

Human Resources Index

Absence, Holidays and Sickness

Reference Code	Document
PA01	Adoption Policy and Procedure
PA02	Annual Holiday Policy and Procedure
PA04	Maternity Leave Policy and Procedure
PA05	Paternity Leave Policy and Procedure
PA08	Statutory Time Off Policy and Procedure
PA09	Unable To Attend Workplace Policy and Procedure
PA10	Shared Parental Leave Policy and Procedure
PR27	Standards of Conduct, Performance and Ethics Policy and Procedure

Contract of Employment

Reference Code	Document
PC02	Casual Bank Workers Policy and Procedure
PC06	Appearance Policy and Procedure
PC08	Staff Handbook
PC09	Minimum Wage Policy and Procedure
PC10	Notice Periods Policy and Procedure
PC11	Part-Time Employees Policy and Procedure
PC12	Staff Loans and Advances Policy and Procedure
PC13	Statement of Main Terms and Conditions of Employment Variation
PC14	Fixed-Term Workers Policy and Procedure
PC16	Self Employment and Zero Hours Contracts Policy and Procedure
PC18	Agency Staff Policy and Procedure

Latest Reviewed and Amended dates are available in your online management system

Equality and Human Rights

Reference Code	Document
PE01	Harassment Policy and Procedure
PE02	Flexible Working Policy and Procedure
PE03	Equality and Diversity Policy and Procedure
PE05	Anti-Bullying Policy and Procedure
PE07	Anti-Slavery and Human Trafficking Policy and Procedure
PE08	Gender Pay Reporting Policy and Procedure
PE09	Transgender Policy and Procedure

Job Descriptions

Reference Code	Document
PJ02	Job Description - Administrator
PJ04	Job Description - Carer
PJ09	Job Description - Deputy Manager
PJ29	Job Description - Senior Carer
PJ35	Job Description - Registered Manager
PJ36	Job Description - Registered Provider
PJ37	Job Description - Care Coordinator
PJ43	Job Description - Clinical Lead

Miscellaneous

Reference Code	Document
PM02	Management of Stress Policy and Procedure
PM04	Redundancy Policy and Procedure
PM05	Retirement Policy and Procedure
PM11	Whistleblowing Policy and Procedure
PM13	Working Time Regulations Policy and Procedure
PM14	Staff Rota Policy and Procedure
PM15	Smoking at Work Policy and Procedure
PM17	On-Call Policy and Procedure
PM18	Relationships at Work Policy and Procedure

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Performance & Discipline

Reference Code	Document
PP01	Absenteeism Policy and Procedure
PP02	Alcohol and Drugs Policy and Procedure
PP03	Discipline Policy and Procedure
PP04	Grievances Policy and Procedure
PP05	Moonlighting Policy and Procedure
PP06	Obtaining Medical Reports Policy and Procedure
PP07	Capability Policy and Procedure
PP09	Supervision Policy and Procedure
PR22	Director or Trustee's Development Appraisal Policy and Procedure

Recruitment, Induction and Training

Reference Code	Document
PR01	Development Appraisal Policy and Procedure
PR04	DBS/Disclosure Policy and Procedure
PR08	Recruitment of Ex-Offenders Policy and Procedure
PR16	Right to Work Checks Policy and Procedure
PR17	Managers Development Appraisal Policy and Procedure
PR18	Employment of Young Persons Policy and Procedure
PR20	Apprenticeship Agreement Policy and Procedure
PR21	Care Certificate Policy and Procedure
PR23	References Policy and Procedure
PR24	Induction and Onboarding Policy and Procedure
PR25	Training Policy and Procedure
PR26	Recruitment Policy and Procedure

Latest Reviewed and Amended dates are available in your online management system

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