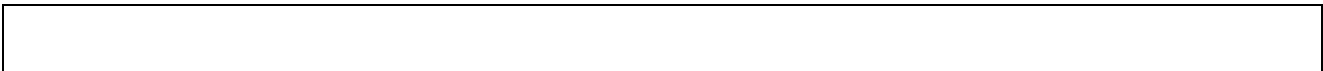


# **WATTON TOWN COUNCIL**

## **EMPLOYEE HANDBOOK**

### **RULES AND POLICIES**

**APRIL 2019**



## **WELCOME TO WATTON TOWN COUNCIL**

Your relationship with the Council is governed by the policies and procedures in this Handbook and by the terms and conditions in your contract of employment. Please take time to read both documents. If there is a conflict between the two, your contract of employment prevails.

This Handbook is divided into two parts:

### **SECTION 1 – COUNCIL PROCEDURES**

- Sets out the Council procedures and general information. To ensure that the Council is a safe, efficient and happy place to work it is very important that you obey the rules and always follow the set procedures.

### **SECTION 2 – POLICIES**

- Sets out the Council policies for dealing with things like discipline, absence, grievances, maternity and other family leave. These policies are in place to help and protect you.
- The Councils' policies set out how we manage particular issues that may affect you. They do not form part of your contract and may be changed from time to time to reflect developments.
- Employees are required to familiarise themselves with the policies, available on the Town Council website.
- Time will be made available for employees to review the policies if and when asked – staff meetings etc.

If you are unsure about anything mentioned in either this Handbook or your contract of employment, please contact the Town Clerk.

## **SECTION 1 – COUNCIL PROCEDURES**

1. Your Responsibilities
2. Attendance incl. timekeeping, absence & flexible working arrangements
3. Holidays
4. Jury Duty
5. Severe Weather
6. Health & Safety at Work
7. Accidents
8. Smoking
9. Fire
10. Internet, Email & Social Media
11. Telephones (Office and Mobile)
12. Dress Code
13. Alcohol & Drug abuse
14. Vehicle Use
15. Whistleblowing
16. Antibribery
17. Gifts & Hospitality
18. Staff Travel & Expenses
19. Appraisal
20. Search
21. Indemnity of Employees

## **SECTION 1 – COUNCIL PROCEDURES**

### **1 YOUR RESPONSIBILITIES**

- 1.1 Whilst working for the Council your overriding responsibilities are: -
  - To observe all safety rules and to act in a manner that ensures your own health and safety and the health and safety of others; and
  - To act wholeheartedly in the best interests of the Council.
- 1.2 Any conduct that either puts your own health and safety at risk or the health and safety of others at risk will normally be treated as **gross misconduct**.
- 1.3 Any conduct that is detrimental to the best interests of the Council or its relations with customers/clients, suppliers or the general public will normally be treated as **gross misconduct**.
- 1.4 The Council has adopted Grievance and Disciplinary Policies which you should familiarise yourself with
- 1.5 Your general duties include the following: -
  - To work hard, conscientiously, safely and loyally on behalf of the Council.
  - Not to be involved in any work or activity which is in competition with the Council or which might adversely affect the Council's best interests.
  - To obey the reasonable and lawful instructions of the Council and to be flexible in helping the Council achieve its objectives.
  - To produce work of the best possible quality.
  - To respect and care for the Council's property.
  - To strictly obey all Rules and Regulations relating to health and safety and report to the Town Clerk any hazards to safe working arrangements.

- To comply with the Council's equal opportunities policy and to co-operate with it to ensure a working environment that is free from discrimination and prejudice and the fear of harassment, bullying or violence.
- To comply with the Council's anti-bribery statement and any policies in force governing your dealings with customers and agencies, if any.
- Whilst working for the Council to devote all of your time and attention to your duties. You must not engage in any other business, activity or employment (either inside or outside your normal working hours) that interferes with this duty.
- To notify the Council at the earliest opportunity about any change in your personal circumstances such as your name, address or telephone number.

