

## Essential Reference Paper “B”

### Human Resources Policies

<b>Policy</b>	<b>Issue</b>	<b>Date</b>
Staff Handbook	1	Updated annually
Absence Management Policy	2	May 2013
Managing Performance Policy	2	Jun-09
Grievance Policy	3	October 2013
Disciplinary Policy	2	Jun-09
Appeals Policy	2	Jul-12
Redundancy Policy	3	Jul-12
General Leave Policy	1	Sep-07
Flexible Working Policy	3	Jul-12
Home Working Policy	1	Oct-09
Maternity, Paternity & Adoption Policy	1	March 2013
Bullying & Harassment Policy	2	Jul-12
Managing Violence & Aggression in the Workplace	1	Sep-07
Secondment	2	May-11
Duty to Consider working Beyond Retirement	1	(no date)
Ending of Fixed Term Employment	1	Aug-06
Redeployment Scheme	1	Dec-06
Disturbance Allowance Scheme	3	Oct-11
Job Evaluation Protocol	2	Jul-11
Stress Management Policy	1	Oct-08
Employing & Retaining People with Disabilities	2	May 2013
Disclosure And Barring Service Policy	1	Jan 13
Alcohol, Drug & Substance Misuse Policy	1	Sep-07
Smoke Free Workplace Policy	1	Sep-07
Training & Development Policy	1	Oct-08
Professional Career & Vocational Study Policy	1	Oct-08
Relocation Scheme	1	(no date)
Recruitment	3	May 2103
Retirement Policy	1	Oct-09
Job Share	1	Jan-10
Standby Duty & Out of Hours	1	Aug-10
Expenses	1	Aug-10
Probationary Policy	1	May-11
Volunteering	1	Jan-12