruitment of Ex-Offenders:

As an organisation which assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the Diocese of Exeter complies fully with the code of practice and undertakes to treat all applicants for positions fairly - <https://www.gov.uk/government/publications/dbs-code-of-practice>

We undertake not to discriminate unfairly against any person who is the subject of a criminal record check which reveals a conviction(s).

Selection:

All our recruitment and selection procedures are designed to recruit the most suitable available person for the post. Where the post has been filled satisfactorily on a temporary basis for some time, a decision may be taken to confirm the post holder in a permanent post. Whenever possible roles will be advertised internally before they are advertised externally.

However, there may be occasions where a decision is taken to advertise a post internally and externally at the same time, for example, where it is unlikely that suitably qualified people are already employed by EDBF or where there may be a need for external expertise to be recruited.

Please refer to the Safer Recruitment, Recruitment of Ex-Offenders and Selection Policy on People HR for further information regarding the above three paragraphs.

5. Contact Details and Further Information

All employee contact details can be found on PeopleHR and in the Old Deanery Manual.

Please refer to the Old Deanery Manual for further housekeeping information, such as fire safety and fire call point test, and building safety etc.

6. Alterations and Additions

We reserve the right to review, revise or replace the contents of this Handbook and introduce new policies from time to time which reflect the changing needs of EDBF and to ensure its provision continues to represent best practice.

The provisions of this Handbook may be altered by EDBF as occasion requires or as legislation demands. Any legislative changes that are mandatory will be deemed to take effect at the effective date of the legislation. However, the terms of any other proposed alteration or addition will be discussed as appropriate and confirmed in writing either as a general notice or individually.

We hope that this Handbook helps you to understand the way in which EDBF works and your role within it. If any of the above should be unclear or you have any questions to raise, please do not hesitate to do so with a member of the People team.

Anthea Carter-Savigear
Director of People and Safeguarding
Diocese of Exeter
October 2019

APPENDIX A: Table of EDBF Policies and Procedures by Family Group.

People Promise	Policy	Family Group	Approver (Accountable for Policy)
Culture	Anti-Harassment and Bullying	Dignity at Work	People and Safeguarding
Developing People	Capability Procedure	Dignity at Work	People and Safeguarding
Culture	Disciplinary Procedure (including Rules)	Dignity at Work	People and Safeguarding
Culture	Disclosure of Public Interest Matters (Whistleblowing)	Dignity at Work	Diocesan Secretary
Culture	Equality and Diversity (including Equal Opportunities)	Dignity at Work	People and Safeguarding
Culture	Grievance Procedure	Dignity at Work	People and Safeguarding
Appointing People	Recruitment of Relatives	Dignity at Work	People and Safeguarding
Engaging People	Redundancy	Dignity at Work	People and Safeguarding
Engaging People	Retirement	Dignity at Work	People and Safeguarding
Engaging People	Sickness Absence	Dignity at Work	People and Safeguarding
Engaging People	Special Leave	Dignity at Work	People and Safeguarding
Engaging People	Eye Test	Duty of Care: Health & Safety	Operations
Culture	ID Cards	Duty of Care: Health & Safety	Operations
Engaging People	Lone Working	Duty of Care: Health & Safety	Operations
Culture	Mobile Phone	Duty of Care: Health & Safety	Operations
Engaging People	Vehicle	Duty of Care: Health & Safety	Operations
Culture	Data Protection	Duty of Care: Organisational Reputation	Operations
Culture	Electronic Information and Communications Systems	Duty of Care: Organisational Reputation	Operations
Culture	Social Media	Duty of Care: Organisational Reputation	Communications and Engagement
Culture	Alcohol and Substance Abuse	Duty of Care: Safeguarding	People and Safeguarding
Culture	Domestic Abuse	Duty of Care: Safeguarding	People and Safeguarding

Culture	Safeguarding	Duty of Care: Safeguarding	People and Safeguarding
Appointing People	Safer Recruitment, Recruitment of Ex-Offenders Selection	Duty of Care: Safeguarding	People and Safeguarding
Engaging People	Adoption	Work Life Balance	People and Safeguarding
Engaging People	Flexible Working	Work Life Balance	People and Safeguarding
Engaging People	Holidays	Work-Life Balance	People and Safeguarding
Engaging People	Maternity	Work Life Balance	People and Safeguarding
Engaging People	Parental Leave	Work Life Balance	People and Safeguarding
Engaging People	Paternity	Work Life Balance	People and Safeguarding
Engaging People	Shared Parental Leave	Work Life Balance	People and Safeguarding
Engaging People	Time Off For Dependents	Work Life Balance	People and Safeguarding
Engaging People	Time Off in Lieu	Work Life Balance	People and Safeguarding
Culture	Declaration of Interest	Financial Accountability	Finance
Engaging People	Expenses	Financial Accountability	Finance
Culture	Fraud and Anticorruption	Financial Accountability	Finance
Culture	Dress Code	Operational Effectiveness	Operations
Developing People	Education Assistance	Operational Effectiveness	People and Safeguarding
Engaging People	Home Working	Operational Effectiveness	Operations
Developing People	Performance Review	Operational Effectiveness	People and Safeguarding

DIOCESE
OF EXETER

THE CHURCH
OF ENGLAND
IN DEVON



pray



grow



serve
with joy

