**LSW HANDBOOK**

THIS IS NOT A CONTRACTUAL DOCUMENT

*Updated: 05.03.2019*

This handbook is divided into 3 main sections:

**SECTION I**

Welcomes you to the Society

**SECTION II**

Outlines the Society’s Employment Policies and Procedures, which explain your employee rights and responsibilities and the Society’s obligations to you

**SECTION III**

Provides general Society Rules and Information

**SECTION I**

**Introduction**

**WELCOME TO THE SOCIETY**

We would like to take this opportunity to welcome you to the Society and to express the hope that your time here will be long, happy and productive.

We have a particular pride in our reputation and recognise that this is built very much on the commitment and skills of our staff. The success of the Society and the wellbeing of our staff depends very largely on co-operation, trust and respect between all levels of staff, and to promote this, the handbook contains information on the standards that we need to maintain.

You will have received an offer letter and contract of employment, detailing terms and conditions relating to your specific role.

We have designed this handbook to give you additional important and useful information about your employment with us, the benefits we provide and our expectations of you and your colleagues.

We hope that you find the handbook useful and informative and that it helps you to become part of our team. Please read it carefully.

**We hope you enjoy working with us and wish you every success!**

**Before you start work at the Society**

Prior to starting your new role, you need to provide the following documents:

• your signed Contract of Employment

• your bank account details

• your National Insurance number

• your P45 from your previous employer, or a P60

• evidence of your eligibility to legally work in the UK

We also need your contact details and those of an emergency contact. If you are unsure about any of the above, or if there are any special circumstances which concern you, please discuss these with your line manager.

You should complete a New Starter form with the above details.

**Working for the Learned Society of Wales**

**Personal status**

You must advise the Finance and Administration Officer if the personal information you have given us – such as bank details, address, emergency contact – has changed. It is essential that our records are correct and up-to-date. You have a contractual responsibility to keep us informed of your current address and contact number.

**Training and development**

Employees are expected to take the lead on their training and development, through undertaking reading and research, sharing skills with colleagues and, where required, identifying suitable training courses. There is a small budget for training which is available for staff through agreement with your line manager and the Chief Executive.

You or your line manager can identify training and development needs during performance reviews or at any appropriate time.

In the event that the training has significant financial costs, then you may be required to agree before signing up for the training to repay a proportion of those costs should you leave the Society’s employment within one year of the training. This will allow the Society to get an appropriate return on its investment. In some circumstances, we may also ask you to contribute personally to the cost of training, for example if we consider training to be of more limited value.

**Performance management**

New starters

You will have a one-to-one meeting in your first few days with your line manager. During this meeting, you will identify expectations and objectives for your probationary period (details of your probationary period are in your contract). At the end of the probationary period you will have a second meeting where one of the following options will be taken:

• completion of probationary period

• extension of probationary period

• termination of employment

Once the probationary period is complete, your performance will be managed using the appraisal process.

**Appraisal**

Line managers carry out an annual appraisal with each member of staff in a one-to-one meeting. The Appraisal reviews your overall performance during the year and sets your performance targets and development needs for the next year. The first appraisal meeting will be held at the end of the probationary period.

These targets will be reviewed during the year to ensure they remain relevant to you and the Society. The appraisal reviews performance against the Strategic Plan and your job description, and is used to inform the Finance Committee responsible for reviewing pay.

**Informal support**

You will have one-to-one meetings with your line manager as required for your role. These will be an opportunity to review progress against your targets, as well as to discuss your current priorities and professional development. The frequency of such meetings depend on several factors. An employee or their line manager can request a meeting at any time. Any concerns about the tasks you are being asked to undertake, your priorities, your working relationships and any other training or personnel issues should be raised in these meetings.

**Pay and benefits**

The Society aims to be a supportive and flexible employer, and to offer attractive pay and excellent working conditions. The Society offers flexible working and most of the statutory provisions are exceeded by the Society.

Points-based pay rises will be decided annually by the Finance and Executive Committee. Such rises are not automatic, are always contingent on available funds, and cannot be awarded until you have been in post for at least a year.

If there is a delay in conducting the appraisal because your line manager is unable to conduct the appraisal at the scheduled time, you may be eligible for back pay to the scheduled date of appraisal.

If you disagree with an appraisal outcome and/or pay rise decision, you should first discuss this with your line manager. If an agreement cannot be reached, the decision will be referred to the Executive Committee.

Occasionally, there may be a case for a role to be regraded, e.g. if you are in salary band 2 but the expectations of your role can be demonstrated to fit better in band 3. Re-grading will only take place by agreement with the Chief Executive, and in conjunction with you accepting a revised job description. A regrade may mean that you are eligible for a points-based increase outside the usual annual appraisal process, but this is not guaranteed.

Your Contract of Employment contains details of your pay scale, your probationary period, pension and sick pay.

**Resignation**

If you resign, you are required to give the notice period indicated in your Contract of Employment. Resignation should be in writing and handed to the Chief Executive, who will have a meeting with the employee prior to his or her leaving. This will allow us to obtain valuable feedback on your role and on the Society as an employer.

**Vehicle parking**

There is a car park at the Registry Building; spaces are available on a first-come, first-served basis. There is no guarantee of a parking space. A bicycle park is provided in the car park; you should bring a secure lock if you wish to use it. If you require access to the car park, you will be given the appropriate entry code.

**Section II**

**Our Employment Policies and Procedures and Society Rules and Information**

Your individual terms and conditions of employment are set out in Contract of Employment.

This Employee handbook, together with your individual employment document, meets the Society’s legal requirements under the provisions of the Employment Rights Act 1996. The employee handbook is non-contractual.

The Society may from time to time change or introduce policies and rules of employment, to meet the needs of the charity. Information about any general changes will be brought to your attention via email. If the changes are specific to an individual, you will be notified personally by individual letter/email.

It is important that you fully understand the content of section 2 and 3 and that you read our employment policies and rules carefully.

**Code of Conduct**

All organisations have a legal obligation to advise their employees of any disciplinary rules which apply. The Society has included the most important of these in your Contract of Employment. Aside from these, we have attempted to keep such rules to a minimum, to demonstrate our trust in our employees and our confidence that normal standards of behaviour will prevail through self-discipline rather than through rigid application of rules.

The rules we do have, therefore, are of a practical purpose. The aim is to promote responsible, efficient and safe working.

**General expectations of employees**

* The Learned Society of Wales (LSW) exists to celebrate, recognise, preserve, protect and encourage excellence in all scholarly disciplines, and in the professions, industry and commerce, the arts and public service. You are expected to demonstrate that you understand, support and promote this mission in everything you do.
* The Society expects the highest standards of commitment, honesty, courtesy, clarity, reliability and accountability in all aspects of your work for us.
* You are required to respect our confidentiality, reputation, copyright and intellectual rights, and may not use any LSW originated or owned material for non-LSW work.
* You are required to dress and act appropriately in a wide variety of settings.
* The Society expects you to contribute to the design and delivery of organisational targets and policies.

Outside working hours, you should behave in a manner which will not attract attention to members of the Council, their families or their business interests nor draw adverse publicity to the Society. You may promote and/or discuss the work of the Society, but not its finances.

**Shared responsibilities**

**Housekeeping**

Good housekeeping is necessary, not only to promote health and safety, but to encourage professionalism and efficiency in the work place. You will be expected to take personal responsibility for ensuring that your work place is left clean and tidy. If you find any rubbish on the floor, you should take personal responsibility for picking it up and disposing of it in rubbish bins. You must dispose of paper, cardboard, plastic, glass and food waste in the recycling bins provided.

When using the kitchen facilities, it is each employee’s responsibility to use equipment appropriately and to ensure that the facilities are left clean and tidy after use.

**Telephones**

Answering the landline telephones and taking messages is a shared task. You can be exempted from this task for periods of time due to work demands through agreement with your colleagues or line manager.

**Dress Code**

All employees must, whilst at work, maintain an appearance that is clean, tidy and appropriate to the work they undertake, particularly in relation to health and safety. This applies whether the employee is working on the Society’s own premises or elsewhere.

**Foul or abusive language**

Foul, abusive or offensive language or behaviour will not be tolerated under any circumstances. We will fully investigate any complaints.

**Speaking on behalf of the Society**

You must not make any public statement or any statement to a person employed or associated with the media concerning the Society, its Council and Committees or any Fellows unless this is explicitly permitted within your job description. You should refer any request for information from the media to your line manager or to employees explicitly responsible for communications.

**External representation**

You may only accept invitations to lecture, speak, write articles or broadcast on behalf of the Society with prior approval from their line manager, unless such activities are within your job description.

Where you represent the Society at external events, including training and seminars, you should ensure you do not commit themselves or the Society beyond you level of responsibility and authorisation within the Society. When representing the Society, employees should act and dress appropriately.

**Confidentiality**

You are required to maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

**Dignity and Respect at work**

All staff members within the Society are expected to:

* treat all others with dignity and respect
* conduct themselves professionally
* not behave in a manner that could be offensive to others
* be pro-active in developing and maintaining effective working relationships
* take appropriate action where there are difficulties in working relationships

Behaviour that is offensive to one individual may not be to another, but most of the time people are able to judge correctly how they should behave. Differences of opinion are to be respected, although there are occasions when behaviour can become undermining and destructive. On these occasions, staff should be entitled to point this out without being subjected to a violation of their dignity.

Unacceptable behaviour may constitute a pattern of repeated behaviours in which individual incidents are borderline, but which, taken together, breach the bounds of acceptability. The behaviour does not need to be ongoing; a single event of unreasonable behavior is enough for the employee to make a complaint.

There are some types of behaviour that we will always consider to fall below the threshold of acceptability. These include assault, discrimination, harassment, bullying or victimisation.

Unacceptable behaviour should not be confused with normal management authority carried out in a reasonable manner, including legitimate, constructive and fair criticism of staff performance or conduct.

**Bullying and Harassment Policy and Procedure**

The Society recognises that employees have the right to be treated with dignity and respect. Bullying and harassment are harmful. They cause distress and can lead to accidents, illness and poor performance. No form of bullying or harassment will be tolerated by the Society.

All new employees will be informed of the Society’s policy on bullying and harassment, and all complaints of bullying and harassment will be treated very seriously.

**Our aim**

The aim of this procedure is to protect employees from bullying and harassment and to enable them if necessary to make a complaint or assist in investigation without fear of reprisal.

When appropriate, every effort will be made to resolve the situation informally. Some incidents of bullying and harassment, however, by virtue of their serious nature will need to be dealt with immediately under the formal procedure.

Disciplinary action, possibly including dismissal, will be taken against those failing to observe their responsibilities under this policy.

**Our Policy**

**Bullying**

Bullying is “offensive, intimidating behaviour abuse of power or authority, which attempts to undermine an individual or group of employees, and which may cause them to suffer anxiety or stress”.

Examples of bullying behavior may include: -

* Shouting, use of foul language and personal abuse
* Criticising staff in public
* Imposing unreasonable targets or deadlines

The Society recognises the sensitive nature of complaints of bullying and harassment. Employees who wish to discuss such complaints should initially contact their line manager or if their line manager is the subject of the complaint request a confidential meeting at an appropriate time with Chief Executive or General Secretary.

**Sexual Harassment**

Sexual Harassment is “unwanted behaviour of a sexual nature by one employee towards another “.

Sexual harassment takes many forms, from relatively mild sexual banter to actual physical violence. An employee may not always realise that their behaviour constitutes sexual harassment of another; employees must recognise that what is acceptable to one employee may not be acceptable to another.

Examples of sexual harassment include: -

* Lewd comments about appearance
* Speculation about a person’s private life and sexual preferences or activities

 **Racial Harassment**

* Racial Harassment is “unwanted behaviour of a racial nature by one employee towards another”. Racial harassment can also take many forms; from relatively minor abuse to actual physical violence. Examples or harassment include: -
* Insensitive jokes related to race
* Unwelcome or abusive comments about race or colour

The examples above are not exhaustive. Whilst threatened or actual racial violence is an obvious example of gross misconduct, punishable by dismissal, other actions or words could constitute gross misconduct depending on the circumstances of the case in question.

**What To Do**

Whilst the Society appreciates the potential embarrassment of reporting a case of bullying or harassment, once a case has been reported, the Society is duty bound to investigate the matter. Reports of harassment will be investigated in all instances.

**Informally**

Employees who are victims of minor bullying, sexual or racial harassment are advised to make it clear to their harasser/bully that the behaviour is unacceptable and must stop. If an employee is unable to do this verbally then a written request (explaining the distress, which the behaviour is causing) handed to the bully/harasser may be effective. You should retain a copy of any written request you make to cease bullying and harassment.

**Formally**

Where informal methods fail, or serious bullying or harassment occurs, employees are advised to bring a formal complaint. The complaint should be in writing, and where possible state: -

* The name of the alleged bully/harasser
* The nature of the alleged bullying/harassment
* Dates and times when the alleged bullying/harassment occurred
* Names and witnesses to any incidents of alleged bullying or harassment
* Any action already taken by the complainant to stop the alleged bullying/harassment

The complaint should be sent to your line manager. Where the employee is making a complaint against his/her line manager the employee should send this to the Chief Executive or General Secretary.

Immediately a complaint of bullying or harassment has been received, action will be taken to separate the alleged bully/harasser from the complainant. This may involve temporary transfer of the alleged bully/harasser to another area of the business, or suspension of the alleged bully/harasser with pay until the complaint has been resolved.

The investigating manager will carry out a thorough investigation as quickly as possible, maintaining confidentiality at all times. All employees involved in the investigation are expected to respect the need for confidentiality. Failure to do so will be considered a disciplinary offence.

**The Hearing**

Should disciplinary action be necessary, the Society disciplinary procedure will apply.

Copies of statements made by witnesses will be made available to the alleged bully/harasser and the complainant before the hearing wherever practicable. Witnesses will be requested by management to attend if the accused requests this and the manager conducting the hearing considers this is appropriate in the circumstances.

It is acknowledged that some witnesses may be reluctant to do so and in some circumstances the complaint may not be capable of being resolved in an orderly manner by such attendance. Management should recognise that the Dispute Resolutions Regulations recognise that complaints may not be pursued through the disciplinary procedure where the complainant believes that he or another will be liable to a significant threat of violence to either themselves or their property.

The manager should consider what steps are most likely to be appropriate and may adjourn a hearing to ask supplementary questions of witnesses in private in the absence of the accused and the complainant.

Subject to the managers right to speak to witnesses in private, the complainant may, if they wish, be present throughout the investigation and hearing and be accompanied by any colleague of their choice.

The alleged bully/harasser will also have the right to be accompanied by a work colleague at the hearing. Where the investigating manager concludes that bullying/harassment has taken place, he or she will ensure that the bully/harasser has every opportunity to defend or explain his/her actions, in accordance with the Society’s disciplinary procedure. The manager conducting the procedure shall be accompanied by another manager of the Society throughout the procedure.

The severity of the penalty imposed upon an employee found guilty of bullying/harassment will be consistent with those detailed in the disciplinary procedure i.e. extreme cases of bullying/harassment will normally result in dismissal. Where a lesser penalty is appropriate e.g. a written warning, this may be coupled with action to ensure that the victim is able to continue working without embarrassment or anxiety. After discussion with the complainant, the investigating manager may arrange for the amendment of working practices to minimise contact between the two employees.

