



Exeter College
UNIVERSITY OF OXFORD

Employee Handbook

January 2016

Introduction

Welcome to Exeter College!

Exeter College was founded in 1314 and is one of the oldest colleges in Oxford. The working environment is very congenial and Exeter has a reputation for being small and friendly. The College is governed by a Rector and 47 Fellows, and has around 350 undergraduates and a further 250 students engaged in post-graduate studies.

The success of any organisation depends very largely on the employees themselves. The College has a long-established reputation for valuing and looking after its employees, and we ask you to respond with loyalty and dedication in your work.

This handbook has been produced to help you understand more about the College and to provide you with a point of reference for any questions you might have about working for us, or about the terms and conditions of your employment.

The handbook applies principally to non-academic employees, although it may be used as a guide for other employees as appropriate.

This handbook is not contractual but is intended as a general guide. While it does not form part of your contract of employment you should be aware that a breach of any of the policies, procedures or guidelines that it contains or makes reference to could lead to disciplinary action. Please therefore ensure that you read it carefully, and if there are any points you do not understand, or you would like any further details, please do not hesitate to ask the HR Officer. Your Head of Department or line manager would also be pleased to answer any questions that you have about your employment with the College.

From time to time changes to the contents may be necessary. You will be notified of any updates, and a copy of the latest versions will be available from your Head of Department and from the College website, and we reserve the right to modify or discontinue the benefits, policies and terms and conditions described in this handbook. Any variations to your contractual terms will be notified to you individually. If any part of the handbook is considered to be in conflict with existing law, regulations or other statutory requirements, only the part that is in direct conflict will be invalid.

We are committed to the principles of equal opportunity in our employment practices. We aim to ensure that no employee receives less favourable treatment due to race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, maternity/ pregnancy or gender reassignment or is disadvantaged by any conditions or requirements being placed on him/her which cannot be justified. We will not condone any discriminatory act or attitude towards our employees, academic staff, student body, visitors, guests, clients/customers, suppliers or anyone with whom we deal and we look to you to support us in implementing these policies.

We hope that you settle quickly into your new role, and that you have a long, successful and happy relationship with us.

Sir Rick Trainor, Rector

Contents

Introduction	2
Contents	3
Contact information.....	5
On joining us.....	6
4.1 .. Application or CV.....	6
4.2 .. References.....	6
4.3 .. Right to work in the UK and tax declaration	6
4.4 .. Induction.....	6
4.5 .. Probationary period.....	6
4.6 .. Job description.....	7
General terms and conditions.....	8
5.1 .. Hours of work	8
5.1.1 Normal hours of work.....	8
5.1.2 Additional hours.....	8
5.1.3 Working Time Regulations.....	9
5.2 .. Flexible working	9
5.3 .. Pay.....	9
5.3.1 Basic pay.....	9
5.3.2 Pay reviews.....	9
5.3.3 Payslips and queries.....	9
5.4 .. Holidays.....	10
5.5 .. Absence notification and payments.....	11
5.6 .. Maternity, adoption, paternity, and shared parental leave.....	11
5.7 .. Parental leave.....	12
5.8 .. Emergency time off to care for dependants	12
5.9 .. Medical/dental appointments.....	12
5.10 Compassionate leave.....	13
5.11 Time off for religious observance	13
5.12 Time off for other reasons	13
5.12.1 Public duties.....	13
5.12.2 Jury service.....	14
5.12.3 Acting as a witness in court.....	14
5.12.4 Court summons.....	14
5.12.5 Time off in redundancy situations.....	14
5.12.6 Unauthorised absence.....	15
5.12.7 Expenses and business travel.....	15
5.13 Benefits and facilities.....	15
5.13.1 Pensions.....	15
5.13.2 Contractual sick pay.....	16
5.13.3 Private health care and dental schemes.....	16
5.13.4 Bus season ticket loan.....	16
5.13.5 Meals on duty.....	16
5.13.6 Childcare voucher scheme.....	16
5.13.7 College-sponsored nursery places.....	17
Training and development.....	18
6.1 .. Tuition support.....	18
6.2 .. Job changes/capability issues	18
6.3 .. Membership of professional bodies.....	19

Your working environment	20
7.1 .. Health and safety policy.....	20
7.2 .. Staff room.....	20
7.3 .. Housekeeping and use of resources	20
7.4 .. Smoking.....	21
7.5 .. Alcohol, drug and substance abuse	21
7.6 .. Security.....	22
7.7 .. Right of search	22
7.8 .. Accidental damage to, or loss of, your property	22
7.9 .. Lost property.....	23
7.10 Removal of waste or scrap products	23
7.11 Parking.....	23
7.12 Accidents, first aid provision and medical conditions	23
7.13 Clothing and equipment	24
7.14 Use of personal music systems	24
Other rules and general information	25
8.1 .. Professional conduct.....	25
8.2 .. Dress code.....	25
8.3 .. Personal relationships at work.....	25
8.4 .. Gifts and hospitality.....	26
8.5 .. Fraud, theft and suspicious acts	26
8.6 .. Dealing with the media	26
8.7 .. Internal communications	27
8.8 .. Personnel information and records.....	27
8.9 .. Changes to personal details.....	28
8.10 Use of business facilities for private purposes	28
8.11 Personal telephone calls	28
8.12 Buying or selling goods	28
8.13 Collections.....	29
8.14 Conflicts of interest.....	29
8.15 Other employment.....	29
8.16 Ideas and inventions	29
8.17 Purchases on behalf of Exeter College	29
On leaving us	30
9.1 .. Notice periods.....	30
9.2 .. Garden leave.....	30
9.3 .. Return of property and final payments.....	30
9.4 .. References.....	31
9.5 .. Retirement.....	31
9.6 .. Restrictive covenants.....	31
Our policies and procedures	32
10.1 Equal opportunity policy.....	32
10.2 Grievance procedure.....	32
10.3 Disciplinary procedure.....	32
10.4 Information communication technology policy.....	33
10.5 Other policies	33

Contact information

Exeter College site	Postcode	Telephone (01865)
Exeter College (main site)	OX1 3DP	279600
Stapeldon House, 214/222 Iffley Road	OX4 1SQ	245472
Stapeldon House Annexe 1, 224/226 Iffley Road	OX4 1SQ	245472
Stapeldon House Annexe 2, 228/230 Iffley Road	OX4 1SE	245472
Exeter House, 235/239 Iffley Road	OX4 1SQ	245472
Frieze Farm	OX2 8JX	849150
Marston Sports Ground	OX3 0EQ	-
Boathouse	OX1 1DP	-

Head of Department	Telephone (01865)
Academic Registrar	279660
Accommodation Manager	279654
Accountant	279652
Bursar	279628
PA to the Bursar	279650
Catering Services Manager	279663
College Librarian	279622
Computing Systems Manager	279642
Deputy Bursar	279658
Development Director	279662
Facilities Coordinator	279655
Head Lodge Porter	279600
HR Officer	279656
Steward	279653

On joining us

4.1 Application or CV

Your application form and/or CV must be completed accurately and truthfully. Failure to do so may result in the termination of your employment and may be classed as gross misconduct. If you become aware of any inaccuracy or omission you should advise your line manager immediately.

4.2 References

All offers of employment are made subject to satisfactory references, and we normally take up two references from previous employers, or other relevant sources (where employer references are not available). In the event of an unsatisfactory reference being received during or before employment starting, this could result in the withdrawal of our offer, or dismissal (if you have already started work for us).

4.3 Right to work in the UK and tax declaration

By law, we are required to check that all new employees have the right to work in the UK. Unless you have already provided this information to us, it is essential that you provide an original copy of a suitable document before you are due to start work at the College, as failure to do so may result in us delaying your joining date and the offer of employment may be withdrawn. More information about suitable documents is available from the HR Officer.