## 2 ATTENDANCE

### Timekeeping

- 2.1 The Council expects excellent timekeeping. Persistent lateness or repeated unauthorised absence will normally be treated as **misconduct**.
- 2.2 It is your responsibility to make sure that you are at work and ready to start work at your scheduled starting time.
- 2.3 If you arrive at work late you must immediately report to your Line Manager/Town Clerk.
- 2.4 If you need to leave work before your scheduled finish time you must obtain the prior authority of your Line Manager/Town Clerk.
- 2.5 You must comply with any absence/time recording procedures which may be introduced from time to time including any provisions required to ensure compliance with the Working Time Regulations 1998, and The Working Time (Amendment) Regulations 2003.

### Absence

- 2.6 If you cannot attend work, through illness, injury or other reason then you must comply with the Council's Sickness & Absence Policy.
- 2.7 Any absence which does not comply with the provisions of your contract of employment relating to holidays or sickness or which has not been expressly authorised by the Council in advance shall be regarded as an unauthorised absence and may be treated as **gross misconduct**.

### Dentists, Doctors, Opticians & other appointments

- 2.8. Whenever possible such appointments should be made outside of working hours. There is no right to time off for non-emergency check-ups.
- 2.8 Where it is absolutely essential that such appointments are arranged during your working day, disruption must be kept to a minimum, normally by arranging the appointment at the very start of the day or at the end of the day.
- 2.9 Time off for such appointments will be **unpaid** unless:
- Lost time is made up with the prior authority of the Town Clerk;
  - You take the time off as holiday in which case you will need to comply with the Council's holiday rules.
  - You take the time of as Time off in lieu (TOIL) in which case you will need to comply with the Council's TOIL Policy.
- 2.10 You are permitted a reasonable amount of time to deal with an emergency involving a dependent.
- 2.11 You are permitted time off with pay for funerals of close relatives or dependents. Mother, father, child, sibling or partner are considered "close relatives". Time off is allowed without

pay for other family members. All other time off must be requested. Requests to be made to the Clerk who will refer to the Chairman of the HR Committee as appropriate,

## HOLIDAYS

- 3.1 Your annual holiday entitlement is set out in your contract of employment. A week for the purposes of holiday calculation is your normal working week excluding overtime.
- 3.2 You are entitled to carry forward up to 5 days of annual leave from one holiday year to the next provided you obtain the permission of the Town Clerk via the Personnel Committee. This time must be taken in April of the next holiday year. No payments will be made in lieu of holiday not taken except in respect of your last year of employment as set out below.
- 3.3 Holidays must be arranged at the mutual convenience of both you and the Council. You must give the Council reasonable notice of your intention to take your holiday. The notice required is:
  - at least 1 weeks' notice for holidays of up to 1 weeks' duration
  - at least 4 weeks' notice of holidays exceeding 1 weeks' duration
- 3.4 All applications for holiday must be made using the Council's holiday application form. Completed forms should be submitted to the Town Clerk for approval. You are only allowed to take holidays if the Council has approved them in advance.
- 3.5 You are not allowed to take more than 10 consecutive working days holiday unless you have obtained the permission of the Town Clerk via the HR Committee to do so.
- 3.6 The Council may object to you taking holiday on dates requested by you. Holiday requests will be granted on a 'first come, first served' basis.
- 3.7 If you start or leave your employment during the holiday year you shall be entitled to pro rata annual entitlement for each week of service in that holiday year.
- 3.8 Upon termination of your employment you will be entitled to pay in lieu of any holiday accrued in your last holiday year but not taken. If you have taken holidays in excess of your annual entitlement the Council shall be entitled to deduct the excess pay from your final salary payment.
- 3.9 The Council may require you to take (or not to take) any outstanding accrued holiday entitlement during your notice period.
- 3.10 In the event of you falling sick during the period of your annual leave, you will be regarded as being on sick leave from the date of your medical certificate (Fit Note) and further annual leave will be suspended from that date.
- 3.11 Whilst on sick leave, the employee can request to take paid holiday, this is at the discretion of the Council.
- 3.12 Statutory Holiday entitlement is accrued while an employee is off sick. Any statutory holiday entitlement that isn't used because of illness can be carried over into the next leave year in addition to the 5 days referred to at 3.2.