The result of the hearing will be confirmed in writing to both employees, which they will be expected to sign and return as confirmation of what is agreed.

If you are not satisfied about the way a complaint has been handled, you may appeal and ask for it to be reconsidered by one of the Society’s Officers. Requests for reconsideration of the complaint should be made within 5 working days of the first hearing. The decision of the second hearing will be sent, in writing, to both parties and will be final.

An employee who receives a warning or who is dismissed for bullying/harassment may appeal against the penalty in accordance with the Society’s disciplinary appeal procedure.

An employee who brings a complaint of bullying/harassment will not suffer any detriment i.e. any disadvantage for having brought the complaint unless the complaint is found to be untrue and has been brought maliciously, vexatiously or frivolously. Disciplinary procedures may then be invoked against the employee.

**Religious Harassment**

The procedure for racial harassment shall also apply in cases of harassment or discrimination on grounds of religion or belief arising from the Employment Equality Regulations 2003.

**Financial Policies**

**Expenses**

**Introduction**

This policy sets out the rules and procedures associated with incurring and reclaiming travel and subsistence expenditure whilst engaged on LSW business. Although this policy relates specifically to the reimbursement of expenses, it also applies to all categories of expenditure, regardless of the method of payment and funding source. Given the size of organisation it is not intended to be exhaustive.

The policy is based on the following general principles:

It is the Society’s policy to reimburse all reasonable expenses incurred in carrying out the Society’s business (this does not apply to employees travelling to and from home and their normal place of work for the purpose of fulfilling their normal working hours).

A core principle is that any travel and/or expense should be reasonably incurred for appropriate business purposes on a nil-gain, nil-loss basis.

The types of expenditure normally reimbursed are Society business travel and subsistence (normally when required to stay away from home for a period of time).

The Society, as a Charity, has a duty to minimise expenditure that is not directly charitable. Staff, Council and committee members are therefore expected to keep expenses incurred to a minimum and record, explain and justify such expenses accordingly. The Society reserves the right not to pay claims where it deems the expenditure unreasonable or unnecessary.

**EXPENSES GUIDANCE NOTES**

**Travelling**

Staff, Council and committee members are expected to exercise sensible judgement in determining the most cost-effective and the most efficient means of carrying out the Society’s business. This includes considering public transport and car sharing when travelling on official business. All unnecessary travel should be avoided.

All reasonable travel, subsistence and other costs incurred by a Staff, Council or committee member in the furtherance of their duties for the Society will be reimbursed. Fellows travelling on Society business other than Council and committee meetings should seek approval from the office at the earliest opportunity.

Where reasonable public transport facilities do not exist, or a substantial saving in time could be effected, use of a private car, motorcycle or cycle to travel on Society business will be reimbursed at the mileage rates below.

Train/bus – standard class fare (ideally booked in advance, and cheap excursion tickets should be used wherever possible)

Flight – Economy class air fare (please check in advance with the office if flight expenses can be paid)

Car:

Private car – each trip will be reimbursed at the rate of 40p per mile for the first 100 miles and 30p for each subsequent mile

Hire car – costs (including full insurance cover) may be reimbursed subject to discussion with the Chief Executive

Taxi – costs will be covered where there is no reasonable alternative (e.g. public transport or walking)

Motorcycle – each trip to be reimbursed at 30p per mile for the first 100 miles and 20p for each subsequent mile

Bicycle – each trip to be reimbursed at 20p per mile for the first 100 miles and 10p for each subsequent mile

**IMPORTANT INFORMATION REGARDING TRAVELLING ON LSW BUSINESS IN A CAR**

All staff travelling on LSW business, using their own vehicle, should ensure that their insurance covers the use of their vehicle on Society business. The Society’s insurance policy provides public liability cover, but in the case of a vehicle accident, the first liability is the individual’s own policy. Most motor vehicle policies cover only social, domestic and pleasure purposes. Therefore it is important to check with your insurance provider whether or not business insurance is required when travelling on Society business.

All Council and committee members are classed as ‘volunteers’ and should check with their own insurers as to whether or not their current insurance policy covers them for travelling on Society business.

All staff, Council and committee members should ensure that they only carry passengers if their insurance policy permits them to do so.

Expenses claimants are personally responsible for ensuring that they have a valid driving licence and MOT covering their vehicle.

Staff are required to consult with the Chief Executive before travelling on long distance journeys (e.g. to an event in North Wales) as it may be more cost effective for the charity to hire a car rather than reimburse the mileage costs.

**Subsistence**

Individuals may claim reasonable costs for food eaten while on Society business away from their normal place of work, and will be reimbursed for actual expenditure incurred with receipts as backing documentation. As a guide, reasonable expenditure for breakfast/lunch is £10 and for main meals £20. Alcohol purchases will not be reimbursed as part of subsistence.

**Accommodation**

**3.1 Within the UK**

The Society has managed to secure a lower rate for accommodation at the following hotels in Cardiff:

Hilton Cardiff, Kingsway, Cardiff CF10 3HH

Phone: 029 2064 6300 or reservations.cardiff@hilton.com

Quote Learned Society of Wales or Corporate ID D113072787

Jurys Inn Cardiff, 1 Park Place, Cardiff CF10 3DN

Phone: 029 2027 1526 or Central Reservation: 08704 100800

Quote Learned Society of Wales

Please contact the Finance and Administrative Officer on 029 2037 6976 (or jgillian@lsw.wales.ac.uk) if you need assistance to book accommodation at either of these hotels if travelling to Cardiff on Society business.

For overnight stays elsewhere in Wales and the UK: as a guide, reasonable expenditure for overnight accommodation (not including meals) is £90, or £125 in London. Staff members should discuss their plans with their line manager if it expenses are likely to significantly exceed these amounts.

**3.2 Outside the UK**

Please contact the Society’s Chief Executive prior to travelling outside the UK to seek approval for any accommodation costs.

**Business / Society Entertaining**

Staff, Council and committee members should only entertain visitors and guests where it is likely to promote and/or assist the Society’s corporate objectives. Amounts claimed should be reasonable and appropriate. In all cases, receipts/invoices should be retained and submitted with any expense claim.

**Procedures for Making an Expense Claim and Reimbursement**

Any staff, Council or committee member wishing to submit an expense claim must, in the first instance, complete the Expenses Claim Form (included in this policy, and also available from the office and the Fellows’ area of the website). Please remember to complete all relevant sections of the claim form, attach all receipts and sign and date the form to avoid late payments being made.

Please note that our auditors require that every expenses claim is fully supported by relevant tickets and receipts. These should be attached to the claim form. In the absence of receipts, payments will not be made.

Staff members who hold an authorised Society credit or debit card may use this as an alternative to cash claims/reimbursements. In all cases, receipts must be provided to the Finance and Administration Officer as proof of appropriate expenditure.

The Society will endeavour to process all claims received within 30 days of receiving them.

The Society uses BACS to pay expenses directly into your bank account. An electronic remittance advice will be issued once the payment has been made.

All expenses – whether as cash, credit/debit card or online purchases – will be reviewed by a designated person in line with the Society’s approved financial procedures.

**GENERAL GUIDANCE – FAQs**

What the Charity Commission says

The Charity Commission’s guidance on trustee expenses and payments states:

“Trustees are entitled to have their expenses met from funds of the charity. Expenses can include a wide range of costs including, for example, travel and other costs of attending meetings, specific telephone and broadband charges, travelling on trustee business, and providing childcare or care of other dependants while attending to trustee business.”

It also states:

“Properly assessing any potential risks and managing conflicts of interest are important factors when a charity is proposing to pay trustees. Trustee boards should be open and transparent about their decision to pay, and be prepared to justify it if publicly challenged.”

The Commission also states that it is good practice for charities to have a written expenses policy setting out what is recoverable as an expense and what is not, and the charity should ensure that the policy is clearly understood by all the trustees.

What does the Commission mean by ‘expenses’ payments?

“Expenses are normally refunds by the charity of costs a trustee has had to meet personally (or which have been met on his or her behalf) in order to carry out trustee duties. In some cases, these may be paid in advance.”

What are trustee expenses?

The Charity Commission describes this as “refunds by a charity of legitimate payments which a trustee has had to meet personally in order to carry out his or her trustee duties. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.”

How should trustee expenses be accounted for?

For charities with gross yearly incomes of more than £250,000 this should be accounted for as part of the SORP (Statement of Recommended Practice) requirements. Charities must disclose as a note to their accounts:

The total amount of trustee expenses

The nature of the various expenses

The number of trustees involved

If trustees have received no expenses, this should also be stated.

**Anti-Fraud Policy**

The Society is committed to the prevention of fraud and the promotion of an anti-fraud culture. We operate a zero-tolerance attitude to fraud and require staff to act honestly and with integrity at all times, and to report all reasonable suspicions of fraud.

The Society will investigate all instances of actual, attempted and suspected fraud committed by staff, and Trustees and will seek to recover funds and assets lost through fraud. Perpetrators will be subject to disciplinary and/or legal action. Staff must report concerns about fraud to their line manager, or using the Whistle-Blowing Policy in this Handbook.

**Anti-Bribery Policy**

**Introduction**

The purpose of this policy is to ensure compliance with all applicable anti-bribery regulations, and to ensure the Society conducts business in a responsible manner. This policy applies to all the countries and territories that LSW operates in.

**Policy Statement**

A bribe is an inducement or reward offered, promised, given, received or the soliciting of a financial, academic or other advantage or favour as a means of influencing the actions of an individual (or individuals).

It is a policy of the Society to conduct all of business in an honest and ethical manner. The LSW requires its Officers, Fellows, staff and other persons who provide or perform a service for or on behalf of the LSW, at all times to act professionally, fairly and with integrity in all business dealings and relationships wherever fellows or staff of the Society operate, implementing, and enforcing effective systems to counter bribery.

The LSW is committed to ensuring that its business is conducted in an open and transparent manner. As such it will adhere to the six principles of bribery prevention outlined in the Government’s guidance to reduce the risks of bribery being committed. See Appendix 1. The LSW will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which it operates. The LSW is bound by all the laws of the UK, including the Bribery Act 2010, in respect of its conduct both at home and abroad.

**Definition & Scope**

In this policy, third party means any individual or organisation you meet during the course of your work for LSW, and includes actual and potential clients, customers, business contacts, government and public bodies, including their advisors, representatives and officials, politicians and political parties.

This policy applies to all employees (whether permanent, fixed‐term or temporary), Officers, Members of Council, Committee members and Fellows (collectively referred to hereinafter as "you") in the course of their duties carried out on behalf of the Society.

This policy covers:

• bribes;

* receiving Payments;
* gifts and hospitality.

**Bribes**

Bribery is commonly understood as the offer, or, acceptance of a reward to persuade another to act dishonestly and or in breach of the law. The Bribery Act 2010 provides for 4 bribery offences:

* + bribing - offering, promising or giving an advantage;
	+ being bribed - requesting, agreeing to or accepting an advantage;
	+ bribing a foreign official;
	+ failing, as an organisation, to prevent any person who performs services on its behalf from committing an act of bribery.

You must not engage in any form of bribery, either directly or through any third party.

**Receipt of payments**

You should not use your official position to receive, agree to accept or attempt to obtain any payment or other consideration for doing, or not doing, anything or showing favour, or disfavour, to any person. You should not receive benefits of any kind from a third party which might reasonably be seen to compromise your personal judgement and integrity.

**Gifts and hospitality**

Gifts are categorised into two broad groups:

* + do not accept - gifts which might look to people outside the organisation as if they have been offered to compromise personal judgement and integrity. These will generally be high value items;
	+ can be accepted - some gifts and hospitality can be accepted. These will generally be lower value items of under approximately £20; e.g. a bottle of wine, and items which might be difficult to refuse, for example if given by an international delegation. There are also smaller gifts, for example those often handed out at conferences, such as pens and diaries, which usually cost less than £5 and are essentially marketing tools. These are acceptable, and do not need to be recorded in the register. Any gift or Hospitality with a value in excess of £50 must be recorded.

Hospitality in the form of reasonable refreshments, working lunches etc. can be accepted and do not need to be recorded in the register. However you may need to note receiving refreshments when making expense claims.

Hospitality which goes further, for example formal dinners at conferences, or drink receptions organised by a stakeholder, can be accepted but need to be included in the register if the value exceeds £50.

Travel and other costs associated with attending a conference as a speaker: It is accepted practice to receive travel and subsistence costs if you are invited to speak at or attend an event or conference.

You must declare and keep a written record of all gifts accepted or offered, which will be subject to management review. For assistance, please contact the Clerk. You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with the LSW expenses policy.

**Action in the Event of Alleged Bribery**

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with the Clerk, the Chief Executive or the General Secretary.

It is important that you tell your line manager, the Chief Executive or the General Secretary as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

All cases of actual or suspected bribery will be investigated and appropriate action will be taken. The police will be informed when such activities are unlawful.

Disciplinary action will be considered against any staff, officers, members of Council and Fellows found to have perpetrated bribery and any managers whose negligence is held to have facilitated or condoned an act of bribery.

If a member of LSW staff, an Officer, a Member of Council or a Fellow is found to have perpetrated bribery, or to have facilitated or condoned an act of bribery in the course of their duties on behalf of the Society, the incident will be referred to the Society’s Council for consideration and action. Both categories may constitute gross misconduct, the penalty for which may include expulsion from the Fellowship in accordance with the Society’s Code of Conduct.

If a member of LSW staff, an Officer, a Member of Council or a Fellow is found to have perpetrated bribery, or to have facilitated or condoned an act of bribery outside of their role within the Society and is deemed to have brought the Society in to disrepute, the incident will be referred to the Society’s Council for consideration and investigation under the code of conduct.

**Responsibilities**

The LSW General Purposes Committee has a general responsibility for monitoring the operation and effectiveness of its anti-bribery arrangements and shall receive appropriate reports on any bribery activity.

Each Fellow, member of staff or other person who provides or performs a service for or on behalf of the LSW is responsible for:

* acting with propriety at all times and in particular in the use of official resources;
* conducting themselves in accordance with the principles identified by the Committee on Standards in Public Life, which are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
* being alert to the possibility that unusual events, behaviours or transactions could be an indication of bribery;
* seeking advice from the LSW Chief Executive, or the LSW General Secretary, if unsure about what constitutes an act of bribery in respect of LSW activities, operations and dealings;
* reporting details immediately to the LSW Chief Executive or the LSW General Secretary if they suspect bribery has taken place;
* cooperating fully with whomever is conducting internal checks, reviews or investigations relating to suspected bribery.

All LSW staff, Officers, Members of Council and Fellows are responsible for the success of this.

**Reserves Policy**

**Definition of Reserves**

The Code of Governance for Charities (Guideline 6.3.1) states that “While all charities should maintain some level of reserves to ensure long-term financial sustainability, the charity should disclose its reserves policy in the annual report.”

The term "Reserves" refers to the Society’s funds that are freely available for its operating purposes not subject to commitments, planned expenditure and spending limits.

**Purpose**

The purpose of the Reserves Policy is to ensure the ongoing delivery of the mission, programs, employment, and operations of the Society.

Reserves are intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses or unanticipated loss in funding. Reserves may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment.

Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. If required, reserves are intended to be used and replenished within a reasonably short period of time.

The Reserves Policy will be implemented in conjunction with the Strategic Plan and is intended to support the goals and strategies contained within strategic and operational plans.