A copy of the document will be taken and retained on your personal file and the original returned to you. Should you cease to be entitled to work in the UK at any time during your employment with us, you must inform us as soon as possible; failure to notify your line manager may trigger disciplinary proceedings and amount to gross misconduct warranting summary dismissal.

Any restrictions on your working hours should be fully complied with.

Upon joining us, you should also provide a P45; if you cannot do this within your first week, you will be requested to sign a declaration about your employment situation (this confirms whether this is your first job since 6 April or your only job, and what taxable benefits or pension payments you have received) and also we need to know whether any student loan repayments should be deducted from your pay

4.4 Induction

On your first day, you will receive an introduction to the College, which may include a tour of our premises. Your manager will start to introduce you to all key departments and employees with whom you will interact, so you can start to understand our processes and procedures. You will also be asked to attend a health and safety briefing.

We recognise that starting a new job may be stressful, and you will be given time to familiarise yourself with your new surroundings and the requirements of your new role.

Please do raise any queries or concerns that you may have as soon as possible in order that we may resolve these.

4.5 Probationary period

All new employees are normally appointed on the basis of an initial probationary period. This will be set out in your offer letter and your contract of employment. The purpose of this period is to provide formal monitoring of your performance and progress during the early stages of your career with us, to

ensure that any training needs are identified and met quickly and to provide you with a defined opportunity to raise any concerns that you have while settling into your job.

At the start of this period, specific work-related objectives may be discussed and agreed with you. Your manager/supervisor will then give you feedback on a regular basis. If there are any issues that need addressing, these should normally be highlighted and clear objectives with timescales set, to allow you the opportunity to improve, or receive more training prior to the end of the probationary period. Notes detailing agreed action points should normally be made by your manager and kept on your personal file.

Shortly before the end of your probationary period, you will normally be asked to attend a formal review meeting with your manager to discuss your progress (together with any concerns or difficulties that may be affecting your work), and to identify any outstanding training needs you may have.

If we are satisfied that you have reached the required standards, and your appointment is therefore made permanent, this will be confirmed in writing. If, however, you have not reached and maintained the required standards, and we have concerns about your performance or your suitability for the post, your probationary period may be extended, and a performance improvement plan may be put into place. A further review will take place shortly before the end of this period and upon reaching the required standards of competence this will be confirmed in writing.

At any point during the probationary period, if we feel that you are unlikely to meet the requirements of the role, your employment may be terminated with contractual notice. We reserve the right not to apply our full disciplinary procedure during your probationary period. Dismissal will not normally take place, however, without first conducting a review meeting and giving you the opportunity to put forward your views on your performance in the role and considering additional training, if appropriate.

4.6 Job description

You will normally be provided with a job description which details the main duties of the position into which you have been appointed. We may make amendments to your job description from time to time, in relation to changing business needs and your own abilities.

No changes will be made without first consulting you and giving you the opportunity to comment on the changes.

Please note that we do expect employees to be flexible and you may be requested to take on tasks usually conducted by colleagues (but similar to your own) during times of holiday and/or sickness, or in order to help meet deadlines if the need arises.

General terms and conditions

5.1 Hours of work

5.1.1 Normal hours of work

Your normal days and hours of work are set out in your contract of employment, or other correspondence relevant to your employment.

We place a high emphasis on good time-keeping, as lateness or early departure affects productivity and puts extra burden on your colleagues. You are asked to make every effort to ensure that you comply with our attendance requirements and to ensure that, during working hours, you can be contacted at all times. You should comply strictly with any time recording procedures relating to your area of work.

You are expected to be at your place of work and prepared to begin work at the start of the working hours set out in your contract of employment. Habitual lateness or early departure may result in deductions from pay and/or action within the guidelines of our disciplinary procedure, and may ultimately be cause for dismissal.

If you expect to be late on any occasion you should inform your Head of Department or line manager in person by phone to explain the circumstances of the delay and advise him/her of your anticipated time of arrival. You are expected to make every possible attempt to attend work when you experience difficulties and disruptions to your normal means of transport (e.g. due to strike action, the failure of public or private transport, or adverse weather conditions). If you are aware of, or experience, any difficulties you should notify your Head of Department or line manager as soon as possible and explain the reasons for this and, if you are late you will normally be expected to make up the time on that or a subsequent day.

Absences due to severe travelling difficulties may be authorised as unpaid leave, or taken as annual leave, providing your Head of Department or line manager is satisfied that you have made all reasonable attempts to get to work.

If you are working at a location away from the office during normal business hours, please make sure your Head of Department or line manager is aware of your travel arrangements, destination and contact details.

If for any reason you need to leave work due to a personal emergency or illness, you must inform your manager and await permission to leave site. Leaving site without permission may result in disciplinary action. In addition, flexibility is important to us in meeting the needs of the College. For this reason you may be required to vary your hours of work and/or to work additional hours, should the need arise.

5.1.2 Additional hours

For staff on graded annual salaries, we do not normally pay overtime for any additional hours worked; however, in circumstances where an employee is asked by his/her Head of Department or line manager to work extra hours for a specific task this would normally be taken as time in lieu at a mutually convenient time agreed with your manager. Any time in lieu must normally be taken within the same holiday year that it is accrued, and should be requested using the normal Annual Leave form, indicating the lieu date(s) worked.

In exceptional circumstances, payment for overtime may be agreed. Authorised overtime claims should be submitted by your Head of Department to the Accounts Department at the end of each month, and normally within four weeks of the overtime being worked. Payment will be made as an

addition to your monthly pay the following month. Payment may be delayed for Claims received more than four weeks after the overtime has been worked.

5.1.3 Working Time Regulations

The Working Time Regulations limit the hours an employee may work to 48 hours each week averaged over a rolling 17-week period and employees may not exceed this limit unless they have “opted out”. Opting out will require your written consent.

You should ensure that your normal working hours are documented accurately. Employee time and attendance records are retained by the College and will be reviewed on an individual basis.

If you are concerned about the number of hours you are working, or if you wish to undertake any other paid work in addition to your employment with us, please discuss this with your Head of Department or line manager.

5.2 Flexible working

Provided that you have at least 26 weeks’ service at the date of making the request, you are entitled to make a written application for flexible working. This may involve a change to your hours, breaks, or location of work.

For more information, please refer to our Flexible Working policy.

We will be sympathetic to your circumstances, and will give all requests serious consideration, but cannot guarantee that your request will be granted. All requests will be treated individually, and in the context of the College’s business and operational needs at that specific time.

5.3 Pay

5.3.1 Basic pay

Your pay is as shown in your contract of employment, or as subsequently notified to you. If you are paid monthly, your monthly salary is calculated as 1/12th of your annual basic salary and is payable on or around the 17th of the month, although the College reserves the right to change this if necessary. Your salary accrues daily, so if you join or leave the College’s employment after the first working day of a calendar month, you will be paid for each working day employed in that month.

If you are paid fortnightly, your hours should be agreed with your Head of Department or line manager prior to you undertaking the casual work. Afterwards, you should provide details of the hours you have worked to your Head of Department, who will submit a timesheet to the Accounts Department on a fortnightly basis. Payment for the hours worked from the previous fortnight’s timesheets will normally be made into your bank account on a Friday, although the College reserves the right to change this if necessary.

5.3.2 Pay reviews

Your pay will be reviewed annually and any changes will normally take effect in August, but it should be noted that a pay increase at review is not guaranteed.

5.3.3 Payslips and queries

Upon joining us, you should provide a P45; if you cannot do this within your first week, you will be requested to sign a declaration about your employment situation (this confirms whether this is your first job since 6 April or your only job, and what taxable benefits or pension payments you have

received) and also we need to know whether any student loan repayments should be deducted from your pay.

You will also be asked to complete a form giving your name, home address and bank or building society details. Any changes to these during your employment should be notified to the Accounts department in writing as soon as they occur. (Please note that it is your responsibility to also ensure that you notify HMRC of any such changes- however as from April 2015, we will include details of any changes of employees' addresses on our submission to HMRC and they will note these and update their records. You should continue to notify them of any other changes directly.)

