# TEMPLATE: STAFF HANDBOOK

## Introduction to the organisation

A letter of introduction from the Chair of the Trustees or CEO

## About the organisation

Brief history, mission, current and future plans

## Joining the organisation

* Induction and probation (with hyperlinks to induction and probation forms)
* Performance reviews and supervision meetings (with hyperlinks to appraisal and supervision forms)
* Staff benefits

## Working at the organisation

* Equality, diversity and inclusion
* Harassment and bullying
* Pay and payment method
* Overtime
* Flexible working
* Parental rights (maternity and other leave)
* Sickness absence reporting and sick pay
* Annual leave entitlement and booking arrangements
* Arrangements for public holidays
* Taking time off for religious festivals
* Compassionate leave, parental bereavement leave and emergency domestic leave
* Medical appointments
* Health and safety
* Fire
* Accidents
* Time off for public duties
* Child and adult protection procedures (where relevant)

## Rules and expectations

* Confidentiality and data protection
* Timekeeping
* Time off in lieu
* Drugs and alcohol
* Smoking
* Email and internet protocols, IT procedures
* Personal use of IT facilities
* Monitoring
* Computer security
* Social media
* Use of the organisation’s facilities
* Confidentiality
* Expenses
* Acceptance of personal gifts
* Talking to the media

## Dealing with problems

* Grievance procedure
* Disciplinary procedure
* Whistleblowing
* Complaints

## Leaving employment

* Redundancy
* Giving notice
* Return of Charity property
* Giving references