The policy will inform the way the Society manages its surplus cash and provide stakeholders with assurances that the charity is well managed and that it has, where appropriate, a strategy for building up reserves.

**Definitions and Goals**

Reserves form a designated fund set aside in agreement with the Council. The minimum amount to be designated as reserves will be an amount sufficient to maintain ongoing operations and programs for a period of six months.

The calculation of six months’ operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, programmes, and ongoing professional services.

The amount of reserves will be calculated annually after approval of the annual budget and reported to the Finance Committee, Council, and included in the Annual Report and Accounts.

**Accounting for Reserves**

Reserves will be recorded in the financial records as “the reserve”. They will be maintained in one or more segregated bank accounts or investment funds, in accordance with investment policies.

**Funding of Reserves**

Reserves will be funded with surplus unrestricted operating funds. The Council may from time to time direct that a specific source of revenue be set aside for reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

**Use of Reserve**

Use of reserves requires the following steps:

Identification of appropriate use of reserves

The Chief Executive and staff will identify the need for access to reserves and confirm that the use is consistent with their purpose as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

Authority to use reserves

The Chief Executive will submit a request to use reserves to the Treasurer for consideration by the Finance Committee. The request will include the analysis and determination of the use of funds and plans for replenishment. The aim will be to replenish the funds used within twelve months to restore reserves to the minimum amount. If the request is to use more than £5,000 of reserves, the Committee will refer the decision to Council.

**Reporting and monitoring.**

The Chief Executive is responsible for ensuring that reserves are maintained and used only as described in this Policy. Upon approval for the use of reserves, the Chief Executive will maintain records of the use of funds and plan for replenishment. Regular reports will be submitted to the Finance Committee to monitor progress to restore the fund to the minimum amount.

**Review of Policy**

This Policy will be reviewed every other year, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Council.

**Hardship Policy**

1. **Introduction**

This policy provides guidance to help determine the appropriateness of waiving or reducing a Fellow’s membership fees, and to ensure a consistent approach to handling such waivers or reductions.

1. **Types of financial relief**
	1. The Society will waive all fees for Fellows who are over 85.
	2. The Society will reduce fees by 50% for all Fellows over 70.
	3. When informed that a Fellow is seriously ill, the Society will normally waive their fees until a full recovery is made.
	4. In addition, the Society will consider waiving some or all fees for an agreed period for Fellows who demonstrate financial hardship.
2. **Process for assessing hardship**
	1. The Society has determined that it will not set specific parameters under which an application for hardship may be made. Instead, each application by a Fellow will be considered on its own merits.
	2. Any Fellow who wishes to apply for a waiver or reduction, on the grounds of hardship, should write to the Chief Executive to notify them of their financial circumstances and outline why they need financial support.
	3. The Chief Executive will provide the applicant with a copy of this policy and, if necessary, will invite them to provide further information to support the panel to make its decision (see 3.4).
	4. A panel of three will be convened by the President to consider the application for relief. The panel will agree if relief should be offered, at what level, and for what period of time. The panel’s decision is final.
	5. The Chief Executive will notify the applicant of the panel’s decision.
	6. Details of the relief, if granted, will be recorded by the Finance and Administration Officer. The original application will be deleted once this has taken place.

**Bi-lingualism Policy**

The purpose of this policy is to define how the Society will communicate with members of the Society and external stakeholders. The basis of the policy is the bilingual identity of the Society. That identify is expressed in practice as follows.

Written communications with the membership of the Society

* General correspondence (including electronic communications) will be sent to members bilingually.
* Correspondence with individuals will be sent in the ‘language of choice ‘of the individual (it will be necessary to ensure that the language of choice is recorded with relevant registration details).

Written communications with external stakeholders

* Correspondence will be bilingual, or only in Welsh, with partners within Wales.
* Correspondence from external stakeholders will be answered in the language used by the correspondents.

Internal Meetings of the Society

* The Annual General Meeting of the Society will be bilingual. Simultaneous translation facilities will be available to enable this.
* The agenda and minutes of the Annual General Meeting will be bilingual.
* In committee meetings of the Society members will be welcome to speak in Welsh as need be.

External meetings

* In meetings with external stakeholders organised by the Society bilingual provision will be made in accordance with the policies of the stakeholders.
* Some meetings will be organised in Welsh only and others in English only. No simultaneous translation facilities will be available in these cases.

Event Advertising /Marketing/ Publicity

* In advertising public lectures and other events bilingual posters will be prepared (location details, time etc) but the lecture title will be in the language of delivery. (That is, so as not to mislead people, no bilingual title will be given to a lecture which is delivered in English (or Welsh)).

Publishing and Printing

* Newsletters, publicity material and reports of the Society will be published bilingually unless exceptional circumstances prevent this.

Website

* The Society’s website will be bilingual.

Social Media

* Use will be made of the language of the stream.

Press Releases

* Press releases in Wales will be bilingual and the appropriate language in other countries.

Forms

* Nomination forms etc will be bilingual.
* The Society will welcome applications in Welsh or English

Staff

* The Society has no positions where ‘Welsh is essential ‘.
* The Society will provide staff with opportunities to develop their language skills.

**Working Time and Absence from Work**

**Flexible working policy and procedure**

Flexible working refers to:

* Where we work (the office, home or somewhere else);
* When we work (shift patterns, Time Off in Lieu (TOIL), flexi-time, etc); and
* How many hours we work (part-time, full-time, reduced hours, overtime, etc).

The Society is committed to supporting staff in achieving a healthy work-life balance, and flexible working can be a useful tool in achieving this, often leading to reductions in staff sickness, increased retention, improved productivity and higher morale. Flexible working can also benefit the organisation directly, by enhancing the ability to meet our charitable objectives, while improving efficiency.

This policy sets out the principles of flexible working, some of the types of flexible working available to staff, and the procedure for making a long-term change to working pattern.

The overall guiding principle for the policy is that the needs of the organisation, the team and individual work commitments take priority over individual preferences when considering any flexible working pattern.

Policy principles

* All flexible working patterns are subject to the individual staff member’s work commitments and the team and organisational needs, which will vary between roles and at times of year.
* All flexible working patterns are subject to the organisational needs being met. For example, staff members responsible for evening events must be available to attend those events as appropriate
* Managing a flexible workforce safely requires excellent communication between staff members. Therefore, it is imperative that all staff members keep their online calendars up-to-date, including their location on the calendar, and ensure the Society has up-to-date mobile contact details.
* Staff members working away from the office should leave a contact telephone number for those answering the phones in the office.
* Staff members are responsible for ensuring they work their contracted hours.
* Everyone should take responsibility for managing the expectations of stakeholders about their availability for responding to e-mails and phone calls. This includes using the ‘Out of Office’ function on Outlook if away from e-mails for one day or more.
* When working alone in the office or away from the office, staff members should follow the lone working guidelines.
* Working hours should comply with the Working Time Regulations, for example, employees should not average more than 48 hours per week.

TOIL

The Society operates a TOIL scheme which is open for all staff members. TOIL is accrued and banked when a staff member works more than their contracted weekly working hours. These TOIL hours can then be taken back where work commitments and organisational needs allow. The TOIL scheme operates on the following principles:

* Staff members are responsible for ensuring their use of the TOIL scheme does not negatively impact on the Society or their workload. If staff members have any concerns about whether or not it is appropriate to take TOIL or leave, they should discuss with their line manager.
* Staff members are responsible for arranging to take back accrued TOIL and ensuring TOIL does not exceed the maximum limit.
* Staff can take up to a half-day’s TOIL back without seeking permission as long as it does not impact negatively on the team or the individual’s workload.
* To take back TOIL of between half a day and 3 days, inform your line manager.
* To take back TOIL of more than 3 days, seek permission from your line manager. In normal circumstances, TOIL of more than 3 days should be requested 2 weeks or more in advance.
* There is a ceiling on the accrual of TOIL of one working week. This would be 35 hours for full-time staff and on a pro-rata basis for part-time staff. Any hours worked above this limit will be lost. It is the responsibility of each staff member to ensure they do not accrue TOIL above this ceiling.
* TOIL may be taken in conjunction with annual leave, but any absence from work exceeding 3 days requires permission from your line manager (verbally or in writing).
* Overnight stays and ‘social time’ away from home do not count as TOIL, although travel time for overnight stays is eligible. TOIL accrual stops upon arrival at the destination. When claiming for travel time, staff members should exclude the time it normally takes them to travel to and from work, unless they are working while travelling.
* During overseas travel, time waiting to travel (in an airport for example) and time travelling is TOIL during the day. Overnight travel (11pm-7am) cannot be accrued as TOIL.
* There is no time limit within which staff members must take back TOIL, but staff should try to take back TOIL before it approaches the ceiling of 37 hours.
* Staff may accrue up to one working week hours in negative TOIL. This would be 35 hours for full-time staff and on a pro-rata basis for part-time staff.
* Once staff members reach 25 hours of TOIL they are required to inform their line manager and discuss a strategy for managing TOIL so the maximum limit is not reached.
* When staff members are approaching their TOIL limit, they should use TOIL instead of annual leave, even if annual leave has already been booked. They must inform their line manager about such changes.
* Misuse of the TOIL scheme, such as falsifying information, is a disciplinary offence and will be managed under the Disciplinary Policy and Procedure.
* At no time will accrued hours be paid as salary. All TOIL should be taken before terminating employment with the Society. Any TOIL not taken will be lost. Any negative TOIL accrued will be deducted from your final salary payment.

Leave

Staff members’ leave allocation will be given to them in days and hours. Staff members may take annual leave of half a day (3.5 hours) or a full day (7 hours). As a rule, staff should use TOIL to manage absences of less than half a day. Arrangements to take leave in shorter time periods can be made with a line manager.

* Inform your line manager via e-mail about planned leave.
* Staff can take up to a half-day’s leave without seeking permission as long as it does not impact negatively on the team or the individual’s workload.
* To take leave of between half a day and 3 days, inform your line manager.
* To take leave of more than 3 days, seek permission from your line manager. In normal circumstances, leave of more than 3 days should be requested 2 weeks or more in advance.
* Should a staff member wish to take leave and/or TOIL for more than 2 consecutive weeks, a business case for this will need to be made to your line manager.

Ad hoc home and remote working

Ad hoc home working is acceptable dependent on the following principles. Home or remote workers should:

* Work in a safe and suitable area
* Keep all confidential documents secure, storing them in a locked and secure area when not in use
* Not store any confidential files on personal computers
* Log out or lock the screen even when away from the computer for a few moments
* Be aware of people ‘overlooking’ your screen or documents
* Comply with the Data Protection policies and lone working guidelines at all times

Different working patterns

The Work and Families Act (2006) gives some employees the right to request flexible working, and to have their requests reasonably considered. The Society extends this right to request flexible working to all members of staff who have worked continuously for the organisation for 26 weeks or more.

This right to request flexible working can be used when there are circumstances where staff members wish to make a long-term or permanent change to their way of working. To do this, staff should make a formal written application for flexible working using the flexible working request form in appendix 1.

Short-term or ad hoc changes to working patterns can be managed using the TOIL scheme or annual leave. Many staff use the TOIL system to manage even long term changes to working patterns, for example, a compressed working week.

Some different ways of working staff may request include:

* Compressed working hours (working the same number of hours in a reduced number of days, for example, working 35 hours Monday to Thursday)
* Annualised hours
* Reduced hours
* Changing start and finish times (for example, working 8-4 instead of 9-5)
* Job sharing (1 full-time role split between 2 people)

All flexible working requests will be assessed based on the business case, regardless of the reason for the request. The Society will give consideration to all requests for flexible working, and only turn down requests because of the following reasons:

* Burden of additional costs
* Detrimental effect on our ability to meet our stakeholders’ needs
* Inability to re-organise work among existing staff
* Inability to recruit additional staff
* Detrimental impact on quality
* Detrimental impact on performance
* Insufficiency of work during the periods/places the employee proposes to work
* Planned structural changes

Flexible working requests will normally be accepted on a trial period of 6 months to assess the impact on the individual and the Society. During the 6 month trial, the Society and the individual has the right to revert to the previous working pattern by agreement between the line manager and the individual. Once made permanent, there is no automatic right to revert to a previous pattern of working. In this event, a new request for flexible working would have to be made.

Procedure for making a request for a different working pattern

* In the first instance, discuss your request with your line manager.
* Make a written request for flexible working using the form in appendix 1. Ask your line manager if you need help with this. Ensure your request is dated and includes a start date for your proposed working pattern.
* Within 28 days of the request being submitted, your line manager will arrange a meeting with you to discuss the request. Someone may accompany you to the meeting.
* In considering your request, your line manager may discuss your request with the team to establish the impact on them
* Within 14 days of the meeting, you will be notified of the decision about the request. This will accept the request on a trial basis, confirm a compromise agreed at the meeting, or reject the request setting out the clear business reasons for the rejection, and informing the employee of their right to appeal.

If an employee would like to appeal, this should be done in writing within 14 days of the request being rejected. An appeal will be heard within 14 days of receiving an appeal request. Someone may accompany you to the appeal meeting. Appeals will be heard by a senior manager and a member of the Executive. The decision from the appeal meeting will be final.

**Religious holidays**

Subject to complying with the relevant provisions as to notice as set out in your Contract of Employment and to the requirements of the Society’s business, you will normally be allowed to use your annual leave entitlement to observe special religious holidays.

**Compassionate leave**

In the event of the death of a member of your immediate family, time off work will be granted up to a maximum of one week of paid leave. Immediate family is defined as spouse or partner/civil partner, child, parent, brother, sister or grandparent.

One day’s paid leave will be granted to attend the funeral of other close relatives not listed above.

Requests for paid leave/TOIL to attend the funerals of others with whom you are emotionally close should be discussed with your line manager.

Any additional leave will be taken as unpaid leave. In all cases this leave must be discussed with and approved by your line manager.

**Dependency care leave**

All employees have the statutory right to take a reasonable period of unpaid time off work to look after a dependent wife, husband, partner/civil partner, child, parent, or someone who reasonably relies on you or someone who lives in the same household (but who is not a tenant or employee) in the following circumstances:

* to make arrangements if your dependent gives birth, is ill, injured or dies; or
* if the arrangements made for the care of your dependent are disrupted; or
* if an unexpected incident occurs at your child’s school.

and not to be dismissed or victimised for doing so.

This right is intended to cover unforeseen matters, those that are unexpected and occur suddenly.

Employees will be allowed reasonable paid time off to deal with such situations. You must notify your line manager, as soon as is reasonably practicable, of the reason for your absence and how long you expect to be away from work. In addition, the Society will allow an employee to use up to 2 weeks contractual sick pay in a year to cover their absence due to the sickness of a dependent.

Following the completion of 12 months employment, parents of children under the age of 18 are entitled to 4 weeks per child, (up to a maximum of 18 weeks) unpaid leave for the provision of childcare. The leave can be split throughout the year and 21 days notice must be given to your line manager prior to the leave commencing.

**Sickness Absence Policy and Procedure**

The Society aims to secure the attendance of all employees throughout the working week. However, it recognises that a certain level of absence is inevitable due to sickness.

**Our Aim**

To ensure a consistent and fair approach to absence management across the Society and to maximise attendance at work.

**Pay and Absenteeism**

Where you are taking frequent or persistent short term absences your Line manager will conduct an interview with you. You have the right to be accompanied to the interview by a work colleague if you wish.