You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions made, and the reasons for them (e.g. Tax, National Insurance Contributions, etc.). Any queries regarding your payslip should be addressed to the Accounts Department. If you are querying hours paid for casual work or overtime for monthly paid work, you should contact your Head of Department in the first instance.

If you have a query regarding any tax codings or deductions, the address and reference code of the Tax Office which deals with our affairs is as follows:

Address: Government Buildings
Ty Glas
Llanishen
Cardiff
CF14 5YA

Reference number: 075/Z1006

If you are overpaid for any reason you are required to notify the Accounts Department immediately. The amount of overpayment will normally be deducted from the following payment, but if this would cause hardship, alternative arrangements to repay may be made. Failure to report an overpayment may result in disciplinary action. At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year, and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as copies will not be supplied, and you may need to produce them if making enquiries with the HMRC or if completing a self-assessment form.

5.4 Holidays

Your basic annual leave entitlement can be found in your contract of employment. Our holiday year begins on 1st January and ends on 31st December.

Entitlement to paid holiday accrues throughout the year on a weekly basis. For part years of service, your entitlement will be calculated as 1/52nd of the annual entitlement for each completed week of service during that holiday year and rounded up to the nearest half-day. If you work part-time, your holiday entitlement will be calculated on a pro-rata basis, based on your contractual hours. If you change your contracted hours on a permanent basis during the year, your new holiday entitlement will be effective from the date of that change.

We strongly encourage you to take your holiday entitlement. Any holiday not taken in the year of accrual cannot be carried forward to a subsequent year and will be forfeited unless, in exceptional cases only, an agreement is reached in advance with the Bursar.

Special rules apply, however, if you are absent on long-term sick, and have not taken the minimum statutory entitlement (including any bank/public holidays you have taken as paid time off) by the end of the holiday year. In these circumstances the balance of the statutory entitlement which you have not taken may be carried forward for you to take at a later date, even if this means carrying it forward

into the next holiday year, provided that you have adhered to our sickness reporting procedure and have provided the required documentation where applicable. In addition, if you are absent on maternity/adoption/ shared parental leave and are unable to take your holiday entitlement during the holiday year, any accrued but untaken holiday will be carried forward to the next holiday year.

Holiday should be taken at times agreed in advance with your Head of Department and is authorised subject to the needs of the College and on a 'first come, first served' basis. You should give at least four weeks' notice of your intention to take holidays of one week or more, and one week's notice for odd single days. We will not normally agree to a request for a holiday that involves more than two consecutive weeks. Therefore, please ensure the timely completion of your Annual Leave form, which will be given to you by your Head of Department at the start of each holiday year, and please do not make travel arrangements or accommodation bookings prior to your holiday request being authorised.

All employees are required to reserve up to five days of their annual entitlement to take during any shutdown periods. These are normally, but not necessarily, the five days over the Christmas period when the College is closed and which may not be taken at any other time. If you have insufficient holiday entitlement to cover these periods, you will be required to take these days as unpaid leave.

Your entitlement to public/bank holidays is shown in your individual contract of employment. Holiday closure arrangements for public/bank holidays for different departments are approved by the Governing Body annually, and each Head of Department is responsible for arranging with employees the schedules for cover where needed. The College reserves the right to require all staff to work on public/bank holidays that fall within term time, and will grant one day of paid leave in lieu of each such day worked. If you are required to work on a public/bank holiday, you should agree the compensatory day off in lieu with your Head of Department.

If you are ill either before or on authorised holiday, and may not be able to take the minimum statutory entitlement (including any bank/public holidays you have taken as paid time off) by the end of the holiday year, you may be entitled to request that the period of illness during the previously booked holiday be converted to sick leave, and to take the holiday at a later date. Refer to our absence notification and sick pay policy for further details (see below).

On leaving our employment, any holiday entitlement accrued and not taken may be paid. Payment for holiday taken in excess of your entitlement will be deducted from your final salary.

5.5 Absence notification and payments

If you are unable to attend work for any reason, you should follow the notification procedure set out in our Sickness Absence policy and in your contract of employment. The policy also outlines what to do if you fall ill whilst at work.

We are sympathetic to genuine cases of illness or other problems that might make absence unavoidable. However, excessive or unauthorised absence causes disruption, lowers the morale of other employees, and makes us less able to accommodate genuine cases of long-term illness. Therefore, all absences are taken seriously, and unnecessary absence or unauthorised absence without good cause is likely to lead to disciplinary action.

For further information on absence and sick pay, please see our Sickness Absence policy. A copy may be obtained from your Head of Department, from the HR Officer, or from the College website at www.exeter.ox.ac.uk/information/policies/collegepolicies.html.

5.6 Maternity, adoption, paternity, and shared parental leave

Page 11 of 33	Version 2.1	Effective from 1 January 2016	Last reviewed November 2015
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Maternity, adoption, paternity and shared parental leave and pay are in accordance with statutory entitlements, although eligible employees may also be entitled to enhanced pay under the terms of the discretionary schemes for College Pay whilst on family leave.

For further details, please refer to our Maternity, Adoption, Paternity and Shared Parental Leave policy. A copy may be obtained from your Head of Department, from the HR Officer, or from the College website at www.exeter.ox.ac.uk.

If you or your partner become pregnant or seek to adopt a child, you should notify your Head of Department at an early stage so that your entitlements and obligations can be explained to you.

Pregnant employees are entitled to take time off with full pay during working hours to receive ante-natal care. Employees who wish to take time off for this purpose are asked to provide medical certification of the pregnancy, and an appointment card, except for the first appointment. Employees who have a “qualifying relationship” with a pregnant woman are permitted to take time off on up to two occasions of up to 6.5 hours each to accompany the woman to an ante-natal appointment made on the advice of a registered medical practitioner, registered midwife or registered nurse.

5.7 Parental leave

Employees who meet the statutory conditions will be eligible to receive parental leave. For further details, please refer to our Parental Leave policy. A copy may be obtained from your Head of Department, from the HR Officer, or from the College website at www.exeter.ox.ac.uk.

Requests for parental leave (which is unpaid) should be discussed with your Head of Department, who will consider your request according to your entitlement, you and your child's/children's particular circumstances, and the needs of the College.

5.8 Emergency time off to care for dependants

All employees are entitled to reasonable unpaid time off to attend to an emergency relating to a dependant. This right applies to all employees, irrespective of their length of service or hours worked. The time off is limited to that which is necessary to make alternative care arrangements for the dependant, not to provide ongoing care for them, and is normally limited to one day.

For more information, please refer to our policy on Time Off for Dependants.

In addition to the right to time off for dependants, which covers unforeseen emergencies only, Heads of Department may authorise up to two days' unpaid leave to deal with other short-term domestic crises according to the circumstances. A 'crisis' should be regarded as something that occurs suddenly, which cannot be predicted or planned and requires prompt attention. In some circumstances, it may be appropriate for the employee to work from home; this is dependent upon the nature of the illness or emergency and the type of work the employee does for us.

Planned hospital admissions, school closure days, child-minder holidays, etc. should normally be covered by annual holiday entitlement. In exceptional circumstances, if the request is compatible with the needs of the College and the Head of Department agrees to it, such time off may be taken as unpaid leave or made up outside of normal working hours.

5.9 Medical/dental appointments

Subject to prior agreement with your Head of Department or line manager, reasonable time off to attend doctor, dentist or hospital appointments will be authorised. Ideally, appointments should be made on non-working days or outside working hours, but if this is not possible, then they should be made at the beginning or end of a working day or on a day of the week when your workload tends to

be quieter to minimise disruption. Any time off required will normally be with pay, but you will be expected to make the time up.