## 4 JURY DUTY

- 4.1 Leave of absence will be granted to you if you are called for jury duty. If you receive a notice of jury duty you must notify your Line Manager/Town Clerk as soon as possible in order that arrangements may be made to cover your position.
- 4.2 Whilst on jury duty you will be expected to work as much of your regularly scheduled work week as the jury duty schedule permits, to the extent that combined time on jury duty and at work does not exceed the number of hours you are normally scheduled to work during a normal working week (unless additional time is absolutely necessary and mutually agreed upon by you and the Council).

- 4.3 If you hold a position crucial to the operation of the Council, or in the event that your absence from work over a long period of time could cause hardship to the Council, the Council may require you to request deferral of or excusal from your jury duty.
- 4.4 Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employer should claim and pay the allowance to the employing authority.

## 5 SEVERE WEATHER

- 5.1 The Council will endeavour to open for business every normal working day regardless of weather conditions.
- 5.2 If it is impossible for you to come into work due to severe weather conditions, you must telephone within 30 minutes of your scheduled starting time to inform your Line Manager / Town Clerk.
- 5.3 If you cannot make it to your workplace due to severe weather, you should take the day as an unpaid workday or a holiday.
- 5.4 Alternatively, if you are able to work from home and are given permission to do so, you will be paid at your normal hourly rate for hours worked from home.
- 5.5 If severe weather conditions cause a substantial delay in your arrival at work, you should notify your Line Manager/the Town Clerk as soon as possible. Lost time will be unpaid, or TOIL used or made up with the prior authority of the Town Clerk.
- 5.6 If the Town Clerk/Council decides that in the interests of health and safety you should be permitted to leave for home before the end of their normal working day due to weather conditions then you may at the Council's discretion be paid at your basic rate as if you had stayed at work until the end of your normal working day; otherwise lost time will be unpaid or TOIL used or made up with the prior authority of the Town Clerk.

## 6 HEALTH AND SAFETY AT WORK POLICY STATEMENT

- 6.1 The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Council's activities.
- 6.2 In order to discharge its responsibilities management will:
- provide an organisational structure that defines clear responsibilities for health and safety
  - ensure that the systems and procedures relating to this Policy Statement are rigorously applied
  - provide adequate control of the health and safety risks arising from its work activities
  - consult with its employees on matters affecting their health and safety
  - provide and maintain safe plant and equipment
  - ensure the safe handling and use of hazardous substances
  - provide information, instruction and supervision for employees
  - provide adequate training and ensure that all employees are competent to do their tasks
  - maintain safe and healthy working conditions
  - satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to health and safety matters
  - bring this Policy Statement to the attention of all employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment.

- 6.3 This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.
- 6.4 It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. You have a legal duty to ensure your own safety and the safety of others (for example, colleagues, councillors, volunteers, visitors, contractors) under the Health and Safety at Work etc Act 1974. You must therefore:
- Comply with any safety instructions and directions issued by the Council.
  - Take reasonable care for your health and safety and the health and safety of other persons (e.g. other colleagues, councillors, volunteers, visitors, contractors etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
  - Co-operate with the Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Council by or under any of the relevant statutory provisions is complied with.
  - Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
  - Use equipment or protective clothing provided in accordance with the training you have received.
  - Report any potential risk or hazard or malfunction of equipment to the Town Clerk.
- 6.5 Any failure by you to comply with any aspect of the Council's health and safety procedures, rules or duties will be treated by the Council as serious or gross misconduct. You have a responsibility to observe all safety rules and to co-operate with the Town Clerk or such delegated officer charged with responsibility for the implementation of the Council's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

## 7. ACCIDENTS

- 7.1 Absences resulting from accidents at work are treated as sickness absence. All accidents and incidents (including near-miss incidents) must be reported to the Town Clerk, Deputy Town Clerk or Works Manager who will record them in the Accident Record Book.
- 7.2 The cause will be ascertained, control measures re-evaluated, and action taken to prevent recurrence.
- 7.3 All accidents and incidents, no matter how minor, **must be recorded in the Accident Book** by the **Town Clerk or Deputy Town Clerk**
- 7.4 It is your responsibility to provide complete and accurate information to enable management to find out what went wrong, learn lessons and take action to prevent or reduce such accidents/incidents in the future.