In such cases, your Line manager will:-

* Inform you of the details including the frequency and reason for the absences and ensure that you understand that the absence record is giving cause for concern
* Advise you to seek proper medical attention if there is an underlying medical problem. A written medical report may be requested from your doctor or an independent doctor
* Inform you that persistent short term absences are unacceptable and that if they continue, your employment is at risk
* Discuss any concerns or problems you raise with a view to finding possible ways of helping you to resolve them
* Agree a realistic period of time over which your attendance can be assessed
* Indicate what action will be taken if you fail to reach the standard required
* Set standards or targets which will be simple and achievable within agreed timescales.
* In certain cases, disciplinary action may be instigated
* A letter will be sent to you confirming the date of the discussion and what was discussed, the action to be taken and specifying what will happen if your attendance does not improve. You will be requested to sign, date and return a copy of the letter to acknowledge its receipt, your understanding of its content and its implications. Failure to return the copy letter will not affect the ability of the Society to act on the letter.

**Maternity Leave and Pay**

Key Points

* Pregnant employees have the right to 52 weeks’ maternity leave
* 39 weeks could be paid which may be statutory maternity pay, maternity allowance or contractual maternity pay (contractual pay may be more than statutory pay or could be paid for longer than 39 weeks – this will depend on the terms of employment)
* During maternity leave employee and employer can agree to have up to 10 keep in touch days
* Paid reasonable time off for antenatal care
* Employee has the right to return to original job or suitable alternative

A pregnant employee has the right to both 26 weeks of ordinary maternity leave as well as 26 weeks of additional maternity leave. To qualify for maternity leave, an employee must tell their employer by the end of the 15th week before the expected week of childbirth:

* That she is pregnant
* The expected week of childbirth, by means of a medical certificate if requested
* The date she intends to start maternity leave. This can normally be any date which is no earlier than the beginning of the 11th week before the expected week of childbirth up to the birth. It is best to advise the employer as soon as possible

Once notification has been given to the employer they must then write to the employee, within 28 days of her notification, setting out her return date. The employee must give eight weeks’ notice if she wishes to change the return date.

All pregnant employees are entitled to reasonable time off with pay for antenatal care made on the advice of a registered medical practitioner, which may include relaxation classes and parent-craft classes. Except for the first appointment, employees should show the employer, if requested, an appointment card or other documents showing that an appointment has been made.

**Statutory Maternity Pay**

Statutory maternity pay (SMP) will be payable if the employee has been employed continuously for at least 26 weeks ending with the 15th week before the expected week of childbirth, and has average weekly earnings at least equal to the lower earnings limit for National Insurance Contributions. SMP is payable for 39 weeks; for the first six weeks it is paid at 90 percent of the average weekly earning. The following 33 weeks will be paid at the SMP rate or 90 per cent of the average weekly earnings whichever is the lower. The SMP rate from April 2018 is £145.18 per week. The standard rate for SMP is reviewed every April.

Women who do not qualify for Statutory Pay may be entitled to Maternity Allowance, also paid by the Department for Work and Pensions, for up to 39 weeks. To qualify, they must have been employed or self-employed for 26 weeks out of the 66 weeks before the expected week of childbirth.

**Additional maternity pay**

If you have worked for the Society for at least 52 weeks, we will top up your maternity pay for the first 26 weeks of maternity leave. Pay will be as follows:

* First 8 weeks: full pay (including SMP)
* Next 18 weeks: half pay plus SMP
* Next 13 weeks: SMP only
* Final 13 weeks: unpaid

**Paternity Leave and Pay**

Employees may be entitled to Paternity Leave and Pay if their partner is having a baby, adopting a child or having a baby through a surrogacy arrangement.

Key Points

Paternity leave is available to employees who:

* Have or expect to have responsibility for the child’s upbringing are the biological father of the child or the mother’s husband or partner (including same sex relationships)
* Have worked continuously for their employer for 26 weeks ending with the 15th week before the baby is due, or the end of the week in which the child’s adopter is notified of being matched with the Child (UK adoption), or the date the child enters the UK (overseas adoptions)

Employees should tell their employers as soon as possible that they wish to take paternity leave, but no later than the end of the 15th week before the expected week of childbirth. They should say when the baby is due, if they’re going to take one or two weeks off, and when they expect their paternity leave to start. Those who are eligible can choose to take either one week or two consecutive weeks paid paternity leave (not odd days).

Employees will need to take their paternity leave within 56 days of the actual date of birth of the child. Paternity leave cannot start until the birth of the baby; employees may be able to take some annual leave before.

A period of Paternity leave when adopting a child can start:

* On the date of placement
* An agreed number of days after the date of placement
* On the date, the child arrives in the UK or an agreed number of days after (for overseas adoption)
* The day or day after the child is born.

**Paternity Pay**

Employees may be entitled to Statutory Paternity Pay (from April 2017 the rate is £145.18 per week or 90 per cent of your average weekly earnings, if that is less). Employers may, however, give more and this may form part of the terms and conditions of employment.

There is no legal right to paid time off for antenatal appointments. However, employers may allow this time off with pay under the terms and conditions of employment, or allow employees to take annual leave or make up time.

**Adoptions**

The main adopter will be able to take paid time off for up to 5 adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to 2 appointments.

The right to 2 unpaid antenatal appointments will also extend to those who will become parents though a surrogacy arrangement, if they expect to satisfy the conditions for, and intend to apply for, a Parental Order for the child.

**Leave for Antenatal Appointments**

**Father and Partners**

Fathers, partners and civil partners of a pregnant woman are entitled to unpaid time off during working hours to accompany her to 2 antenatal appointments. This includes the intended parents if they’re having a baby through a surrogacy arrangement.

**Shared Parental Leave**

To qualify, the mother or adopter must be entitled to some form of maternity or adoption entitlement, have given notice to curtail it and must share the main responsibility for caring for the child with the named partner. For a parent to be eligible to take Shared Parental Leave they must be an employee and they must pass the continuity of employment test. In turn, the other parent in the family must meet the employment and earnings test.

Parents are allowed up to 52 weeks in total of Shared Parental Leave (SPL) before the baby is one year old. This can be taken concurrently or consecutively.

Shared Parental Leave may be taken at any time within the period which begins on the date the child is born/date of the placement and ends 52 weeks after that date. An employee is entitled to submit three separate notices to book leave. Leave must be taken in complete weeks and may be taken either in a continuous period, which an employer cannot refuse, or in a discontinuous period, which the employer can refuse. If a request for discontinuous leave is refused, then the total amount of leave requested in the notice will automatically become a continuous block unless it is withdrawn.

All benefits and holiday entitlement remain the same and are accrued.

**Long Term Sickness Absence**

Where an employee is identified either by the Line manager or Supervisor as being, or likely to become, a long-term absentee, the following procedure will be adopted.

Your Line manager will conduct an interview with you. You have the right to be accompanied by a colleague if you wish. In such cases the Society (if appropriate) will:

* Seek to establish the nature of the illness and its likely duration. The Society may request your consent to contact your doctor in order to establish the nature of the illness, its likely duration and its effect on your ability to carry out your job
* Ask you to see a doctor appointed by the Society and at the expense of the Society to enable a medical report to be prepared for the Society
* Maintain contact with you regarding the nature of the illness, and the medical prognosis for the date of you return to work
* Consider offering temporary alternative work or alternative working hours if this would enable you to return to work earlier

In cases where you are disabled with the meaning of the Disability Discrimination Act 1995 the interviewer will:-

* Maintain contact on a regular basis with you regarding the nature of the illness, and the prognosis for return to work
* Consider offering alternative work or providing alternative working hours or such other adjustments to your job as may be reasonable in the circumstances and within the resources of the business

After each interview a letter will be sent to you confirming the discussion and the action to be taken. The letter will be handed to you where possible or sent by recorded delivery to your last known address. You will be requested to sign, date and return a copy of the letter to acknowledge its receipt, your understanding of its content and its implications.

**Medical Reports**

The Society reserves the right to request a Medical Report from your own doctor or a doctor of the Society’s choice. All such reports are subject to provisions of the Access to Medical Reports Act 1988.

Prior to a request for a Medical Report, your Line manager will contact you with a form explaining the procedure. You will be asked to sign the form to give your permission in writing for the Society to request a Medical Report.

The Society will request a report covering one or more of the following areas:

**Frequent Short Term Absence**

* Whether there is any underlying medical reason for absences
* If so, whether there is any reasonable action and the Society could undertake to assist you
* Whether the absences are likely to continue, and if so, for how long
* The effects of any medication being taken

You can when completing the permission form ask to see the report prior to it being sent to the Society.

On receipt of the Medical Report from your Doctor the Society may wish to discuss contents of the report with you as part of the normal consultation process.

**Long Term Absence/Disability**

* Likely length of absence and return to work
* Whether there is likely to be any long-term effect on capability
* Whether there is any reasonable action the Society could take to assist you to return to work and, if so, what this would be
* The effects of any medication you are taking on your ability to do your work.

**Sick Pay**

In the event of sickness you are entitled to be paid:

* 2 weeks’ full pay and 2 weeks’ half pay (calculated on the basis of your monthly salary) during the first three months of service;
* 2 months’ full pay and two months’ half pay (calculated on the basis of your monthly salary) after three months and up to one year of service;
* 3 months’ full pay and three months’ half pay (calculated on the basis of your monthly salary) during the second and third year of service;
* 5 months’ full pay and five months’ half pay (calculated on the basis of your monthly salary) in the fourth and fifth year of service and
* 6 months’ full pay and 6 months’ half pay (calculated on the basis of your monthly salary) after the fifth year of service with the Employer.

**Medical appointments**

It is appreciated that visits to doctors and dentists and other medical practitioners are necessary and, whilst time off will normally be granted, such appointments should, as far as possible, be taken outside of normal working hours or with the minimum disruption to the working day (i.e. at the beginning or end of your working day). Except in emergencies, you must notify your line manager in advance of such appointments and generally no more than 2 hours should be taken off work for any one appointment. There is no contractual entitlement to remuneration for absences relating to attendance at medical appointments. The TOIL policy can be used to manage such appointments.

**Monitoring Attendance**

You are expected to attend work consistently. The Society regularly monitors attendance levels.

**Privacy policy**

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why the Learned Society of Wales uses your personal data, to make sure you stay informed and can be confident about giving us your information.

This policy applies if you’re a Fellow of the Society, member of staff or if you use any of our services, visit our website, email, call or write to us.

We’ll never sell your personal data and will only share it with organisations we work with when it’s required by law to do so and the privacy and security of your data is assured.

**Who are ‘we’?**

In this policy, whenever you see the words ‘we’, ‘us’, ‘our’, ‘the Society’, ‘LSW’ it refers to The Learned Society of Wales.

The Learned Society of Wales (Royal Charter Charity 1168622) is a charitable organisation that aims to celebrate, recognise, preserve, protect and encourage excellence in all scholarly disciplines, and in the professions, industry and commerce, the arts and public service.

If you have any questions in relation to this privacy policy or how we use your personal data they should be sent to akirk@lsw.wales.ac.uk or addressed to the Data Protection Officer, Learned Society of Wales, The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS.

**What personal data do we collect?**

Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address) will be collected and used by us. We’ll only ever collect the personal data that we need.

We collect personal data in connection with the election of new fellows and employment.

You can give us your personal data by filling in nomination forms, contact forms, other forms on our website, by completing the LSW skills audit or by corresponding with us by phone, email or by joining as Fellow.

This personal data you give us may include name, title, address, date of birth, age, gender, employment status, demographic information, email address, telephone numbers, personal description, photographs, work history, research history, details of publications and opinions.

**Personal data provided by you**

This includes information you give when you contact us, for example:

* Personal details (name, date of birth, email, address, telephone, and so on) when you join as a Fellow
* Financial information (payment information such as credit or debit card or direct debit details, and whether donations are gift-aided, bank details for the payment of expenses)
* Your opinions and attitudes about the Society

**Personal data created by your involvement with us**

Your activities and involvement with us will result in personal data being created. This could include details of how you’ve helped us by participating in LSW events and activities. If you decide to donate to us then we’ll keep records of when and how much you have donated for accounting purposes.

**Information we generate**

We conduct research and analysis on the information we hold, which can in turn generate personal data. For example, by analysing your interests and involvement with our work we may be able to build a profile which helps us decide which of our communications are likely to interest you. The sections Research and Profiling gives more detail about how we use information for profiling.

**Information from third parties**

We never buy external data from third parties.

**Sensitive personal data**

At times we’ll collect sensitive personal data for Equal Opportunities monitoring, but this is only ever analysed at an aggregate level.

**Our GDPR Commitments and Obligations**

Under GDPR and with respect to your personal data, employees of the Society are designated as both a *Data Processor*and *Data Controller*. This places specific obligations on employees to ensure that any Personal Data e.g. personally identifiable information and any Sensitive Personal Information e.g. political affiliation is always processed ‘fairly, lawfully and in a transparent manner in relation to you”.

**How we use your personal data**

We’ll only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (GDPR)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

Personal data provided to us will be used for the purpose or purposes outlined in any fair processing notice in a transparent manner at the time of collection or registration where appropriate, in accordance with any preferences you express. If asked by the police, or any other regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data.

Your personal data may be collected and used to help us deliver our charitable activities; below are the main uses of your data which depend on the nature of our relationship with you and how you interact with our various services, websites and activities.

**LSW communications**

Your privacy is important to us, so we’ll always keep your details secure. We’d like to use your details to keep in touch about Society activities that may be of interest to you.

If you allow us to contact you we may send you information based on what is most relevant to you or things you’ve told us you are interested in. This could include working with us, subscription changes, Society events, Fellows bulletins, Society nominations and Society elections.

We’ll only send these to you if you agree to receive them and we will never share your information with third parties for inclusion in their marketing. If you agree to receive correspondence from us you can change your mind at a later date.

However, if you tell us you don’t want to receive LSW communications, then you may not hear about events or other work we do that may be of interest to you.

We sometimes use Mailchimp and Smart Survey to correspond with you on our behalf. We would only use other third parties where we were confident that the third party will treat your data securely, in accordance with our terms and the requirements set out in the GDPR.

[**How can I change my contact preferences?**](https://secure.nationaltrust.org.uk/mynationaltrust/register)

We very much want to stay in touch, but we don't want to out-stay our welcome. Let us know how you would like us to get in touch with you by contacting the Data Protection Officer (akirk@lsw.wales.ac.uk).

We’ll always act upon your choice of how you want to receive communications (for example, by email or post). However, there are some communications that we need to send. These are essential to fulfil our commitment to you as a Fellow or member of staff. Examples are:

* transaction messaging, such as Direct Debit schedules
* Fellowship-related mailings such as subscription renewal reminders, calls for nominations, elections and notice of our Annual General Meeting.

**Fellowship including newsletters**

We use the personal data you provide as a Fellow for sending renewal information by mail and email, sending the Fellows Bulletin and for sending information about our nominations, elections and Annual General Meeting.

**Donations and legacy pledges**

Donations and gifts in wills can make a difference to the work of the Society. If you make a donation, we’ll use any personal information you give us to record the nature and amount of your gift, claim gift aid where you’ve told us you’re eligible and thank you for your gift. If you interact or have a conversation with us, we’ll note anything relevant and store this securely on our systems.

If you’ve told us that you’re planning to, or thinking about, leaving us a gift in your will, we’ll use the information you give us to keep a record of this – including the purpose of your gift, if you let us know this.