We request that you give us as much notice as possible of such appointments, particularly when these are routine checks. Failure to give reasonable notice when this is possible may result in disciplinary action, or the absence being regarded as unauthorised (and therefore unpaid) leave. Different rules apply to ante-natal appointments - see above

5.10 Compassionate leave

If you suffer bereavement within your immediate family, we will do our utmost to support you in every way. Exceptional paid leave will normally be granted to help you deal with the immediate issues or to attend the funeral. "Immediate family" is defined as your spouse, civil partner or partner, child or step-child, parent, brother or sister, grandparent or grandchild, uncle or aunt, parent-in-law, brother or sister-in-law, or son or daughter-in-law. Additional time off may be granted if extensive travel is required.

Your Head of Department will need to be informed of your circumstances and will agree the leave on an individual basis. Normally up to two days' paid leave will be granted, and any additional time off will be authorised as holiday or will be unpaid.

Up to one day's unpaid leave may be granted to attend the funeral of a work colleague or close personal friend.

5.11 Time off for religious observance

If you wish to be absent from work in order to observe your faith on days other than public/bank holidays, such time off should be taken, where possible, from your normal holiday entitlement and by prior agreement with your Head of Department. There is no automatic right to time off for religious holidays; however we will try to ensure that religious groups are not disadvantaged when requesting holiday at a time which is important to them. As with any other form of time off, please give as much notice of your request as you can.

If you require a period of unpaid extended leave for religious reasons, (eg to undertake a pilgrimage) please discuss this with your Head of Department, giving as much notice as possible. Such requests will be given full consideration, but are subject to the needs of the College.

5.12 Time off for other reasons

5.12.1 Public duties

The Employment Rights Act 1996 gives employees the right to have a reasonable amount of time off work (unpaid) to perform public duties.

The public offices which qualify in respect of this provision are as follows: Justice of the Peace; members of a Local Authority, i.e. Local Councillors; members of a Statutory Tribunal; members of a Police Authority; members of the boards of prison visitors; members of health bodies (such as NHS Trusts, Health Authorities, Health Boards); members of education bodies (managing or governing bodies of local authority educational establishments, grant maintained schools, school councils, self-governing schools, colleges of further education, central institutions); members of the Environmental Agency or the Scottish Environmental Protection Agency.

We will authorise all reasonable requests for unpaid time off work to perform these duties, provided you have notified your Head of Department in advance of your commitments, and that adequate notice has been given.

Unless otherwise agreed with your Head of Department, a maximum of 5 days unpaid leave (pro rata for part-time employees), will normally be allowed per calendar year to perform any one or several of these duties.

In the event of military call-up, your employment will be protected, but you will be paid for this period by the MOD. You are entitled to remain a member of our occupational pension scheme, and provided that you agree to continue to pay your own contributions, the MOD will pay the employer contributions that we would have made.

5.12.2 Jury service

Should you receive a request to serve on jury service, you should inform your Head of Department as soon as possible and show him/her the summons so that arrangements can be made to cover your absence. The court questionnaire should be submitted to your Head of Department for completion. In some circumstances, it is possible to request that jury service be deferred: if for business reasons your manager asks you to make such an application please do so as quickly as possible, forwarding the letter that we will give you.

We will maintain your income up to your basic pay for a period of up to two weeks by supplementing your juror's allowance, which you should claim from the court. The court will issue you with a loss of earnings form, which you should pass on to your Head of Department for completion.

Any subsistence, travel allowance and other expenses can only be claimed from the court.

You are expected to attend work on any days or half days on which you are not actually required to serve.

5.12.3 Acting as a witness in court

If you are called to appear as a witness in court for a case that is not connected to your employment, (other than as an expert witness for which you may be paid a fee) your absence will be classed as authorised and in addition we will normally maintain your income up to your basic pay for a maximum of three days by supplementing the court's daily allowance.

The court will issue you with a loss of earnings form which you should complete and pass on to your Head of Department for signature in order for you to claim this allowance.

Similar to jury service, there is a half day and full day flat rate payment. You should log your hours and after you have attended court you will know how many hours/how much pay you may claim from the court and what you have lost by not being able to work. You are however required to return to work at such times when you are not needed by the court.

5.12.4 Court summons

Paid time off work will not be authorised for time off to answer civil or criminal charges against you.

All days required to attend court and/or meet solicitors, etc, must be taken as annual leave, be taken as unpaid absence or alternatively the time made up by agreement in advance with your Head of Department or line manager.

5.12.5 Time off in redundancy situations

Employees with two or more years' continuous employment and who are under notice of dismissal for redundancy are entitled to a reasonable amount of time off to look for other work.

5.12.6 Unauthorised absence

If you are absent from work, other than on approved holiday or other leave with the agreement of your manager, or because of sickness that has been notified and certified in accordance with our normal procedures, we reserve the right both to treat the absence as unauthorised and not to pay you for the absence.

Since your presence at work is a requirement of your contract such absence may result in an investigation under our disciplinary procedure, which in turn could result in disciplinary action including the termination of your employment.

If you need to leave work due to a personal emergency or illness, you must still seek authorisation from your manager before leaving work premises.

5.12.7 Expenses and business travel

The expenses procedure is primarily for payments relating to mileage, parking fees, occasional travel and accommodation costs, and the occasional purchase of equipment, supplies or other sundry items required for work purposes. Travel expenses to and from your place of work are not paid. Employees should seek prior approval from their Head of Department or line manager before committing themselves to any expenditure for which they intend to claim expense payment. Please complete claims on the correct form (available from your manager) on a regular monthly basis.

All claims must be authorised by your Head of Department or line manager.

Please ensure that expenses match up to the work carried out, are recharged using the correct codes (which will be given to you by your Head of Department or line manager, if applicable), and that all claims are completed as fully as possible, e.g. by stapling your receipts in date order to the relevant page. This will avoid unnecessary delays in payment.

We reserve the right not to pay expenses where supporting vouchers or invoices are not provided, where the date of the expense incurred is more than three months old, or where the expense claim has not been approved and authorised by your Head of Department or line manager.

Employees are expected to seek the most economical means of transport, accommodation, equipment, etc. within reason to ensure the least cost is incurred by the College.

If you use your vehicle for travel on College business, you must ensure you take out adequate insurance cover. Reimbursement for mileage costs should be made through the expenses procedure outlined above. The College follows HMRC's approved mileage rates for reimbursing the use of your vehicle for travel on College business, excluding travel to and from your place of work.

The College does not provide parking for employees driving to work. You must, therefore, make your own private arrangements to park. The Bursar may give permission to park to those using their car for College business or, exceptionally, during a period of recovery from illness or pregnancy.

5.13 Benefits and facilities

5.13.1 Pensions

Exeter College is an associated employer in the Oxford University Staff Pension Scheme (OSPS), and the Universities Superannuation Scheme (USS). Details are available from the Accounts Department.

5.13.2 Contractual sick pay

The college has its own contractual sick pay scheme, under which, if you are absent from work through sickness or injury, you will normally be entitled to payment at your standard rate of pay, including any SSP due, as follows:

Service (as at first day of absence)	Full pay	Half pay
First 6 months service	SSP	
6 months to 1 year's service	2 weeks	2 weeks
During 2nd year of service	2 months	2 months
During 3rd year of service	3 months	3 months
During 4th and 5th year of service	5 months	5 months
During 6th year of service and beyond	6 months	6 months

The above payments are based on a "rolling" 12 month period. The Governing Body reserves the right to discontinue, reduce or re-claim payments made under this scheme, if following a disciplinary investigation, it is found that the terms of the scheme have been abused.

In exceptional circumstances, the Staff Committee may recommend to the Governing Body that these periods be extended.

Full details of the scheme are in the College's Sickness Absence policy. A copy may be obtained from your Head of Department, from the HR Officer, or from the College website.

5.13.3 Private health care and dental schemes

You and any member of your family may be covered by our health care insurance and/or dental scheme, which are contributory at discounted rates. Full details are available from the HR Officer.

The College reserves the right to change the providers of the schemes, or the terms of the schemes, or to withdraw the schemes altogether.