## 8. FIRE

- 8.1 In general, you should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission which you believe may constitute a fire risk should be immediately notified to your Line Manager or supervisor, who will take the appropriate action.
- 8.2 The Council's Fire Emergency Evacuation Plan (FEEP) -) **Fire Emergency Evacuation Plan (FEEP)** includes procedures on:
- Fire evacuation strategy

- Action on seeing a Fire
- Action on hearing the fire alarm
- Calling the fire brigade
- Business Continuity Plan
- Identification of key escape routes
- Fire wardens/marshals
- Roles & Responsibilities
- Escape Routes
- Place of Assembly & roll call
- Firefighting equipment provided
- Training required
- Firefighting equipment provided
- Personal Emergency Evacuation Plan
- Liaison with emergency services
- Fire Alarm/Intruder Alarm Call out Procedure

8.3 Firefighting equipment, emergency lighting and fire alarm points are fitted as appropriate and a regular fire risk assessment undertaken. The fire alarm will be tested at weekly intervals.

8.4 Fire marshalling areas will be identified and located in areas beyond any danger from fire.

8.5 Details of the Council's fire/emergency procedures and exit and assembly points, are displayed on notice boards around the Council's premises. You must familiarise yourself with the Council's emergency procedures to minimise the dangers caused by fire.

8.6 You must ensure that you are aware of the nearest fire exit, and its alternative, for emergency use.

8.7 Regular fire drills will be held to ensure the Council's fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

8.8 Remember:

8.8.1 On discovering a fire:

- Operate the nearest fire alarm;
- Alert other people within your immediate vicinity;
- Do not attempt to tackle the fire unless you have been trained or you feel competent to do so

8.8.2 On hearing the fire alarm

- Do not delay - evacuate the premises immediately;
- Do not stop to collect personal possessions;
- Remain calm and proceed in an orderly manner;
- Do not re-enter the premises or site until the Fire Brigade is satisfied that the premises and site are safe to re-enter.

8.9 Under no circumstances must you put yourself or others at risk in a fire situation.

## 9. INTERNET, EMAIL & SOCIAL MEDIA

If you are given access to the Internet and email you must use it for legitimate Council business only. The Council has adopted both a Social Media Policy and a Communications Policy.

## 10. TELEPHONES (office & mobile)

10.1 Telephone calls of a personal nature should be **accepted or made only in cases of emergency**.



- 10.2 Your personal mobile telephone must be on 'silent' mode during working hours. You should normally restrict personal mobile telephone calls and text messages to your rest breaks.
- 10.3 You agree to being contacted on an occasional basis outside working hours by the Council and/or colleagues to assist with operational matters.
- 10.4 You may be provided with a mobile telephone in order to assist with the proper performance of your duties. The mobile telephone remains the property of the Council and the Council may withdraw its use and it must be returned to the Council on the termination of your employment. The mobile telephone is your responsibility and if it is lost you will be responsible for the replacement cost.
- 10.5 Where, with prior permission from the Town Clerk, you are allowed to use your own personal mobile phone for work you will be reimbursed an agreed fee, paid in your monthly salary.
- 10.6 You are not permitted to make and receive personal telephone calls / texts on any mobile telephone issued to you by the Council. If the Council considers that there has been improper use of the mobile telephone, you may be required to meet the cost of any calls that are not business related and such costs may be deducted from your remuneration.

### **Use of Mobile Phones in Vehicles**

- 10.7 It is unlawful to use a hand held mobile telephone when driving. Time spent waiting at traffic lights or in a traffic jam is still considered to be driving.
- 10.8 **ALL** employees who drive vehicles whilst carrying out their work will be required to comply with this law. If you do not comply, you will be subjected to disciplinary proceedings. Repeated or flagrant breach of this policy will result in dismissal.
- 10.9 You must not use your Council mobile phone whilst driving even with a hands free kit. If you receive or make a mobile telephone call whilst driving you should stop the vehicle in a safe place, turn off the engine and then make or receive the call once satisfied that it is safe to do so.