If we have a conversation or interaction with you (or with someone who contacts us in relation to your will, for example your solicitor), we’ll note these interactions to ensure your gift is directed as you wanted.

Charity Commission rules require us to be assured of the provenance of funds and any conditions attached to them. We will follow a due diligence process which involves researching the financial soundness, credibility, reputation and ethical principles of donors.

As part of this process we’ll carry out research using publicly available information and professional resources. If this applies to you, we’ll remind you about the process when you make your donation.

**Profiling**

We know it’s important to our Fellows to use our resources in a responsible way. So we use profiling and targeting to help us get to know our Fellows and make sure that:

* You are invited to participate in events that are of interest to you or in the appropriate geographical region
* You are invited to respond to consultations that are appropriate to your work

To do this we’ll analyse the information you provide us via nomination forms and your participation in the LSW Skills Audit. We will also use both geographic and demographic information to let you know what’s happening in your local area and understand your interests.

We use specific Google Analytics to profile how our website users interact with us online. This will collect information on the use of the LSW website. The information we collect is aggregated.

**Recruitment and employment**

In order to comply with our contractual, statutory, and management obligations and responsibilities, we process personal data, including ‘sensitive’ personal data, from job applicants and employees.

Such data can include, but is not limited to, information relating to health, racial or ethnic origin, and criminal convictions. Further information on what data is collected and why it’s processed is given below.

**Contractual responsibilities:** Our contractual responsibilities include those arising from the contract of employment. The data processed to meet contractual responsibilities includes, but is not limited to, data relating to: payroll, bank account, postal address, sick pay; leave, maternity pay, pension and emergency contacts.

**Statutory responsibilities:** Our statutory responsibilities are those imposed through law on the organisation as an employer. The data processed to meet statutory responsibilities includes, but is not limited to, data relating to: tax, national insurance, statutory sick pay, statutory maternity pay, family leave, work permits, equal opportunities monitoring.

**Management responsibilities:** Our management responsibilities are those necessary for the organisational functioning of the Society. The data processed to meet management responsibilities includes, but is not limited to, data relating to: recruitment and employment, training and development, absence, disciplinary matters, e-mail address and telephone number.

**Sensitive personal data**

The Act defines ‘sensitive personal data’ as information about racial or ethnic origin, political opinions, religious beliefs or other similar beliefs, trade union membership, physical or mental health, sexual life, and criminal allegations, proceedings or convictions.

We will never collect and process sensitive personal data without requiring the explicit consent of an employee or Fellow.

(a) We will process data about an employee’s health where it is necessary, to record absence from work due to sickness and to pay sick pay. This processing will not normally happen without the employee’s knowledge and, where necessary, consent.

(b) We will process data about, but not limited to, an employee’s racial and ethnic origin, their sexual orientation or their religious beliefs only where they have volunteered such data and only for the purpose of monitoring and upholding our equal opportunities policies and related provisions.

(c) Data about an employee’s criminal convictions will be held as necessary.

**Disclosure of personal data to other bodies**

In order to carry out our contractual and management responsibilities, we may, from time to time, need to share an employee’s personal data with one or more third party.

To meet the employment contract, we are required to transfer an employee’s personal data to third parties, for example, to pension providers and HM Revenue & Customs.

In order to fulfil our statutory responsibilities, we’re required to give some of an employee’s personal data to government departments or agencies e.g. provision of salary and tax data to HM Revenue & Customs.

**Your details**

If you would like details of the information that the Society holds about you, please email us at akirk@lsw.wales.ac.uk.

If you would like to amend the details that we hold for you, please email us at akirk@lsw@wales.ac.uk

You can also write to us at:

The Learned Society of Wales, The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS

Verification, updating or amendment of personal data will take place within 30 days of receipt of your request.

**Your data protection rights (DPO)**

Where the Society is using your personal data on the basis of consent, you have the right to withdraw that consent at any time. You also have the right to ask the Society to stop using your personal data.

Tell us using the details above.

**Subject access rights**

If you would like further information on your rights or wish to exercise them, please write to us at The Data Protection Office, The Learned Society of Wales, The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS or email akirk@lsw.wales.ac.uk.

We will also need you to provide information that will help us confirm your identity. If we hold personal information about you, we will give you a copy of the information in an understandable format together with an explanation of why we hold and use it.

Once we have all the information necessary to respond to your request we’ll provide your information to you within one month.  This timeframe may be extended by up to two months if your request is particularly complex.

**Your Rights Under GDPR**

GDPR provides you with enhanced rights to access the data that we hold on you and greater control on how your personal data is used. As an individual whose personal data we process, you are specifically provided with and can exercise the following rights:

* To be informed about what data we hold on you
* To access the data that we hold on you
* To rectify any inaccurate data that we hold on you
* To have any data that we hold on you to be erased3
* To restrict us processing data held on you4
* To move your data to another organisation – data portability
* To object to your data being collected or used

To opt out of automated decision making and profiling

**What to do if you’re not happy**

In the first instance, please talk to us directly so we can resolve any problem or query. You also have the right to contact the Information Commissions Office (ICO) if you have any questions about Data Protection. You can contact them using their help line 0303 123 113 or at [www.ico.org.uk](http://www.ico.org.uk/).

**Cookies and links to third party websites**

**Cookies**

Cookies are small text files stored on your computer when you visit certain websites. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our [cookie policy](https://www.learnedsociety.wales/cookie-policy/).

**Links to other websites**

Our website may, from time to time, contain links to and from the websites of our partner networks, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites. This privacy policy applies solely to the personal data collected by LSW.

**Keeping your information**

We will only use and store your information for as long as it is required for the purposes for which it was collected. How long it will be stored depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

**How we secure your data**

Information system and data security is imperative to us to ensure that we are keeping our employees and Fellows safe.

Our staff are offered information security and data protection training on employment.

All information you provide to us is stored on our secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Personal data collected and processed by us may be shared with the following groups where necessary:

* LSW employees
* IT infrastructure providers who host the website and provide IT support in respect of the website.

Also, under strictly controlled conditions:

* Service Providers providing services to us.

We may also disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

**Storage of information**

The Society operations are based in the UK and we store our data within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area but we’ll only allow this if your data is adequately protected. Some of our systems are provided by US companies and whilst it is our policy that we prefer data hosting and processing to remain on EU-based systems, it may be that using their products results in data transfer to the USA.  However we only allow this when we are certain that the information will be adequately protected. (e.g. US Privacy Shield or Standard EU contractual clauses).

**Payment card security**

The Society uses a third party to process debit card payments. Our online payment solutions are carried out using ‘Go Cardless’. This means that when you input card data into the payment page, you are communicating directly with ‘Go Cardless’ who use a bank to pass your payment to us, which means that your payment card information is handled by the bank and not processed or held by us.

**Changes to this privacy policy**

We’ll amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal data and new legal requirements. Please visit our website to keep up to date with any changes. The current version will always be posted on our website.

**Data Protection Policy**

This policy exists to ensure the Learned Society of Wales:

* complies with data protection law and follows good practice;
* protects the rights of staff, officers and fellows;
* is open about how it stores and processes individuals’ data.

The Data Protection Act 1998 describes how organisations, including the Learned Society of Wales, must collect, handle and store personal information.

The rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data protection Act is underpinned by eight important principles stating personal data must:

* be processed fairly and lawfully;
* be obtained only for specific, lawful purposes;
* be adequate, relevant and not excessive;
* be accurate and kept up to date;
* not be held for any longer than necessary;
* processed in accordance with the rights of data subjects;
* be protected in appropriate ways;
* not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection.

**Scope and responsibilities**

This policy applies to all employees and agents of The Learned Society of Wales, and to contractors, suppliers and consultants employed by the Society. It applies to all data held by the Learned Society relating to Identifiable individuals.

This policy helps to protect the Society from data security risks, including:

* breaches of confidentiality - for instance, information being given out inappropriately;
* failing to offer choice - for instance, all individuals should be free to choose how the Society uses data relating to them;
* reputational damage - for instance, the Society could suffer if hackers successfully gain access to sensitive data.

The Council is ultimately responsible for ensuring that the Learned Society meets its legal obligations.

The Learned Society of Wales has designated the Clerk as the Society’s Data Protection Officer (DPO). The DPO is responsible for ensuring compliance with current data protection legislation, good practice and this policy. The DPO is also responsible for dealing with requests from individuals to see data that the Society holds about them (subject access requests)

The Society will take reasonable steps to ensure the reliability of any staff who have access to personal data. These steps will include:

* appropriate staff vetting procedures, commensurate with the sensitivity of the data being handled;
* staff training in the use of the systems processing personal data, and in the obligations imposed by current data protection legislation.

**Staff Guidelines**

* Employees should keep all data secure and follow the storage guidelines below.
* All electronic devices should be password protected with a strong password. Passwords must never be shared.
* Personal data must not be disclosed to unauthorised people.
* Data should be regularly reviewed. Any data considered out of date should be deleted or securely disposed of.
* Employees should seek advice from their line manager or the Data Protection Officer if they are unsure of their responsibilities in relation to data protection.

**Data Storage (printed data)**

* When not in use, paper files should be kept in a locked drawer or filing cabinet.
* Employees must make sure print outs are not left where unauthorised people can view them.
* Data printouts should be disposed of in confidential waste when no longer required.

**Data Storage (Electronic)**

* If data is stored on removable media (USB, hard drive, CD or DVD), devices should be locked away securely when not in use.
* Data should only be stored on approved drives or servers.
* Data should never be stored directly to mobile devices (laptops, smart phones or tablets).

**Data Use**

* When working with personal data, employees should ensure computer screens are locked if left unattended.
* Personal Data should never be transferred outside the European Economic Area.
* Employees should not save copies of personal data to their own computers and should only access data via a central copy.

**Data Accuracy**

* The law requires LSW to take reasonable steps to ensure data is kept accurate and up to date.
* Data should be stored in as few places as possible.
* Staff should take every opportunity to keep data up to date.
* Data should be updated as soon as inaccuracies are discovered

**Subject access requests**

* Subject Access Requests: all individuals who are the subject of personal data held by the Society are entitled to:
* ask what information the Society holds about them and why;
* ask how to gain access to it;
* be informed how to keep it up to date;
* be informed how the company is meeting its data protection obligations.
* Subject access requests from individuals should be made by email or in writing, addressed to the DPO.
* The DPO is responsible for verifying the identity of anyone making a subject access request before supplying any information.
* The DPO is responsible for ensuring that all proper subject access requests are complied with within 20 days of receipt of the request.
* The DPO is responsible for responding to a data subject’s complaints about the processing of personal data relating to the individual by the Society. A response outlining the actions that will be taken by the Society must be made within 21 days of the receipt of a written notice.

**Data Retention**

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. The Society will:

* consider the purpose(s) it holds the information for, in deciding whether (and for how long) to retain it;
* securely delete information that is no longer needed for this purpose(s); and
* update, archive or securely delete information if it goes out of date.

The Society will retain the personal data of unsuccessful candidates for Fellowship for a further period after the year of their initial election cycle while the candidature remains under consideration. Lead proposers of unsuccessful candidates will be given the opportunity to update unsuccessful candidate information annually so that they may be re-considered for election. If, after this period has elapsed the candidate remains unsuccessful, the Society will retain very minimal information on the candidate for archival purposes. This will not be published in the public domain.

The Society will retain minimal personal data on Fellows who have resigned from the Fellowship for archival purposes. This data will not be published in the public domain.

The Society will retain minimal personal data on Fellows who are now deceased. Names (and brief biographical information) of such Fellows will be published on the Society’s roll of Fellows on its website for posterity.

The Society defines minimal personal data as the following:

* title; first name; last name; honorifics;
* date of birth;
* institutional affiliation.

In establishing the length of data retention periods the Society will consider:

* the current and future value of the information;
* the costs, risks and liabilities associated with retaining the information;
* the ease or difficulty of making sure it remains accurate and up to date.

The Data Protection Act provides that personal data held for historical, statistical or research purposes may be kept indefinitely as long as it is not used in connection with decisions affecting particular individuals, or in a way that is likely to cause damage or distress.

**Disclosing Data for Other Reasons**

In certain circumstances the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, LSW will disclose the requested data. However, the Data Controller will ensure the request is legitimate, seeking assistance from Council and legal advisors if necessary.

**Computer, Telephone, Internet and E-Mail Use Policy**

The Society is committed to ensuring that employees are able to access the most up-to-date and relevant information in order to carry out their work effectively. The Society accepts that one way this is achieved is through the use of the internet. However, the Society is also committed to ensuring that the internet is used effectively and efficiently, and that no improper use is made of the facility.

Access

All staff are entitled to access the internet. The access is to be used primarily for the Society’s work during working time. Generally, access to websites for personal usage should be made during non-working time.

Accessing, downloading or sending inappropriate, defamatory, offensive or obscene material on Society computers, whether during working hours or not will be considered as gross misconduct and subject to dismissal. Examples of gross misconduct include: - accessing ‘adult’ sites, pornographic material (including video clips, jokes, cartoons, sound files and animations) and deliberately spreading viruses, malware or spam/phishing emails. This list is not exhaustive.

Usage

If an employee is found to be making excessive use of the internet or e-mail for personal purposes during working time they may be subject to action under the Society’s disciplinary procedure.

Employees must not access any website that is likely to cause offence. This includes access to all pornography, and other offensive material. Accessing pornography or other offensive material is likely to be classified as gross misconduct and can lead to summary dismissal.

Copyright

Information on the internet is likely to be protected by copyright legislation. No information from the internet is to be used in any Society publications or other materials without the source and related copyright being checked and a record made of the agreement to use the copyright material.

E-mail usage

In line with the Data Protection and Security Policy, E-mail addresses are private and personal information and should not be disclosed to any person without proper reason for doing so. Care should be taken with content of e-mails. They should not include any offensive material, and should not use any language that could potentially be offensive.

Wherever possible, E-mail addresses should not be disclosed inappropriately. When sending group e-mails the Blind Carbon Copy (bcc) facility should be used. Before sending an e-mail it should be checked carefully for grammar and spelling errors - in the same way that a paper document would be checked before sending. E-mails should not be distributed to people who have no need to receive them. Care should be taken not to overload people with unnecessary e-mails.

Delivery

Wrongly delivered messages must be redirected correctly and any confidential information contained within such a message must not be used or disclosed.

Monitoring

The Society reserves the right to monitor the e-mail and internet usage of all employees. If there is any concern about the potential content of any e-mail, the Society has the right to intercept that e-mail and read its contents. The Society reserves the right to access e-mails of an employee if the employee is absent from work, but will not open any e-mails marked ‘personal’ unless there is good reason to do so.

Sanction

Any breach of this policy can lead to action under the Society’s Disciplinary Policy and may lead to summary dismissal.

**Health and Wellbeing**

**Health and Safety**

The Society will provide you with a safe place to work. If you discover anything that you think is causing a health and safety risk, you must tell the Clerk or your line manager immediately. You are responsible for your own actions and must make sure that you do nothing that endangers yourself or others. Please refer to the Society’s Health and Safety Policy (Appendix [2]) and annual risk assessment for more details.

**Travelling overseas/notifiable diseases**

The Society retains its responsibility for the health, safety and welfare of staff working overseas and will take action to ensure that staff are properly equipped and not exposed to undue risk.