5.13.4 Bus season ticket loan

Full details of the current scheme are available from the Accounts Department.

The College reserves the right to change the provider of the scheme, or the terms of the scheme, or to withdraw the scheme altogether.

5.13.5 Meals on duty

You may be entitled to meals (i.e. one breakfast, one lunch and/or one dinner) while on duty and provided the kitchen is open. You will not be entitled to receive any financial compensation if you are unable to avail yourself of this benefit while absent from work for any reason. You should discuss with your Head of Department or line manager the specific arrangements for taking any meal breaks.

5.13.6 Childcare voucher scheme

You may be entitled to participate in the childcare voucher scheme. Full details of the current scheme, including its terms and conditions and an application form, are available from the Accounts Department.

The College reserves the right to change the terms of the scheme, or to withdraw the scheme altogether.

5.13.7 College-sponsored nursery places

Exeter College has two College-sponsored nursery places which can be allocated to employees. This enables the College to nominate a current academic or non-academic member of staff for a priority place on the University of Oxford's nursery waiting list, thereby elevating them to a significantly higher point on the waiting list.

It does not, however, guarantee a nursery place within the University of Oxford's nursery provision.

The scheme is non-contractual, and the College reserves the right to change the terms of the scheme, or to withdraw the scheme altogether, at any time.

For more information about the scheme, please contact the HR Officer.

Training and development

6.1 Tuition support

We believe in the development of our employees through work experience, training and further education.

On a discretionary basis, the College will consider partially or fully funding the fees for tuition, provided that:

- The course is relevant to your work at the College.
- The course is provided by a recognised professional body or other reputable educational organisation.
- The proposal is supported by your Head of Department and recommended by Staff Committee to Governing Body for final approval.
- You remain in our employment for 12 months after the completion of the course.

We will pay up to the full cost of the relevant course. Where applicable, we will only fund the agreed proportion of the fees for the first taking of exams; the College will not pay for exam re-sits. If you fail your exams and choose not to re-take them, you will be required to repay 100% of the monies paid for that year.

If you leave our employment for any reason other than redundancy or sickness within 12 months of completing the course, or fail to maintain a minimum of 80% attendance level at the course, then you will normally be required to repay the full amount of the monies paid.

All half/full day release is to be agreed with your manager.

Up to 2 days' paid study leave will be given for each examination subject on courses of study approved in advance by the College. These should normally be taken in the week immediately prior to taking the exam, and will be paid at the individual's normal rate of pay.

In addition to these study days, you will be permitted to take up to 1 day of paid leave to sit each exam.

Approval of any requests for time off will be wholly subject to the needs of the College at the time, and all requests must be agreed in advance by your Head of Department, who may refer any request to Staff Committee and Governing Body for final approval.

Study leave will normally only be granted for exams relating to professional development courses, and not for exams taken to comply with legislative requirements (e.g. manual handling, food hygiene, etc).

6.2 Job changes/capability issues

We recognise that during your employment with us your capability to carry out your duties may fluctuate. This can be for a number of reasons, including your job changing over a period of time causing ability, performance or training issues, or you personally changing (most commonly because of health or personal reasons) and this impacting on your ability to complete your work successfully.

If the nature of your job changes, or if we have general concerns about your ability to perform your job, we will try to ensure that you understand the level of performance we expect of you and that you receive adequate training, support and supervision.

Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.

If the standard of your performance remains unsatisfactory, a performance improvement plan will normally be put in place. A failure to improve and to maintain the performance required will normally result in disciplinary action.

6.3 Membership of professional bodies

On gaining membership of a relevant professional body appropriate to your role, excluding trade unions or social/private members clubs, we will consider partially or fully funding your annual membership fees. For those in support functions we may pay the annual membership of a professional institute appropriate to your role (this would apply, for example, to those working in a managerial, financial, or HR capacity).

Only one membership will be reimbursed per employee per year. Should you leave our employment part way through the membership year, you may be required to repay a pro-rata proportion of the annual fee.

Your working environment

7.1 Health and safety policy

We attach great importance to your health, safety and welfare. We will provide and maintain working conditions and equipment for all employees, contractors and visitors that are (as far as is practicable) safe, healthy and comply with statutory requirements and codes of practice.

However, you also have a personal responsibility for ensuring adherence to our health and safety policy. You are required to take reasonable care of your own well-being and that of all other employees. Details of our health and safety policy are available from the Health and Safety Assistant.

It is our policy to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees, and to ensure that persons not in the College's employment are protected from risks that may arise from the College's activities. We are committed to effectively managing health and safety risks arising from our work activities and complying with our legal obligations. In particular, we will ensure, so far as is reasonably practicable, that:

- Adequate financial and operational resources are made available for managing health and safety risks.
- Plant and safe systems of work are provided and maintained that are safe and without risks to health.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Such information, instruction, training and supervision as is necessary are provided for the health and safety at work of employees and workers.
- The place of work under our control is maintained in a safe condition and that the means of access to and egress from it are provided and maintained in a safe condition without risks to health.
- The working environment is provided and maintained so that it is safe, without risk to health and adequate with respect to facilities and arrangements for the welfare of employees.

We firmly believe that the success of our policy relies on the full co-operation of all employees; therefore, we will ensure that it is brought to their notice. We will regularly review our health and safety policy to take account of any significant changes in our operations.

The College stresses its commitment to health and safety to the extent that, where disregard of safe working practice by an employee puts seriously at risk the health and safety of himself or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action including dismissal.

7.2 Staff room

We provide staff rooms for your use, which must be kept clean and tidy at all times. They may only be used during authorised breaks.

7.3 Housekeeping and use of resources

Both from the point of view of safety and of appearance, personal and general work areas, reception areas and rest areas must be kept clean and tidy at all times.

We also try wherever possible to ensure minimum waste of resources and equipment, to ensure the cost-effective and efficient running of our activities. Employees are asked to take care to avoid unnecessary or extravagant use of services, time, materials and machinery.

The following are illustrations of the ways you can help:

- Handle machines, equipment and stock with care.
- Turn off any unnecessary lighting and heating. Preserve heat whenever possible.
- Turn off computers and other electrical equipment at the end of the day; do not leave equipment on standby.
- Ask for other work if your job has come to a standstill.
- Start with the minimum of delay after arriving for work and after breaks.

Note that it is an express written term of your contract of employment that we may deduct from your salary the cost of repairs to, or replacement of, property belonging to the College which was damaged by you, or which you have not returned/ did not return to us.

Any other loss that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work, may result in disciplinary action.

7.4 Smoking

We operate a 'no smoking' policy throughout most of the College buildings and grounds, and smoking is only permitted in the immediate vicinity of a designated cigarette bin. These bins are currently located outdoors in the front and back quads, and should be used appropriately for the disposal of cigarettes.

This policy also applies to the use of e-cigarettes, or similar.

Please note that failure to observe our no smoking rules, including smoking in designated 'no smoking' areas, may lead to disciplinary action.

7.5 Alcohol, drug and substance abuse

We have a duty to ensure, so far as is reasonably practicable, the health and safety and welfare at work of all our workers and similarly you have a responsibility to yourself and your colleagues. The use of alcohol, unlawful drugs, and the misuse of substances such as glue or solvents, may impair the safe and efficient running of the College and is forbidden both during working hours and in the time prior to this where it could affect your ability to work safely. To be unable to work properly as a result of alcohol, substance or drugs misuse, or to cause your fellow workers to have reason to object to your subsequent conduct, may lead to action being taken under our disciplinary procedure.

If we suspect that you are under the influence of alcohol, drugs or illegal substances, you may be suspended immediately and we may ask for an appropriate test to be carried out by a nominated person on the day suspected or after suspension.

Action will also be taken if the misuse takes place on client's premises or at a conference or exhibition or social event either organised by the College, or that you are attending as a representative of the College.

For more information, see our separate policy on Drug, Alcohol and Substance Abuse.