## **11. DRESS CODE**

- 11.1 Proper attire is necessary for outside and inside staff, in order to maintain an image which reflects the Council's professionalism and high standards. It is important that dress is appropriate for the Council's environment.
- 11.2 It is a requirement that all staff issued with Personal Protective Equipment (PPE) must
  - 1 - sign for receipt
  - 2 - ensure the PPE is maintained correctly and any damages are reported immediately.
  - 3 - Clearly understand how to use the PPE assigned to each task
  - 4 - Clearly understand what PPE is to be used for each relevant task
  - 5 - PPE must be properly looked after and stored when not in use
    - Lockers are provided and these must be closed and locked at all times
  - 6 - make proper use of PPE and report any loss or destruction or any fault.
- 11.3 There can be no excuses for not wearing the correct PPE for the task in hand.
- 11.4 Failure to comply with any aspect of the Council's health and safety procedures, rules or duties will be treated by the Council as **serious or gross misconduct**.
- 11.5 All staff have a responsibility to observe all safety rules and to cooperate with the Town

Clerk or such delegated officer charged with responsibility for the implementation of the Council's health and safety policy to achieve a healthy and safe workplace.

- 11.6 Within the office, Trainers, jeans and other casual clothing in office hours are not considered to be appropriate attire. If further guidance regarding attire is required, this should be discussed with the Town Clerk.
- 11.7 If you arrive at work inappropriately dressed, we reserve the right to require you to go home and get changed and not to pay you in respect of any time lost.

## 12. ALCOHOL AND DRUG ABUSE

- 12.1 Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.
- 12.2 During working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require.
- 12.3 For those reasons, the following rules will be strictly enforced.
- No employee shall –
- report or try to report for work when deemed unfit by the Town Clerk, Deputy Clerk or Line Manager due to alcohol or drugs (whether illegal or not) or to substance abuse;
  - be in possession of alcohol or illegal drugs in the workplace;
  - supply others with illegal drugs in the workplace;
  - supply others with alcohol or consume alcohol in the workplace, except in the course of work duties e.g. Town Clerk / Council approved events the bar;
  - Consume illegal drugs or abuse any substance whilst at work.
- 12.4 In addition, employees or contractors must –
- ensure they are aware of the side effects of any prescription drugs;
  - advise the Town Clerk, Deputy Clerk or Line Manager immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others e.g. drowsiness.
- 12.5 Contravention of these rules is considered **gross misconduct** and the Council will take disciplinary action for any breach of these rules.
- 12.6 In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules.

## 13. VEHICLE USE

- 13.1 Council vehicles are provided as a tool of your job. No person other than the authorised employee is allowed to drive the vehicle unless they have the written permission of the Town Clerk.
- 13.2 The Council will pay/arrange for Council vehicles -
- to be comprehensively insured and taxed.
  - to be serviced and maintained
  - to be filled up with petrol as agreed with the Works Manager. Copies of garage receipts must be provided to the Council.
- 13.3 Employees using a Council vehicle are required:
- to provide a copy of their driving licence, this may be repeated at regular intervals as part of the ongoing Health & Safety requirements;
  - to take reasonable care of the vehicle and to keep it in a clean condition;

- to follow the legal requirement and refrain from using any hand held mobile telephone when driving, even with a hands free kit. If you receive or need to make a mobile telephone call whilst driving you should stop the vehicle in a safe place, turn off the engine and then make or receive the call once satisfied that it is safe to do so
  - to report, at the earliest opportunity any damage to the vehicle or any accident arising from its use, regardless of how such damage or accident occurred;
  - to report at the earliest opportunity any incident involving the police which arises from the use of the Council vehicle;
  - to comply with the provisions and conditions of any policy of insurance relating to the vehicle and the Councils' requirements in respect of assisting with insurance claims or investigations into accidents, damage or police enquiries arising from the use of the Council vehicle.
- 13.4 In the event of either you or the Council becoming involved in criminal proceedings in connection with your use of the Council vehicle, you will be responsible for all parking fines and charges, costs, fines, criminal compensation and any other similar liability connected with or arising from such criminal proceedings. In the event of the Council initially paying some of the above liabilities, you will reimburse such sums within 28 days, in default of which you agree that such sums may be deducted from your salary. These provisions also apply to you where such fines and other liabilities have been incurred by any other person who has used the vehicle whilst in your charge.
- 13.5 You must inform the Council immediately:
- If, for any reason, you cease to hold a valid driving licence and are thereby unable to carry out your employment properly and effectively or attend for work (as the case may be), then in the absence of suitable alternative employment being available you may be liable to be dismissed
  - If you are disqualified from driving for any period the Council reserves the right to dismiss you, provided driving is an essential requirement of your job.
- 13.6 In the event of you failing to comply with the guidelines will be managed under the Disciplinary Policy.