Prior to an employee undertaking an overseas assignment the Society will:

* Undertake a risk assessment for the trip.
* Ensure that employees are properly briefed on any risks they may find, and that they are comfortable about what they are being asked to do.
* Ensure overseas work suits the individual’s medical needs. This may include an employee assessment to establish that the Society is not exposing employees to situations which they are unable to deal with.
* Provide adequate support including medical care, insurance cover, specialised training or security measures and constantly monitor the changing situation in countries being visited for potential threats.
* Ensure that immunisation and advice on other preventative measures are in place to protect against illness and injury.
* Provide appropriate medical kits/equipment.
* Ensure access to medical care while staff are overseas.
* Agree with the employee, a Contact Schedule, so that the Society remains aware of your progress.
* Where appropriate staff will attend cultural awareness training prior to travelling overseas.
* Once at the location, you will be required to be in regular contact with the Society whilst away, so that the Society knows you are safe and well.
* The Society will carry out appropriate follow-up on return.

The Society will make the necessary arrangements for the appropriate medical health insurance to be provided for you if you travel overseas on Society business. You are required to make the necessary arrangements to be vaccinated in line with Public Health recommendations when travelling overseas on Society business. You should access this information before your travel arrangements are made. Should any payment be required, the Society will meet this through the normal expenses procedures.

If you feel unwell on return from travelling abroad you, must seek medical advice and advise the Chief Executive immediately.

If you or a member of the household you are residing with whilst overseas, suffers any notifiable or contagious disease as diagnosed and advised by a Medical Practitioner, you must immediately notify the Chief Executive and must not attend the Society’s premises unless the Chief Executive advises that you can do so.

The Society reserves the right to arrange for a medical examination by an independent Medical Examiner in order to ensure that you are fit to continue or resume your job.

**Eye tests**

The Society will pay for eye tests for staff members who use digital screen equipment (DSE). The employee should pay for an eye test and reclaim the amount from the Society. The cost of an eye test cannot be repaid without a valid receipt. The employee should also request the following information during the eye test:

* When is a retest required?
* Is there a requirement for glasses for DSE work.

If the employee can wear their normal glasses for DSE work, they are not entitled to support from the Society to pay for glasses. If the user needs specific glasses for DSE work, the Society will pay for a basic frame and lenses. The employee will have to pay the difference if they select expensive lenses and frames.

**Alcohol and Drug Abuse Policy and Procedure**

The Society recognises that a positive approach when dealing with alcohol and drug abuse is more productive than ignoring the problem with the potential loss of valuable employees.

Alcohol and drug problems with employees generally fall into two distinct categories: -

* An over-indulgence which generates unacceptable perhaps even dangerous behaviour but does not constitute physical or psychological dependence. These will be handled under issues of conduct and will be subject to disciplinary action or dismissal following thorough investigation
* A regular dependency on alcohol or substance abuse which continually affects behaviour and leads to an identifiable deterioration in work. These will be primarily considered as problems of ill-health and will be treated as a medical and not a disciplinary matter under issues of capability

**Our Policy**

The Society will take tough action where it is required over an employee’s drinking or illegal substance abuse, but it is also committed to creating an environment where employees are able to face up to their dependency and seek advice and treatment with the Society’s support and guidance.

All issues relating to an employee with an alcohol or substance abuse problem will be treated with the strictest confidentiality.

Employees must not cover up for a colleague who they suspect of having an alcohol or substance abuse problem.

**Our Aim**

To safeguard the health, safety and welfare of Society employees.

To safeguard the efficient operation of the Society by maintaining satisfactory standards of work performance throughout the Society and ensure no risk to other employees or Fellows.

To comply with relevant legislation i.e.:

* The Health and Safety Act 1974
* The Transport and Works Act 1992
* The Work in Compressed Air Special Regulations 1958
* The Control of Lead at Work Regulations 1980
* The Ionising Radiations Regulations 1985
* The Misuse of Drugs Act 1971

**The Scope of the Policy**

This policy applies to all Society employees whilst on or off Society premises during normal working hours.

It applies to employees off Society premises outside normal working hours when representing the Society.

It is important that an employee’s ability to carry out their job should not be affected by alcohol, illegal drug or substances. Therefore, it is the responsibility of every employee to ensure that they are free from the effects of alcohol or illegal/misuse of drugs.

**What Happens Should You Feel That You Have A Dependency Or Addiction To Alcohol/Substance Abuse?**

**Procedure**

You have a duty to face up to an alcohol or other dependency problem and seek help. Self-referrals will be treated with the utmost confidentiality and you should raise the issue with your line manager.

Where your line manager suspects that you may have an alcohol or substance abuse problem, a counselling interview will take place. The Society will encourage you to seek professional guidance and assistance and embark on a rehabilitation programme. You will mutually agree the relevant course of action and/or be referred to an appropriate medical advisor.

If you deny that a problem exists, normal disciplinary proceedings will be taken against you in the event of misconduct or unsatisfactory performance due to your suspected condition.

**Possession, Supply and Consumption of Alcohol or Drugs**

Alcohol may not normally be brought into the Society’s offices (except as part of home shopping for that evening) and may only be consumed for certain celebratory occasions. However, employees are expected to limit consumption to an acceptable standard so that they are able to carry out their duties and not pose a health and safety risk to themselves or others.

If you are suspected of being intoxicated by alcohol and/or drugs on Society premises you will be immediately required to leave the premises and may be escorted off the premises. An investigatory meeting will take place once you have recovered and disciplinary action may follow.

Staff working away on Society-related business are expected to limit their consumption to an acceptable level so that they do not risk breaching the Society‘s confidentiality rules or bringing the Society into disrepute.

On no account should staff attempt to drive after consuming alcohol on the Society’s premises or whilst on its business anywhere. Breach of this rule will be treated as gross misconduct.

The possession, use or supply of non-prescribed drugs and other illegal substances and the misuse of prescription drugs/solvents on Society premises will be dealt with under the disciplinary procedure and any mitigating factors will be taken into account.

The possession of, or dealing in, illegal drugs on Society premises will be reported to the police, without exception. Such conduct is gross misconduct under the Society’s Disciplinary procedure and you may be liable to summary dismissal.

Off-duty drug taking incidents may justify your dismissal if your behavior renders you unsuitable for your job, affects the relationships with your colleagues or Fellows, or affects the reputation of the Society.

**You should not report for work under the influence of non-prescribed drugs or illegal substances. You must also advise your line manager of any side effects of prescribed drugs and medicines which may affect your health and safety or that of your colleagues whilst carrying out specific tasks.**

**Appeals**

Should you wish to raise a complaint about any decision regarding alcohol and drug/substance abuse you should put this in writing using the Society’s Grievance Procedure.

**Searching**

To ensure the health and safety of employees, the Society reserves the right to search employees or their belongings on a routine or random basis and following “due cause” incidents. Notice will usually be given before a search is conducted on a routine or random basis but there will be no notice required following an incident.

**Smoking**

The legislation, introduced on the 1st July 2007, makes it illegal to smoke in all public enclosed or substantially enclosed area and workplaces. Therefore smoking is not allowed in our offices, nor in the building. If you need smoking breaks, you should discuss this with your line manager.

**Violence at work policy**

The Society will take every reasonable and practicable step to minimise the risk to any employee from violence, aggression or threatening behaviour. If, despite all preventative actions, an employee is subjected to a violent, aggressive or threatening incident, it is the Society’s intention that any adverse financial effects on an individual injured as a result of violence at work are minimised.

The Health & Safety Executive defines work-related violence as: “any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”

All verbal and/or physical assaults on staff or assaults on members of the general public arising out of or relating to the Society’s operations must be reported immediately to your line manager. Appropriate first aid and medical assistance should also be rendered to the victim or victims immediately.

At this point, “a point of incident” debriefing with the Chief Executive (preferably face-to-face) should be entered into, aimed at calming the victim and assessing the basic causes surrounding the violent incident being reported.

Once the violent incident has been reported to the Chief Executive, a formal decision (whether or not) to involve the police should be taken. Notwithstanding this, if the person involved in the violent incident wishes to report the matter to the police, they must be assisted to do so in the appropriate manner. (Note that under the Offences against the Person’s Act, the permission of the injured party must be obtained before a complaint of assault can be made).

An Incident Report must be completed in the accident and incident book.

The Chief Executive (or General Secretary in the case of an incident involving the Chief Executive) will determine the nature and detail of any additional debriefing needed in addition to that which took place at the time of the incident.

It is the responsibility of all staff to co-operate in the above reporting system and debriefing so that appropriate remedial action can be implemented promptly and effectively.

Where external counselling is requested or judged to be necessary for an employee involved in a violent or aggressive incident, the Chief Executive (or General Secretary in the case of an incident involving the Chief Executive) will make the necessary arrangements with the employee with the consent of the employee.

Employees who are injured as a result of a violent or aggressive attack will, where necessary, also be advised of their entitlements under the Criminal Injuries Compensation Board and any related Society entitlements.

All incidents where an employee has been the victim of an act of violence must be the subject of a new ‘risk assessment’ involving security, insurance and other specialists as appropriate and relevant training/guidance given to affected staff.

**Well-being**

The Society’s work sometimes involves meeting tight deadlines and working in challenging environments. The Society recognises that staff may from time to time find it difficult to cope with these pressures and this can lead to stress. Stress may have a negative effect on you, in relation to health, relationships and productivity.

In these situations you should discuss the issues with your line manager or the General Secretary. Otherwise, the Society may not be in a position to assist in a positive way. Your well-being is of importance to the Society but sometimes we rely on you to discuss issues of this type in order for the Society to be better aware of your condition and to offer support where we can.

**Reasonable adjustments**

We do not discriminate against anyone for any reason, and this applies equally if you have a disability. However, it is important that we know about your health because we are required to make reasonable adjustments if an employee is disabled.

Should any queries arise, your permission will be sought to contact either your own doctor or a medical advisor appointed by the Society for clarification.

**Lone working**

Lone working at the Society may arise when an employee is carrying out a visit (home or overseas) or working alone at the office.

The annual risk assessment includes the tasks of the lone worker and we will take all practicable steps to eliminate, reduce or minimise any risks identified. All incidents must be reported.

Staff will be encouraged to talk about specific incidents and problems to share experiences and concerns to try to eliminate risks or produce more effective controls.

**Conduct and Capability issues**

**General disciplinary issues**

Purpose and scope

The Society aims to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached.

Principles

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

At every stage employees will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative or a work colleague. An employee has the right to appeal against any disciplinary penalty.

Compliance

Acceptance of our standards of conduct is part of your Contract of Employment and we will discuss these with you during your induction. It is also important that you understand our disciplinary standards. A just and even-handed code of discipline is necessary for the fair treatment of all employees and the Society’s continued success.

Poor performance

With reference to capability, performance standards in terms of quality and quantity of work will be discussed and set down between the Line manager and the employee. Incapability by probationary employees will be regarded as justification for dismissal. Where an individual is genuinely incapable through lack of knowledge or ability of carrying out the tasks set down or of reaching the quality and/or quantity or work required, this type of situation will normally be dealt with in the first instance by the setting of objectives. Appropriate training will be considered. Only when the individual has failed to make the necessary improvements within an agreed timescale, will dismissal be considered.

Disciplinary Offences

Unfortunately events do occur from time to time when disciplinary action must be taken, both to preserve the Society’s standards and to protect those employees who are not involved. It is important that you are aware of the actions which will result in disciplinary measures, and the seriousness with which the Society views such events.

**Misconduct**

No employee will be dismissed for the first offence except for instances of gross misconduct.

|  |  |
| --- | --- |
| **­­­­­­­­­­­­­­­­­­­­General Misconduct** | **Serious Misconduct** |
| Minor breaches of Society rules and procedurePoor time-keeping, Poor attendance record, Unauthorised or unreasonable absence, Poor productivity, Minor safety violations, Lack of co-operationUnsatisfactory standard of work, Lack of application | Serious breaches of Society rules and proceduresPersistent minor breaches of Society rules and proceduresOffensive, abusive or objectionable behaviourPosting or distributing unauthorised literatureSerious neglect of workWillful disregard of the Society’s Equality, Diversity and Inclusion PolicyRefusal to carry out duties or reasonable instructionsBeing under the influence of alcohol or non-medically prescribed drugs on Society premises. |

**Gross Misconduct**

The following list provides examples of offences which are normally regarded as gross misconduct. This list indicates the type of offence which constitutes gross misconduct but is not exhaustive.

An act of gross misconduct will normally warrant dismissal without the normal period of notice or payment in lieu of notice.

|  |
| --- |
| **­­­­­­­­­­­­­­­­­­­­Instances of Gross Misconduct** |
| Falsification of Society records, or documents including those relating to attendance, timekeeping expenses etc.Fighting or acts of violence or intimidation or dangerous horseplay against any employee, Fellow or visitor to the Society.Refusal to comply with or deliberate disregard of Health and Safety regulations.Persistent refusal to obey reasonable instructions given by a superior.Wilfully endangering others.Seriously misrepresenting, falsifying or omitting information on your employment application.Serious negligence which causes unacceptable loss, damage or injury.Conduct which could bring the Society into disrepute.Serious breach of legal limits when driving own cars on Society business.Performing, arranging or carrying out work or an activity which could be considered to be in competition with or which adversely affects in any way the Society’s interests. | Theft, attempted theft or wilful damage to Society property, or property belonging to any employee, Fellow or visitor to the Society.Being drunk and disorderly on Society premises.Being in possession of illegal substances whilst on Society premises.Unauthorised disclosure of any Society information.Serious and/or persistent harassment, or discrimination bullying whether sexual, racial, religious or otherwise.Serious act of insubordination or insulting, abusive or indecent behaviour.Serious convictions affecting staff or external relations which amount to a breach of trust.The viewing or downloading of pornographic or other derogatory, obscene or inappropriate material.Persistent abuse of internet/email systems/telephone or personal usage.Acts of gross negligence or misconduct involving carelessness or reckless driving. |

This list is not exhaustive.

**Warnings**

Where there is no occurrence of any offence within a period of six months for verbal and first written warning and twelve months for final written warnings, then normally any formal warning will be lapsed. However, it may be appropriate to prolong this period where there is an offence committed of a serious nature or where there has been an accumulation of offences over a period of time. In these situations the removal of any such warning would leave the situation open for the employee to commit such misconduct/capability offences such as poor timekeeping and frequent absence.

In certain circumstances the warnings may remain in force longer or indefinitely. Should there, however, be any further breaches of discipline, whether of a similar type or not, during this period, the employee may be subject to further warnings, unpaid suspension, withholding of bonus, demotion or summary dismissal. An employee will be given an explanation for any penalty imposed.

**Discipline Procedure**

**Introduction**

* This section applies both to the Society’s discipline procedure and its grievance procedure set out below.
* The Society will endeavour to follow its procedures as soon as reasonably practical after the matters giving rise to any
* disciplinary matter or employee grievance.
* The Society will endeavour to arrange any meetings for the purpose of these procedures at a time and location that is reasonably accessible for both parties.
* At any meetings, the Society will be represented by an Officer or an appropriate deputy. The Society will conduct the meetings in such manner that gives an opportunity for the Society to explain its position and for the employee to respond.
* Any decision shall in the first instance be taken by an Officer. Any further meeting arising from such decision, shall be conducted by another Officer of the Society.