If a prescription drug or any medication bought from a chemist to treat a medical condition affects your working capabilities, (eg makes you tired, drowsy, or dizzy) your manager should be informed as to any risks this may cause to you and those who work with you.

You should also note that, with effect from 2 March 2015, a new offence of 'drug driving' has been introduced by the UK government. Employees will be guilty of this offence if they drive (or attempt to drive or be in charge of) a motor vehicle on a road or other public place **and** the levels of specified drugs in their blood exceed the levels set by legislation. It is important to note that the list of drugs includes a number of medications commonly prescribed by doctors (e.g. as treatment for depression) or which are otherwise available over the counter; it is therefore essential that you make yourself aware of which drugs are covered by the legislation, and that you take any medication strictly in line with the instructions issued by your doctor (or other healthcare professional)

7.6 Security

If you are issued with keys to our premises, you should never let another person have these unless that person is a manager. If you lose a key you should report this immediately to your manager.

Similarly, you should never inform any visitor or external person of the key code numbers used to gain access to College premises or facilities. Key codes will be changed as necessary

It is the responsibility of all our employees to ensure that on leaving work each day, windows are shut and secured, internal and external doors are locked, and all computers and electrical equipment shut down and locked away, where appropriate.

CCTV cameras are in operation within the College. These have been installed to help protect the assets of the College, investigate and/or to detect crime, apprehend and/or prosecute offenders, and to protect personal safety. CCTV footage may be used as evidence in criminal proceedings, in disciplinary investigations and hearings, and for safety monitoring. CCTV footage is stored securely with only authorised people having access. Any employee who has any concerns about such surveillance should raise these with their manager..

If you are the last to leave and are unable to secure your place of work adequately, please contact the Lodge Porter for assistance.

7.7 Right of search

We reserve the right of search to combat theft, or the use of drugs or any other illegal substances on our premises.

To this end, we may carry out random checks on visitors' and employees' identity, person and property, including vehicles whilst on our premises, many of which are simple precautionary measures and do not imply suspicion.

Any employee who is searched will have the right to be accompanied by a colleague who is on the premises at the time of the search. We also reserve the right to call the police for assistance at any stage should we believe this to be necessary.

7.8 Accidental damage to, or loss of, your property

We do everything possible to keep our premises secure, but there is always the risk that petty crime will occur. We cannot and do not guarantee the security of your personal belongings; nor can we make insurance claims or offer financial compensation if thefts do occur without evidence of a physical

break-in. You should not therefore leave your belongings unattended or unsecured. Any items of personal or financial value should be kept with you or locked away and should either be taken home with you at the end of the day or locked away in a drawer, cupboard or filing cabinet.

Similarly, we do not accept any liability for cars, other vehicles or bicycles brought onto our premises.

7.9 Lost property

Articles of lost property should be handed to the Lodge Porter, who will retain them whilst reasonable attempts are made to discover the identity of the owner and inform that person. Unclaimed articles of lost property will be disposed of if their owner cannot be traced.

7.10 Removal of waste or scrap products

All materials and equipment kept on our premises remain the property of the College and may not be removed without the prior approval of your Head of Department. We reserve the right to define 'materials' in specific instances but, generally, if it does not belong to you, do not remove it even if you consider it to be scrap or unwanted material. For the avoidance of doubt, any materials or equipment include those which may be deemed to be scrap, broken, obsolete or surplus to requirements and includes consumables such as food and beverages.

Unauthorised removal of any College property is regarded as theft. We operate a zero tolerance policy on theft and regard this as gross misconduct. Theft is grounds for immediate termination and may cause us to bring criminal charges.

7.11 Parking

No parking is allowed on the college premises for cars, vans and other vehicles without the express prior permission of the Bursar or Deputy Bursar. Bicycles may be parked in designated areas within College, provided they have been registered with the Lodge Porter in advance.

Under no circumstances should you park in areas designated for disabled people or visitors unless eligible to do so.

7.12 Accidents, first aid provision and medical conditions

You should report all accidents at work, no matter how minor, in the accident book, which can be found in the Porters' Lodge. Any exposed cut or burn must be covered with a first-aid dressing.

First-aid boxes are kept in the various locations around the College. For more information, please contact the Health & Safety Assistant.

Please note that our First Aiders may be informed of any ongoing medical conditions that you declare to us, and of any medication that you are taking, so that in the event of an accident or injury, any treating paramedic or ambulance staff may be notified of these details. We will treat these records confidentially; update them as appropriate; and ensure that the information is available to the relevant people in an emergency situation.

This applies particularly if you are taking any medication that may affect your ability to work safely, or that may cause drowsiness or fatigue, and especially if your job involves working with machinery or driving. Medication should also be reported to us if there is likely to be any involvement needed in providing the treatment (eg diabetic employees requiring insulin injections which may need to be stored in a fridge; or those who have epilepsy). Obviously it is also important that you update us of any changes to your medication information, or if you cease to take this.

We also request that employees attending any counselling or other course of treatment designed to reduce a form of dependency inform us of this.

The names of current First Aid-qualified staff are available from the Health & Safety Assistant.

7.13 Clothing and equipment

If you are issued with any protective clothing, uniforms or other equipment, you should wear this at all times as instructed. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, it is your responsibility to ensure that your uniform or protective clothing is looked after and kept clean and serviceable.

Uniforms, protective clothing and equipment will be replaced when necessary due to reasonable wear and tear; however, if you lose your uniform, protective clothing or equipment, or damage it to the extent that it cannot be used/ worn (or is not doing the job it was designed for), we will replace this for you, but you will be responsible for meeting the cost of the replacement articles, which will be deducted from your pay.

7.14 Use of personal music systems

Personal music systems and/or headphones or earpieces may only be used where these will not distract either the wearer or those who work in close proximity to the wearer; adversely impact on job performance; or create a health and safety risk due to inattention or impaired hearing. Such equipment may therefore only be used at work with the prior consent, and at the discretion of, your manager.

Other rules and general information

8.1 Professional conduct

We aim to encourage the highest professional and ethical standards and require all employees to maintain our good reputation by behaving with responsibility and integrity and acting in a courteous, honest and fair manner towards anyone with whom they deal.

Our employees are our best ambassadors for the College and they represent us whenever they meet with clients, customers, suppliers, students, old members, visitors and guests. We aim to create a sense of pride in the College, and to generate a feeling of loyalty and trust in those with whom we come into contact.

We therefore ask that the appearance, conduct and personal hygiene of all our employees presents us in a professional light at all times. This includes events outside of the workplace such as training courses, seminars and conferences, or social functions.

Both from the point of view of safety and appearance, work areas should be kept clean and tidy at all times.

If anyone makes a complaint or criticism of the College or its services, you are required to notify your Head of Department or line manager as soon as is reasonably possible, so that the matter may be resolved quickly to the satisfaction of all parties (as far as is practicable).

8.2 Dress code

Your personal appearance is an important contribution to the image and reputation of the College. It is essential for you to project a professional image, whether your work involves meetings with members of the public or not. Employees who are meeting with internal and external clients/customers should be dressed appropriately, and even if a meeting is not scheduled, always assume a client/customer may be present!

Please observe standards of dress and appearance (e.g. hair and body adornment) appropriate to working in a professional environment. In all cases we expect you to be both conventionally dressed and smart. This means that clothes should fit properly and be wrinkle free, with no tears, rips or holes. Clothing that distracts other people is unacceptable, including T-shirts with offensive slogans, graphics or imprints, tank tops and tight clothing. These items never generate a professional image. Your dress should be wholly appropriate and should not distract or offend the people you are working with, to the point that it impacts on your ability to perform your role responsibly.

We aim to be fair and reasonable and for our requirements to apply with equal formality to both sexes.

Depending on your role, you may be expected to wear a uniform to perform your duties, and some items may be provided by the College. Your Head of Department will be able to confirm which items are supplied, though the College reserves the right to change the current arrangements if necessary. Where uniforms are provided, these must be worn at all times as instructed, and laundered on a regular basis.

