

LEICESTER QUAKER HOUSING ASSOCIATION

Contractual Requirements

The contract of employment is a mutual agreement giving each party to the contract both ***rights and responsibilities***.

The Association aims to provide a safe working environment for staff, and to treat all staff in a fair and non discriminatory manner.

The Association requires all staff to meet the following general contractual criteria:

➤ ***Smoking***

The Association has a No Smoking Policy at its offices and in all its buildings.

➤ ***Integrity***

The Association and its staff must act honestly, openly and fairly in all matters and be seen to do so. This means that any staff member who deals with a matter in which they have, or may appear to have, a personal interest, must inform their line manager as soon as possible. Once a year all staff and committee members are required to sign a declaration of interest form approved by the Committee of Management.

➤ ***Confidentiality and Publicity***

Staff are required to respect confidential matters whether these relate to staff, tenants, residents or any other individual. All staff are expected to follow the policy and guidelines on confidentiality approved by the Association. Any documents of a confidential nature must be returned at the end of your employment.

Any significant publicity in connection with the Association, its work, staff, tenants or residents must be authorised by the Chairman of the Association, the Chief Executive, or the Director - Finance and Personnel.

➤ ***Equal Opportunities***

The Association seeks to ensure equality of opportunity and treatment for all persons in the provision of its services and in the employment of staff to provide those services. All staff are required to behave in a non discriminatory way.

➤ ***Probationary Period***

Staff appointed to established posts with the Association are subject to a six month probationary period, during which time both the Association and the staff member may terminate the employment by giving one weeks notice. The aim of this probationary period is to assist new members of staff to meet the main responsibilities and performance requirements of the post, and to ensure they are capable of achieving the standard of work required as detailed in the Job Description. During the first six months newly appointed staff attend monthly support meetings with their line manager or an experienced staff member. A review of performance is carried out after three and six months in post.

➤ ***Punctuality***

Staff are responsible for arriving at work punctually. Arriving late causes disruption to other members of staff and to their work, and can disrupt services to residents or tenants. Start and finish times for work must be adhered to and persistent lateness will be viewed seriously. All employees are required to 'sign in' on arrival and to 'sign out' on leaving work.

➤ **Staff Meetings**

Staff meetings are held regularly at all the schemes. They are an important means of communication. Staff are required to attend a minimum number of meetings each year and attendance is recorded. All staff who attend meetings outside their usual working rota will be paid.

➤ **Health and Safety**

The Association is committed to provide a safe and healthy working environment. There is a named member of staff in each workplace with responsibility for implementing and reviewing health and safety procedures. You also have a responsibility to take care of your own health and safety, to follow procedures, and to be aware of the safety of others.

➤ **Dress Code**

All staff are required to dress in a clean and tidy manner. Clothes and footwear should be suitable for their job and enable them to work safely and efficiently. Staff may not wear crop tops, sleeveless tops or clothing with writing, pictures or logo's which in the opinion of the manager might be offensive or insensitive. Shorts should be tailored and of a reasonable length. Footwear should be secure and suitable for the task. The manager's opinion is final as to the suitability of clothing worn within the workplace. Certain members of staff are required to wear protective clothing and this will be provided and laundered.

➤ **Contact Information for Staff Members**

All staff are required to give the Association details of their current address and telephone number, and a contact telephone number and details of a person or persons who may be contacted in an emergency, or in case of unforeseen changes in staff work patterns. These details will be updated regularly.

➤ **Annual Leave**

The standard entitlement for a full time post is 30 working days paid leave during the holiday year which runs from January to December. This is inclusive of 8 statutory holidays. Part time post holders receive the full time entitlement pro-rata to the number of working days per week for that post.

➤ **Pension Scheme**

The Association has a Group Personal Pension Scheme with Standard Life which you are eligible to join. It is a contributory pension scheme with the Association matching your contributions up to a maximum of 6%, subject to a minimum contribution of 3% from the Association. The Association will not commence contributions until you have successfully completed your probationary period.