**Provisions relating to Discipline**

* The Society will set out in writing the conduct or behaviour complained of or any other circumstances which lead them to contemplate taking disciplinary action which may include dismissal action against you.
* The Society will send you in writing its allegations and invite you to attend a meeting to discuss the matters.
* You will be given a reasonable opportunity to consider the written statement of the allegations before the date of the meeting. Usually, there will be at least 24 hours between your being handed the statement or being sent the statement and the date of the meeting.
* In any statement to you relating to your conduct or otherwise the Society will state the following:
	+ The matters relied upon by the Society and where appropriate attach any relevant documentation concerned.
	+ The material upon which the employer believes that the information renders you liable to disciplinary action e.g. because it is a breach of your employment agreement or the Society’s instructions concerning your conduct in the employment.
	+ Indicate that you have a right to be represented at the meeting to consider this matter by a fellow employee.
1. You must take all reasonable steps to attend the meeting.
2. You have a right to be represented at the meeting by a fellow employee if you wish.
3. No decision will be taken concerning any disciplinary action other than suspension prior to the time fixed for the meeting.
4. Following the meeting, the Society will inform you of its decision based on the information available. If you do not attend the meeting, then the Society may make a decision based on that information. The Society will notify you of its decision in writing and in the same document inform you of your rights of appeal if you are not satisfied with the decision.
5. If you wish to appeal, you must inform the Society within two days of receiving the written notification of the decision of the Society.
6. If you appeal, then the Society will arrange a date when your appeal will be considered and notify you in writing of that date and time when your appeal is to be heard.
7. The appeal will be heard by a different Officer to that who took the first decision.
8. You must take all reasonable steps to attend the appeal hearing and you are entitled to be represented by a fellow employee.
9. At the appeal meeting you will be given an opportunity to state your case and the Society will consider the material put forward and then notify you of this decision in writing either at the meeting or subsequently. This decision will be final and you have no further right to appeal.
10. Any discipline decision taken by the Society, may be put into effect from the date of the decision made or such later time as the Society may specify.

**Grievances and Complaints**

**Grievance Procedure**

For the purpose of this procedure, a grievance is any matter relating to your employment with the Society which you consider is directly relevant to your work. This includes any allegation of sexual or racial harassment or disability discrimination.

1. If you believe you have a grievance, then you must inform one of the Society’s Officers in writing, stating the facts that you say give rise to that grievance.
2. Within two working days of receipt of your grievance the Officer will invite you to attend a meeting with him/her to discuss your grievance.
3. In the request for you to attend the meeting, which shall be made in writing, you will be informed of your right to be accompanied by a fellow employee.
4. If the Officer considers that you have not given sufficient information in order to properly consider your grievance then he/she shall inform you of this in writing. No meeting can take place until you have provided the information required and he/she has had a reasonable opportunity to consider it.
5. When you are asked to attend a meeting by the Officer you must take all reasonable steps to attend the meeting at the time and place stated.
6. At the meeting, you will be given an opportunity to explain your grievance, and the Officer the opportunity to comment. Either at the conclusion of the meeting or subsequently, the Officer will notify you of his/her decision with regard to the grievance and shall confirm this in writing. He/she shall also state that you have a right to appeal against the decision to a fellow Officer.
7. If you wish to appeal you must inform the Society in writing within two working days.
8. If you request an appeal, then the Society will arrange a further meeting that you should attend for the purpose of considering your appeal.
9. You should take all reasonable steps to attend the appeal meeting, at which you may be accompanied by a fellow employee.
10. At the appeal meeting, you will be given an opportunity to state the grounds of your appeal, and the Society will have an opportunity to respond and comment on the same. At the conclusion of the meeting, you will either be informed of the Officers’ decision on your appeal or be advised that you will be notified of the outcome in writing within seven working days. That decision shall be final.

**Important**

You should note that if you have a grievance that you wish to raise with the Society, then you must raise it with the Society in order to be able to pursue the matter further. Your Employment Law rights may be prejudiced if you do not raise with the Society a matter that constitutes a grievance, before you raise it with any other person. The only exception to this rule is in respect of a matter that may be subject to the provisions relating to protected disclosures set out in the Public Interest Disclosure Act. Such protected disclosures are fully described in Section 43 (B) of the Employment Rights Act 1996.

**Whistle-Blowing Policy**

What is Whistle-blowing?

Whistle-blowing is where an employee raises concerns about underhand or illegal practices within his or her organisation or an associated organisation.

The Society’s policy is to operate within the country’s laws and regulations, and all employees, and trustees are expected to co-operate in this by adhering to all laws, regulations, policies and procedures.

This Policy is intended to cover serious public interest concerns that fall outside the scope of other policies (such as the Anti-Bribery Policy and Sexual Exploitation and Abuse Code of Conduct). These, are concerns that in the reasonable belief of the employee, the following matters are either happening now, have happened, or are likely to happen: -

* a criminal offence;
* a failure to comply with a legal obligation;
* a miscarriage of justice;
* the endangering of an individual’s health and safety;
* non-compliance with statutory environmental regulations; and
* deliberate concealment of information relating to any of the above.

Principles

The Society is committed to maintaining an open culture with the highest standards of honesty and accountability, where employees can report any legitimate concerns in confidence. The Society takes all malpractice very seriously, and this document sets out the procedure by which employees can report any concerns.

The Society offers protection to any employee who honestly and reasonably believes that underhand or illegal practices are taking place. The Society undertakes to comply with all applicable laws relating to the prohibition of retaliation against good-faith whistle-blowers in accordance with the Public Interest Disclosure Act 1988, which gives protection against victimisation or dismissal to workers who whistle-blow.

Assuming the requirements of this policy have been met, the Society undertakes to protect the employee from any personal claims and from any victimisation, harassment or bullying occasioned as a result of his or her disclosure.

The Society would expect all employees to report any of the following (but are not limited to):

* Abuse of service users.
* Theft of cash or other assets belonging to the Society.
* Fraud involving the conversion of Society funds for personal gain.
* Corruption and/or collusion with contractors and other third parties to give or obtain a financial gain.
* Significant cases of unauthorized personal use of assets
* Malicious damage to Society assets including deliberate corruption or destruction of computer programmes and data.
* Acceptance or payment of bribes.
* Deliberate actions outside the power of the Society.
* Manipulation or falsification of reported information of performance, in order to mislead management.
* False accounting (deliberate misstatement of statutory financial statements).
* Non-disclosure of conflicting interests and resulting financial gain.
* Presentation of false qualifications and other personal information.
* Inappropriate financial controls and audit procedures within the Society (see Policy on Financial Procedures and Controls).

Where the nature of a disclosure is not included in the above list, it should be made by way of the Society’s Grievance Procedure or Complaints Procedure.

Procedural Guidance on Whistle Blowing

Any member of staff, or Trustee who has concerns about possible abuse, theft, fraud or other misconduct must bring the matter to the attention of their Line Manager, Chief Executive or the General Secretary. Any member of staff with knowledge of abuse, theft or fraud who does not report this will be subject to disciplinary action.

Any person making a complaint about abuse, theft, fraud or other misconduct must be acting in good faith and must reasonably believe that the information they are disclosing is true. Anyone who makes a malicious complaint or abuses this policy and procedure will be subject to disciplinary action.

Anyone attempting to stop or discourage another staff member from coming forward to express a serious concern will be subject to disciplinary action.

Likewise, anyone who criticizes or victimizes a staff member after a concern has been expressed may be subject to disciplinary action.

The Line Manager or the General Secretary will investigate the complaint and will draw in outside agencies if this is appropriate (for example in cases where there is a suspicion of criminal activity).

The results of the investigation will be relayed to the person making the complaint, whilst protecting the confidentiality of others involved.

If the discloser is unhappy about the outcome of the investigation, he or she should make a further report to a Trustee not previously involved and the concern will be investigated again.

If an employee has a concern and is unsure whether this is the appropriate procedure for raising it, or is unhappy about the final outcome of an investigation, he or she can contact the independent Charity, Public Concern at Work, on 020-7404 6609 for independent advice.

**LSW VALUES**

Our values

The Society has values that staff are expected to reflect in all aspects of their work. The Society believes:

* That sustainability is a vital part of all efforts to ensure a safer and more secure world for future generations
* In the importance of fair treatment of individuals, transparency and accountability in all its affairs

These values are reflected in all our policies and some values are highlighted in the policies in this section.

 **Sustainability policy**

Definition

Sustainability is “meeting the needs of the present without compromising the ability of future generations to meet their own needs”. It means improving the quality of life for people today, as well as thinking about those who will live after us.

Purpose

The purpose of this policy is to set out the goals to which the Society aspires in terms of environmental, economic and community sustainability, both locally and globally. It may not be possible to meet all goals immediately, but the institution of an agreed policy helps staff and Trustees to take sustainability into account when developing strategies and planning events. [An action plan is included at the end of the policy to set some specific goals for the next 3-year period.]

\* Where possible, targets marked with an asterisk also apply to external events organised by the Society.

When responsible for the procurement of supplies, Society staff aim to procure:

* products that are certified as Fairtrade\* (see the resolution on promotion of the Fairtrade initiative, passed by Trustees in September 2004);
* office supplies that are recycled (e.g. paper), reusable (e.g. refillable ink cartridges) or procured from sustainable sources;
* catering supplies that are locally and/or organically produced and unlikely to cause excessive waste\*;
* promotional materials which do not use glossy paper, as this contains more environmentally damaging chemicals;
* cleaning products which are biodegradable.

Where it is necessary to replace the following items, we aim to procure:

* appliances deemed to be energy-efficient;
* office furniture which is recycled, refurbished or certified as procured from sustainable sources;
* paints which are water based and/or emit minimal environmentally damaging compounds.

Where the staff members of University of Wales Trinity Saint David are involved in procurement of the above, the Society will encourage them to follow this policy where possible.

The purchase of single-use, disposable items or those that appear to cause harm to the environment will be discouraged where suitable practical alternatives exist.

Waste Reduction

Staff members are encouraged to apply the “reduce, reuse and recycle” model to minimise waste.

For example:

* not buying products which use excessive packaging;
* providing filtered tap water in the office instead of bottled water; requesting providers of unwanted mail to remove us from their databases;
* using e-mail rather than paper communication where possible, and only printing out e-mails when necessary;
* printing documents only when absolutely necessary and proof reading on screen where possible;
* reducing use of disposable plates, cups and cutlery when providing food/refreshments, and, where it is necessary to use disposables, ensuring that these are composted or recycled\*;
* giving away or selling unwanted office equipment before it is recycled or binned;
* using the facilities in the Registry building to recycle used paper, plastic, glass, metal, cardboard, printer cartridges and food waste\*;
* reusing paper which has only been used on one side;

Energy efficiency

Centre staff will aim to create a climate of energy-awareness in the office through access to information on energy costs and suitable energy-conservation tactics. For example:

* reducing unnecessary heating and lighting, especially when offices are left unattended;
* appropriate use of electrical equipment, including:
	+ using energy-efficient modes, for example changing default settings to ‘draft’, ’economy’ printing options, double sided printing, black and white, Toner Save mode, low dpi and narrow page margins;
	+ switching off PCs, monitors and printers if they are to be left unattended for periods of longer than 1 hour;
	+ reducing the number of appliances left on ‘stand-by’;
	+ when using kettles, boiling only the amount of water needed at the time.

Transport

* Staff shall be encouraged to use public transport rather than a personal car for travel to work-related engagements, unless this is prohibitive in terms of cost, time or significant inconvenience. Where a feasible public transport option exists, but is not chosen, reimbursement of travel expenses shall be limited to the public transport fare, so as not to encourage car use.
* Staff, volunteers, Trustees, event participants and visitors will be made aware of the Registry’s secure bicycle storage and shower facilities, so as to support those who wish to cycle to work or to meetings/events.
* To encourage cycling, we will pay a cycle mileage rate of 25p for trips where you would otherwise have claimed for bus, train or car travel. This does not include trips to and from home.
* Staff will be able to work from home where appropriate to reduce the carbon footprint of travel to the office.
* Staff and Trustees will avoid physically travelling to meetings and other events where alternatives are available and practical, such as using tele or video conferencing or webcams. Where travel is necessary, meetings will be organised in a way that minimises impact on the environment.
* Because of its more damaging impact on the environment, air travel will be kept to a minimum and should only be used for work-related engagements where no feasible alternative exists. Where flights are necessary for work-related engagements, the Society will set aside funds to offset the impact of carbon dioxide emissions. Where possible, flights will be booked through a charitable agency such as North South Travel.
* The Society will organise virtual links to events where practical to reduce participant travel.

Organisational sustainability

The Society aims for its work to be valuable, relevant and cost-effective, while seeking to ensure its long-term sustainability as an organisation. This includes:

* developing strategies and business plans for the medium- and long-term development of its work;
* listening to, and acting on where appropriate, the views of its staff, Trustees, members, event participants and other stakeholders;
* seeking financial support which, wherever possible, supports the longer term sustainability of the Society.

The Society’s environment

The Society will seek to ensure that its immediate environment is attractive and sustainable for future generations. This includes:

* promoting a well-maintained, healthy office environment in line with a stated Health and Safety policy;
* using ‘green spaces’ such as the National Garden of Peace and other land surrounding the Registry in ways which encourage their use by staff, enhance their surroundings using sustainable methods, and encourage biodiversity.

The Society’s place in the local community

While the remit for the Society’s work is national, it aims to contribute to the local community by:

* where appropriate, contributing to consultations that affect the community;
* continuing to function as a resource base for civil society bodies;
* working in partnership with local organisations where appropriate;
* advertising events to the public.

To encourage the use of sustainable practices within the local community and beyond, we will:

* publicise our commitment to sustainability, for example, by putting key policy principles on our website;
* choose suppliers with a commitment to sustainable practices;
* encourage sustainable practices among partners and other stakeholders, for example, through partnership agreements.

Staff engagement

Through the regular staff meetings or directly to the Chief Executive, staff members are encouraged to raise concerns and make suggestions about:

* matters covered by this policy which staff feel are being insufficiently addressed;
* matters not covered by this policy which may be included in future revised versions.

Evaluation

The Society will undertake a regular review of targets set out in this policy, to monitor their achievement. The policy as a whole will be reviewed by Trustees every 3 years, and revised where necessary to incorporate additions and amendments.

[There is a 3-year action plan for implementing the Policy in Appendix 4.]

**Fair trade policy**

The Society supports the positive contribution to poverty-reduction made by the Fairtrade initiative, which guarantees producers in the developing world a minimum price for their produce, and also provides an extra premium to be invested in the local community.

We will support the Fairtrade initiative through:

* serving Fairtrade tea, coffee and sugar in our offices and meeting rooms and at our public events, and ensuring that, wherever possible, this requirement is met when external caterers are employed and
* increasing the range of other Fairtrade products (eg fruit juice, wine) that are purchased for use by staff or at public events.

**Investments Policy**

**Purpose**

**Purpose**

This policy is set in the context of a modest investment portfolio. The aim in managing that portfolio is to maximise the return to the Society and minimise the possibility of a conflict between our objectives as a charity and our choice of investments.

**Introduction**

The Learned Society of Wales is a Registered Charity established by Royal Charter.

The Society has approximately [£150,000] of assets available for investment at the initial date of formulation of this Policy.