8.3 Personal relationships at work

We recognise that, from time to time, close personal relationships may develop between colleagues. We fully acknowledge the right of employees to privacy in their personal affairs; however, experience has shown that the effect of such relationships can sometimes have an adverse impact on business, especially where a conflict of interest or breach of confidentiality may arise.

Close personal relationships are of concern to us where there may be an abuse of the employee's position of trust, a breach of our required standards of propriety, a compromise of professional standards, a conflict of interests, or a potential breach of confidentiality.

Employees whose personal relationship may potentially affect their ability to fulfil their roles for us in any way are strongly recommended to advise their manager.

Any such information will be treated in the strictest confidence if requested; the focus will be on determining whether there is a potential or actual conflict of interest and if so, to determine what, if any, steps may need to be taken to protect both the individuals and the College.

8.4 Gifts and hospitality

Note that it is an offence under the Bribery Act 2010 to offer, promise or give a bribe or to receive a bribe. (The latter includes requesting, agreeing to receive, or accepting a bribe.)

It is a strict rule, therefore, that nothing that could be viewed as an inducement (e.g. personal gifts or any hospitality or entertainment of any kind) may be accepted from a supplier, client/customer or prospective supplier or client/customer except with the prior agreement of the Rector, Bursar or relevant College Officer, and the details of any offer of such a gift/hospitality must be declared immediately in the record kept by the Accountant.

From time to time, departing students may decide that it is appropriate to make a gift to an employee who has given particularly good service over a period of time. At times of special occasions such as Christmas, or significant birthdays, or on the departure of the student small gifts of nominal value (ie less than £100) may be accepted by prior agreement with your Head of Department or line manager. Gifts such as wine or consumables are normally pooled and then distributed amongst all of our staff.

For further information, see the College's Anti-Bribery Policy, which may be obtained from your Head of Department, from the HR Officer, or from the College website at www.exeter.ox.ac.uk

8.5 Fraud, theft and suspicious acts

If you have knowledge, of, or reasonably suspect, any fraud, theft or other suspicious act taking place within the College you should report this to your manager, or use our Whistleblowing Policy, a copy of which is available on the College website.

Equally, if you have knowledge, or suspect, that financial proceeds from crime are being passed through the College to cleanse their identity and make them appear to be from legitimate sources, you are required by law to report this to the Bursar as soon as reasonably practicable after the information comes to your attention. Failure to do so may constitute an offence.

8.6 Dealing with the media

You should refer all communications and enquiries from the media to the Rector. You must not act as a spokesperson for the College without permission from Exeter College.

Please do not discuss Exeter College or any of our clients/customers or business partners, whether officially or 'off the record', or endorse any product or service or person without our specific permission. If approached by a member of the press, do not say 'no comment'. Take the contact details and ensure that the message is passed on immediately to the Rector's PA.

No publication of any material or opinion based on experience gained with us may be made without the written consent of the Rector.

8.7 Internal communications

Good communications are essential to the effective running of the College and we welcome the contributions of all staff to improving communications.

It may not always be possible to communicate issues to all employees at the same time. We encourage face to face sharing of information but alternative forms of communication such as email, intranet and notice boards may also be utilised to keep you informed.

All notices, vacancies, and other information of general interest will be displayed on our intranet/noticeboards. Please do not display any information of your own without gaining the prior permission of your Head of Department or line manager.

8.8 Personnel information and records

For the purposes of administration, it is necessary that we hold and process personal data on our employees. Data relating to you will be held for the duration of your employment or for any longer period to enable us to answer any question relating to your employment with us.

Personal files are kept securely in the HR Office.

The information contained in these records includes personal data, sensitive personal data, salary and benefit details, details of jobs held and information on performance and conduct. The information is used to administer salaries and benefits, to assist with appointment decisions and in managing employee performance. It is also used to provide management information.

We make every effort to ensure that the information is held securely and we will comply with legislative requirements in terms of allowing you access to the information held about you. Should you wish to view your personal file, you may do so at any time by sending a request to the HR Officer and enclosing a fee of £10.

We will aim to deliver a copy, in your preferred format, of any information requested within a reasonable timeframe. If any of the information is inaccurate, please let us know what and provide full details so that we may correct this.

We will endeavour not to ask you for, or record on paper or electronically, personal information which is not necessary for us to operate effectively. We will also do our best to keep your information safe, accurate and up-to-date.

We will not give out your personal details to any external body unless these are required for the purposes of payroll administration, health and safety reasons (e.g. the provision of details to paramedics about a medical condition or the details of any medication being taken), or a criminal or PAYE investigation etc. We will only give references for mortgage or other purposes, or employment references if you have given your permission for this.

If during the course of your employment you have access to, or reason to handle, personal information, you should make every effort to comply with the Data Protection Act. If you are unsure of the current legal requirements please check first with the Data Protection Officer.

In addition, all information that:

- is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
- relates particularly to the College or that of other persons or bodies with whom we have dealings of any sort; and

- has not been made public by, or with, our authority
- shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our written consent.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

For further details, please refer to our Data Protection policy, which is available on the College website.

8.9 Changes to personal details

The Data Protection Act requires that any personal information kept by us is up-to-date and accurate.

Please ensure that the HR Officer is informed immediately of any changes to your personal details. These include change of name, home address, home/mobile telephone number, email address, marital status, emergency contacts, gain or loss of a dependant and attainment of a professional qualification or membership of a professional organisation and change of registration number (if you use your car for business use or park it on our premises). Please also advise your Head of Department or line manager of any changes in your personal circumstances which could affect your employment, e.g. changes in health, endorsements on your driving licence (if you are required to drive on College business) etc.

8.10 Use of business facilities for private purposes

Our facilities such as computers, printers, photocopiers, fax machines and franking machines, are intended for business use only and may only be used for personal matters with the prior agreement of your Head of Department or line manager.

8.11 Personal telephone calls

Any telephone calls made from our premises are not regarded as private or confidential and logs of calls showing the numbers dialled may be monitored and checked at any time. Local private calls may be made from the offices without charge but should be kept brief and infrequent. Private long distance calls within the UK must be avoided except in an emergency; private calls abroad are not permitted. If you work out on client sites, private calls may only be made from a client's office with the client's permission in an emergency.

Private incoming calls are permitted, but the frequency and duration of such calls should be kept to a minimum. Please discourage your friends and relatives from calling on you either in person or by telephone, except in an emergency. Reverse charge calls will not be accepted: should it be discovered that personal calls have been received on this basis disciplinary action may be taken and the employee will normally be required to refund the cost of such calls.

Intrusive or excessive use of personal mobile telephones will be challenged by your Head of Department or line manager.

8.12 Buying or selling goods

You are not allowed to buy or sell goods on your own behalf on our premises unless you have the prior authorisation of the Bursar. This includes catalogue sales and sales of items to benefit charitable or other causes.

8.13 Collections

No collections of any kind are allowed on our premises, nor should suppliers, clients or customers be approached for any charitable donations, without the prior specific authorisation of the Bursar.

8.14 Conflicts of interest

The College operates a Conflicts of Interest policy and may require you to complete an annual return. The College requires its employees to declare any potential conflict that may arise at any time and to be subject to the procedures for managing conflicts.

8.15 Other employment

Your main employment is with Exeter College, and you may not normally hold any other paid or unpaid employment without our specific prior written approval. If you wish to take on any other employment, you must notify your Head of Department or line manager in advance, so that we can discuss any implications arising from the Working Time Regulations or any conflict of interest.

Our basic rules regarding additional work are that you will not:

- allow your outside activities to interfere with your work for the College or permit any conflict between your duties and your private interests to impair your ability to carry out those duties effectively
- make use of or exploit our name or your connection with us to further your own private interests or those of any outside organisation to the prejudice of our interests
- act in a manner likely to bring the College into disrepute or to affect our reputation for impartiality or integrity.