## **14. WHISTLEBLOWING**

### **What Is Whistleblowing?**

- 14.1 A “whistleblower” is someone who discovers something that is wrong and alerts his employer or the relevant authorities to what is going on.”
- 14.2 The Council's business is run in accordance with the law. No employee will suffer a detriment for speaking up if they believe that something is wrong.
- 14.3 Employees are asked to raise concerns immediately with the Town Clerk or any member of the HR Committee if they have information they believe shows any of the following:
- A criminal offence was committed, or is being, or is likely to be committed
  - A person has, or is likely to fail to comply with a legal obligation
  - A miscarriage of justice has occurred, or is likely to occur
  - The health and safety of any individual has been, or is being or is likely to be endangered
  - The environment has been, is being, or is likely to be damaged
  - That information tending to show any matter falling within any one of the above categories has been, is being, or is likely to be deliberately concealed.

## **15. ANTI-BRIBERY**

- 15.1 Employees and any other person acting on behalf of the Council are prohibited from offering, giving, soliciting or accepting any bribe, whether cash or other form of inducement to or from any person or Council in order to gain any commercial, contractual or regulatory advantage for the Council in a way which is unethical or in order to gain any personal advantage, monetary or otherwise, for themselves or anyone connected with them.
- 15.2 The Councillors and senior management are committed to implementing and enforcing effective systems throughout the Council to prevent, monitor and eliminate bribery, in accordance with its obligations under the Bribery Act 2010.

## **16. GIFTS & HOSPITALITY**

- 16.1. From time to time, employees will be offered gifts or hospitality by Watton Town Council's customers or business associates. Similarly, an employee may wish on behalf of the company to offer gifts or hospitality to Watton Town Council's customers, residents, volunteers or business associates.
- 16.2. A gift is given without expectation of receiving anything in return and may include hospitality or services.
- 16.3. Employees must never make improper use of their position within Watton Town Council to request or obtain gifts and/or favours from any individual or company that does or might do business with Watton Town Council. The policy applies even if the gift or hospitality is offered outside of the workplace and applies regardless of whether employees are potential donors or recipients. This also applies to requesting or obtaining building materials and services.

## **17. STAFF TRAVEL & EXPENSES**

- 17.1. The Council will reimburse all reasonable business expenses, after they are approved, in part or in full as the case may be.
- 17.2. The Council has adopted an Expenses Policy.

## **18. APPRAISAL**

- 18.1. You will receive an annual Performance Management Appraisal.
- 18.2. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed timeframe.
- 18.3. The Council has adopted an Appraisal Policy which you should familiarise yourself with.

## **19. SEARCH**

- 19.1 The Council reserves the right to search you and any of your property held on the Councils' premises at any time if there are reasonable grounds to believe that you are guilty of theft, or in possession of illegal drugs, or prohibited property or substances, or in breach of the Council's rules and regulations.
- 19.2 Personal searches will be carried out by management as appropriate. Personal searches will be conducted in the presence of at least one agreed witness. Unreasonable failure to consent to a personal search or a search of your property will be regarded as a disciplinary offence.

19.3 The Council reserves the right to invite the police to obtain a warrant to search the Councils' premises and/or people suspected of possession of stolen or other illegal goods or substances, or who are suspected of committing or having committed any other criminal act.

## **20 INDEMNITY OF EMPLOYEES**

20.1. The Council maintains comprehensive insurance cover for all its employees in respect of accident or assault while on official business. Details of the cover maintained is available on request from the Town Clerk.

## **SECTION 2 – POLICIES**

Section 2 sets out the Council policies for dealing with things like discipline, absence, grievances, maternity and other family leave.

These policies are in place to help and protect you. It is your responsibility to ensure you familiarise yourself with them.

The Councils' policies set out how we manage particular issues that may affect you. They do not form part of your contract and will be regularly reviewed and may be changed from time to time to reflect developments.

### **Policies**

- Communications Policy
- Disciplinary and Grievance Policy
- Equality Policy
- Lone Working Policy
- Sickness & Absence Policy
- Training & Development Policy