The Trustees are governed by the Society’s Royal Charter Item 3 xviii, in which power is delegated “to maintain, manage, deal with, dispose of and subject to the provisions of this Our Charter and of the Bye-laws to invest all the property, money, assets and rights of the Society in such stocks, funds, shares, securities or investments (other than land) whatsoever and wheresoever situate as the Society shall think fit or in the purchase of land in Our United Kingdom whether by way of investment or for occupation and subject or not subject to leases or tenancies and to vary any investments including the realisation of existing investments and to re-invest the net proceeds of the realisation, provided that in the case of moneys held by the Society as trustee the powers hereby conferred shall be exercised subject to the provisions of the law relating to investment by trustees;”

The Trustees are therefore governed by the Trustee Act 2000, which sets out the general power of investment. In addition, the Trustees will have regard to guidance issued by the Charity Commission.

**Investment Objectives**

Monies will be invested to produce the best financial return within an acceptable level of risk.

The primary objective is to produce income, and the secondary objective to produce capital growth. The income requirement should not erode the potential to maintain the capital value of the portfolio in real terms.

**Attitude to Risk**

A key risk to the long-term sustainability of the Society’s reserve funds is inflation, and the assets should be invested to mitigate this risk over the long term. The Trustees understand that this is likely to mean that some monies will be invested in real assets and that the capital value of these assets will fluctuate.

The Trustees should therefore operate within an appropriate attitude to risk, as expected by the Charity Commission. The Society requires that the level of risk should be medium to low.

**Investment principles**

The assets can be invested widely according to the general power of investment and may be diversified by asset class, and by security. Asset classes could include cash, bonds, equities, commodities and any other assets that are deemed suitable.

**Currency**

The base currency of the investment portfolio shall be Sterling.

**Liquidity Requirements**

The Trustees should be able to draw down capital when necessary, but in general should not expect to use the investments for short term capital liquidity.

**Time Horizon**

Non-cash assets are expected to exist in perpetuity and investments should be managed to meet the investment objective and ensure this sustainability. The Trustees can therefore adopt a long-term investment time horizon for these assets.

**Ethical Investment Policy**

Where possible, the Society shall follow an ethical investment policy to ensure that its UK investments do not conflict with its aims. Because the Society does not currently have an individually managed portfolio, this ethical approach may be achieved by investing in existing charity funds that incorporate such requirements.

**Management, Reporting and Monitoring**

The Society may appoint an appropriate external organisation to manage some of its investments. The Finance Committee has responsibility for selecting such an organisation and for determining the allocation of investments.

The Trustees have overall responsibility for agreeing an investment strategy and monitoring the portfolio. The Finance Committee will meet annually to review the portfolio, including an analysis of return, risk and asset allocation, on behalf of the Council. Performance will be monitored against comparable rates of return across the investment market. If an adjustment is required to the investment allocation or to the investment management organisation following such a review, the Finance Committee is empowered to initiate such actions as may be necessary to bring about such a change.

**Approval and Review**

This Investment Policy was prepared for the Finance Committee to provide a framework for the management of its investment assets. It will be reviewed by the Council on a bi-annual basis to ensure its continuing appropriateness, or more often if required.

**Approval and Review**

This Investment Policy was prepared for the Finance Committee to provide a framework for the management of its investment assets. It will be reviewed by the Council on a bi-annual basis to ensure its continuing appropriateness, or more often if required.

**Equality, Diversity and Inclusion Policy**

Employees should be treated as individuals with respect and honesty. The Society wants to ensure a working environment free from discrimination, harassment, and victimisation where everyone will receive equal treatment and be valued for their individual contribution to the Society’s work.

**Our Policy**

[INSERT LSW POLICY WORDING FOLLOWING THE COMPLETION OF THE DIVERSITY REVIEW]

All employees should respect, as well as observe and comply with, the requirements of the policy. Failure to do so will result in disciplinary action and in certain circumstances, employees may be personally liable for breach of the relevant legislation. If the responsibilities are not met, individual employees and the Society could both be liable to legal proceedings. By adhering to the Society’s established procedures and training methods, unintentional discrimination will be avoided.

No employee or applicant will be treated less favourably than another on grounds of sex, marital status, sexual orientation, age, disability, race, colour, religion, ethnic or national origin, creed, religious beliefs, or trade union involvement.

Unlawful discrimination against any person will be regarded as serious misconduct and may result in dismissal.

**Our Aim**

This policy has been drawn up to ensure that employees understand the policy and are aware of their personal liability if they should act in a discriminatory manner.

**The Scope of the Policy**

This procedure is applicable to all Society employees as demonstrated by their performance, conduct with colleagues, Fellows, suppliers and visitors.

**What Steps Will Be Taken Should You Discriminate?**

In circumstances where you discriminate against or harass any other employee, customer or supplier on the grounds of sex, marital status, sexual orientation, age, disability, race, colour, religion, ethnic or national origin, creed or trade union involvement you will be subject to the Society’s disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, may result in dismissal in the absence of mitigating circumstances.

**If You Are or Become Disabled**

Employees who are disabled or become disabled whilst in the Society’s employment may advise the Society of any “reasonable adjustments” to their employment or working conditions which they consider necessary or would assist them in the carrying out of their duties. Any proposals will be given careful consideration and where reasonable and reasonably practical such adjustments will be made. However, in circumstances where the recommendations are not reasonable or reasonably practical, the Society may justify less favourable treatment in accordance with legislation.

**Pressure to Discriminate**

It is contrary to Society policy and will be considered unlawful to accede to pressure to discriminate. If you feel you are being pressured into discriminating against an individual/individuals then this should be reported to your Line manager or the General Secretary of the Society.

**Personal Liability of Employees Who Discriminate**

Under the Race Relations, Sex Discrimination and Disability Discrimination Acts not only is the Society itself acting unlawfully if an employee directly or indirectly discriminates against an applicant or fellow employee, but the individual who discriminates is personally considered to have acted unlawfully. This means that you may have to go to Court to explain your actions. It is therefore vital that all employees should be conversant with the Society’s policy, the law and the consequences of acting improperly.

**What Should You Do If You Feel That You Are Being Discriminated Against?**

If you feel that you are being discriminated against in any way, then you should contact your Line manager in the first instance. If the situation is unable to be resolved informally you may then wish to use the bullying and harassment procedure to complain formally about discriminatory conduct. In circumstances where it would be inappropriate to speak to your Line manager, then you should contact an Officer of the Society.

**Society Code of Safe Practice for Health and Safety (to be read in conjunction with the Society’s Health and Safety Policy and Risk Assessment Appendix 1)**

* Undue hurrying and forgetfulness causes many accidents and should be avoided
* Spilled drinks should be cleaned up immediately
* Pointed objects such as pencils, pens, letter openers, files and the like must be used carefully to avoid puncture wounds
* Dangerous horseplay is unacceptable behaviour and will be treated under the disciplinary action
* Electrical and telephone cords must not be allowed to lay uncovered on the floor and should be taped down, since they are major tripping hazards
* Always ensure that any materials are stacked neatly and only to a safe height
* Before using any photocopier be certain you know how to operate it correctly and how to stop it in an emergency. When using a photocopier keep the document cover down to protect your eyes from ultra-violet light. Many photocopiers utilize low flash point substances, e.g. toners and dyes, which could catch fire if the paper feed mechanism fails. Care must also be taken and faults reported to your line manager
* Do not attempt to modify or repair electrical equipment. Contact your Manager on all occasions
* Do not overload plug sockets with several appliances and ensure that cables and flexes do not trail across the floor, where they may trip someone and be caught or pulled
* Do not place liquid or refreshments on or near electrical, mechanical or computer equipment. An accidental spillage may cause malfunction, personal danger and considerable disruption to Society business
* Do not use equipment that may be defective
* Do not attempt to obtain items which are beyond your reach. If you cannot reach get a ladder or stepping stool. Be sure the ladder is in a safe condition. Do not use chairs, open drawers, or any makeshift device for climbing. Do not climb up the shelves themselves. Do not overreach on the ladder. It is safer to get down and move the ladder.

SECTION III

**General Rules and Society Information**

**Recruitment of People with a Criminal Record**

Background

The Rehabilitation of Offenders Act (ROA) 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs.

The Act allows that ex-offenders are no longer legally required to disclose to organisations convictions that have become ‘spent’.

However, in order to protect certain vulnerable groups within society, there are many posts and professions that are exempted from the Act and additionally include employment within positions of trust. These exemptions have been further expanded with the introduction of the Safeguarding Vulnerable Groups Act 2006 and the definition of regulated activity as laid out in Schedule 4 of that Act.

In such cases, organisations are legally entitled to ask applicants for details of all convictions, whether unspent or spent. The SVG Act further allows information to be disclosed as to whether or not an individual is barred from working with a particular vulnerable group. Such information is requested and obtained through a DBS check.

General principles

The Society is determined to make all efforts to prevent discrimination and other unfair treatment against any of its staff or potential staff regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background that does not create a risk to children and vulnerable adults.

This policy has been adopted by the Society as a condition of the use of the WCVA Criminal Records Unit (CRU) as CRB Umbrella Registered Body countersigning Disclosure applications on our behalf.

The Society understands that WCVA CRU is obliged to take all reasonable steps to satisfy themselves that the Society will comply with the requirements of the CRB Code of Practice and in accordance with the Data Protection Act and holding of sensitive personal data.

CRU ADVICE: CRB Code of Practice

WCVA CRU would like to point out that the latest version of the CRB Code of Practice dates from April 09. The definitions of Enhanced level and Standard disclosures have been superseded with the introduction of the SVG Act and effective from Oct 09, the use of Standard disclosures is no longer appropriate for those working with vulnerable groups.

The Society’s policy on recruitment of people with a criminal record

As an organisation using the CRB Disclosure Service to assess applicants’ suitability for positions of trust, the Society complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Code of practice for the Society

We ensure that all those in the Society who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Unless the nature of the position allows the Society to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned, and meets eligibility criteria where relevant as laid down in legislation. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Society and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

We ensure that every person who has been asked to undergo a CRB Disclosure is made aware of the existence of the CRB Code of Practice and is provided with a copy on request.

**Our GDPR Commitments**

Our continued commitment to operate responsibly with your personal data under GDPR specifically reaffirms that:

* We will ensure robust security controls and processes are in place to protect your data against unauthorised access, processing, loss or accidental destruction
* We will process your data in a manner that is consistent with the original purposes for its collection
* We will maintain the accuracy of any personal data captured and ensure our processes can rectify inaccurate data without undue delay
* We will establish robust governance, operational procedures and staff training to maintain compliance with all data protection legislation

**Further Information**

Specific data protection and GDPR regulatory information can also be obtained from the regulatory authorities stated below:

* The European Commission - ec.europa.eu
* The Information Commissioner’s Office - ico.org.uk

**Personal Property**

You are responsible for the safe keeping of your personal property. Where appropriate, we will show you where to keep personal belongings as part of your induction.

The Society does not accept responsibility for loss, theft or damage to personal property. It is therefore advisable not to bring large amounts of money or valuables to work.

Lost property – employees are required to hand in any lost property found by or given to them.

**Press/Media**

You should not comment to the media on the Society’s behalf unless authorised to do so. All enquiries from the press relating to the Society’s business, as well as invitations to appear on radio or television, should be referred to the Chief Executive. If you are speaking to the press in a personal capacity you should make this clear and use your home address for any correspondence.

**References**

References will be provided for prospective employers and these will comment fairly and accurately on length of service and performance.

**Resignations**

If you resign from the Society, you will be required to give and work the notice detailed on your contract of employment. On occasions, a shorter notice period may be agreed. If you have been dismissed, as defined within the Society’s disciplinary procedures, the Society will not pay compensation for loss of notice.

**Finally**

We hope that you have found the information in this handbook informative and helpful. If you have any questions or concerns please speak to your line manager.

**Details of updates to the Handbook**

This Handbook was disseminated to staff in [Date].

A record of updates and amendments since [Date] are logged below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Page number/s | Section title | Amendment | Date | Name of staff member |
| N/A | N/A | Handbook issued on [Date] |  |  |
| 12  | Expenses | Revised expenses policy approved by Council June 2019 |  |  |
| 18 | Finance Policies | Addition of reserves Policy Approved by Council January 2019 | 21/08/2019 | AK |
| 19 | Finance policies | Addition of Hardship Policy Approved by Council June 2019 | 21/08/2019 | AK |
| 50 | Investment policies | Revised investment policy approved by Council January 2019 | 21/08/2019 | AK |

Appendix 1

 **Health and safety policy**

|  |
| --- |
| This is the statement of general policy and arrangements for: **The Learned Society of Wales** |
| **The Council****has overall and final responsibility for health and safety** |
| **The Clerk****has day-to-day responsibility for ensuring this policy is put into practice**  |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | All LSW staff | Complete regular risk assessments and actions issues Identified. (Risk assessments reviewed when working habits or conditions change.) |
| Engage and consult with employees on day-to-day health and safety conditions | Clerk/Chief Exec | Staff consulted during LSW team meetings.Review Accident and incident log (L:drive) to look for ways to mitigate further incidents. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Clerk/Chief Exec | Escape routes identified and kept clear at all times. Registry Building subject to TSD H&S Policy (Appendix A). Fire alarms tested every Wednesday56 Park Place subject to Cardiff University H&S Policy (Appendix B)Evacuation plans are tested from time to time and updated as necessary. |
| Maintain safe and healthy working conditions, provide and maintain IT equipment and work stations, and ensure safe manual handling of item utilised by the Society | Clerk | Provide equipment that is safe and without risk to health.Have an awareness of Management Standards of the six factors that lead to work related stress and work with staff to eliminate them |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: \* (Employer)  |       | Date: |       |

 This policy will be reviewed annually or if it is deemed no longer be valid, eg if circumstances change.

|  |  |
| --- | --- |
| Health and safety law poster is displayed at (location) | Registry Building: Staff Kitchen 2nd Floor. 56 Park Place: |
| First-aid box is located: | Registry Building: Room 20. 56 Park Place: |
| Accident book is located: | L:drive/HR and Annual Leave/Accident and Incident LogAll accidents, incidents and ill health at work must be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). |
| Public liability Insurance certificate is located: | Registry Building room 11 |

 **Risk assessment**

**LSW are legally obligated to carry out a risk assessment.**

**This assessment is believed to be comprehensive. Employees are encourage to advise the Health and Safety Officer if there are any additions or omissions from this list.**

 **Date of risk assessment**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | Good housekeeping is carried out.All areas well lit, including stairs.No trailing leads or cables.Staff keep work areas clear, eg no boxes left in walkways. |  |  |  |  |
| Manual handling | Staff risk injuries or back pain from handling heavy/bulky objects, eg publications and conference banners and materials.  | Trolley used to transport heavy items. |       |       |       |       |
| Display screen equipment | Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor. | DSE assessments of workstation carried out by all new starters. Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen Eye tests provided for those who need them, dutyholder to pay for basic spectacles specific for VDU use (or portion of cost in other cases). |       |       |       |       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Stress | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work and have fortnightly one to one meetings where issues can be raised |  |  |  |  |
| Electrical | Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. | All electrical equipment is PAT testedStaff encouraged to report any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. Staff asked not to bring in their own appliances to the office |  |  |  |  |
| Fire | If trapped, staff could suffer fatal injuries from smoke inhalation/burns. | Working with landlords to comply with existing policies in the Registry building and 56 Park Place |  |  |  |  |
| Lone working | Staff could face the threat of intruders, suffer injury or ill health while working alone in the office. | The building is secure out of regular office hours. Staff are encouraged to be vigilant while in the office alone. |  |  |  |  |