Any additional work must not involve the use of our time, equipment, property or any other resource or facilities.

8.16 Ideas and inventions

We encourage all our employees to develop new ideas and innovations to the benefit of the College. Any intellectual property rights subsisting in any idea, work or item created, modified or held by you in the course of your employment will automatically become the property of Exeter College, unless the idea or work falls outside the mainstream of our business interests. We ask that you discuss the existence of such intellectual property with the Bursar.

8.17 Purchases on behalf of Exeter College

Specified individuals only are authorised to purchase goods and/or services on behalf of the College. If you are unsure whether you have the requisite authority, please speak to your Head of Department or line manager before committing us to any expenditure.

On leaving us

9.1 Notice periods

Should you wish to terminate your employment, please discuss your decision with your Head of Department or your line manager prior to submitting your formal notice of resignation. Your notice, which should be in writing, and be dated, should be handed to your Head of Department or line manager.

The period of notice to terminate your employment by either party is specified in your contract of employment.

At your request, we may waive the requirement for you to work some or all of the required period of notice. In such circumstances, salary will not be payable for the portion of the notice period which is not worked. If you do not provide the required period of notice, or leave before your notice period expires, you will only be paid up to the last day you worked. Holiday entitlement will only accrue up to this date.

We may require you to take some or all of any outstanding accrued holiday entitlement during your notice period; but also, if you have already booked some holiday during your notice period, then we may require that you do not take holiday booked in your notice period although it had previously been authorised, but work out your complete notice period. Alternatively, if we agree that you take the authorised holiday, we may require you to extend your notice period by the same amount so that you work the full notice period.

If you commit any act of gross misconduct during your notice period we have the right to terminate your employment summarily without notice.

You may be asked to attend an exit interview and we value your co-operation in this process.

9.2 Garden leave

We may decide that notice is taken as 'garden leave', during which time you will continue to receive your salary and benefits, but will not be required to attend our premises, nor will you be permitted to contact our customers, suppliers or your fellow employees.

During a period of garden leave you may be required to undertake duties at home (although we do not guarantee that work will be provided or expected). We also reserve the right to change the nature of your work. We may also ask you to resign from any office(s) you hold.

Should you be put on garden leave, then any accrued but unused holiday entitlement shall be deemed to be taken during your period of garden leave (provided that this is of a long enough duration to cover the total amount of outstanding leave - any remaining balance will be paid in lieu).

Please also note that during a period of garden leave you must not work for any other employer or undertake paid work on your own behalf.

9.3 Return of property and final payments

When your employment with us ends, (or immediately on request) please ensure that all property and information (including your University card, keys, mobile telephone, laptop (and passwords), training manuals, office equipment, files, etc) which belong to us are returned to your Head of Department or line manager. Final payments may be withheld until all items are received and accounted for. You are not entitled to refuse to return our property while waiting to receive your final wage/salary or other payment, as such payments will be made to you in the normal way.

Please note that we also ask that on leaving our employment, you amend your online and social media profiles to indicate that you are no longer employed by the College.

Should you leave our employment before the salaries have been processed in the month, your P45 and cheque for the net salary for the time you have worked that month will be posted onto you when the salaries are processed. Please ensure that you supply the HR Officer with a forwarding address, if applicable.

9.4 References

We do not normally give open 'to whom it may concern' references to employees leaving our employment, but will normally reply to written requests from prospective employers who should be advised to direct such requests to the HR Officer. References may only be given on behalf of Exeter College by a Head of Department, line manager or College Officer.

Whilst employees may provide personal references for their colleagues, such references should be clearly marked as such, and our headed notepaper or email system must not be used to give personal references.

9.5 Retirement

As from October 2011, we have no fixed retirement age. You may choose to retire at any time and we encourage you to discuss any thoughts or queries you may have about retirement with us at any stage so that we can both plan for this more effectively.

Should you wish to prepare for retirement by gradually reducing your working hours, we will consider this, subject to the needs of the business. Note that reduced hours would result in a pro-rata reduction in salary and benefits and may therefore impact on your pension; the implications will therefore be fully discussed with you prior to any decision being made.

Where reduced hours are requested, you should consider the impact on the College and how this could be accommodated.

The College reserves the right to review this policy in line with any decisions taken by the Collegiate University.

9.6 Restrictive covenants

If any restrictive covenants apply either during, or on the termination of, your employment, these will be included in your contract of employment. Please ensure that you read these carefully and comply with them as failure to do so may result in legal action against you.

Our policies and procedures

10.1 Equal opportunity policy

We are committed to the principles of equal opportunity in our employment practices. It is our policy to ensure that no job applicant nor current employee receives less favourable treatment due to a "protected characteristic" (i.e. race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/ maternity or gender reassignment) or is disadvantaged by any conditions or requirements being placed on him/her which cannot be justified. Note that the protection extends also to discrimination by association (i.e. the person does not have the protected characteristic him/herself but has friends or relatives who do) and to discrimination by perception (i.e. he/she is perceived to have a protected characteristic).

Our employees also have a personal responsibility to actively promote equality of opportunity and good relations within their areas of work, in addition to having a responsibility not to discriminate.

Please refer to our Equal Opportunity and Diversity policy for more information. A copy may be obtained from your Head of Department, from the HR Officer, or from the College website.

In addition to the above, the College will not tolerate any form of bullying or harassment. Whilst we hope that you will never experience such behaviour, in the event that it does occur we would ask that you speak with your line manager or the HR Officer as soon as possible, so that the matter can be addressed.

For more information, please refer to our Bullying and Harassment policy. A copy may be obtained from your Head of Department, from the HR Officer, or from the College website.

These policies are non-contractual but set out the way in which we aim to manage equal opportunity, and deal with any issues of bullying and/ or harassment.

10.2 Grievance procedure

Our grievance procedure is available to all employees, irrespective of position or status, and allows you to seek redress of an individual grievance relating to a work-related action affecting you personally.

Details of our grievance procedure, which is non-contractual, are available from your Head of Department, from the HR Officer, or from the College website.

10.3 Disciplinary procedure

In any organisation there is a need for rules and standards to guide its members. Our rules are principally laid down in this handbook, but others are implicit in working for us (e.g. the overriding requirement for care, honesty and confidentiality in handling our affairs and those with whom we have dealings).

It is important that any breaches of our rules are dealt with effectively from the point of view of the College, and fairly and consistently in the interests both of the College and our employees.

Heads of Department and line managers, who have responsibility to maintain standards both of work and conduct, will ensure that their staff know the rules and are aware of the expected standards. Employees, for their part, have responsibility to familiarise themselves with their obligations and must therefore read our disciplinary procedure. This procedure is non-contractual, and sets out the procedure we would normally follow, although we reserve the right, at our discretion, to vary, replace or terminate the procedure at any stage.

A copy of the disciplinary procedure may be obtained from your Head of Department, from the HR Officer, or from the College website.

10.4 Information communication technology policy

Our information communication technology (ICT) policy covers email and Internet usage, as well as social media. We endorse the University's guidelines on use of social media (www.admin.ox.ac.uk/personnel/during/socialmedia/sm_guidelines/), and strongly encourage our employees to adhere to these guidelines at all times

Please note that failure to adhere to these guidelines may result in disciplinary action being taken.

Please read our ICT policy carefully and ensure that you comply with it fully. A copy is available from your Head of Department, from the HR Officer, or from the College website.

10.5 Other policies

In addition to the above, we have the following policies and procedures, which are available from your Head of Department, from the HR Officer, or from the College website.

Please ensure that you read the ones appropriate to you and make yourself familiar with their contents.

- Anti-Bribery policy
- Bullying and harassment policy
- Data protection policy
- Drugs, alcohol and substance abuse policy
- Flexible Working policy
- Maternity, adoption, paternity and shared parental leave policy
- Parental leave
- Recruitment and selection policy
- Sickness absence policy
- Time off to Care for Dependants policy
- Whistleblowing policy