

Staff handbook



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Welcome to your Staff Handbook.

Here you can find key
information about the
organisation as well as our
policies and procedures.

Head over to the Human Resources page
on the intranet where full copies of all the
policies can be found.



Who are we and how did we begin?

St Barnabas Hospice opened its doors to its first patient over 40 years ago.

Over four decades later and more than 80,000 people have received free, high-quality, compassionate end-of-life care and support across Lincolnshire.

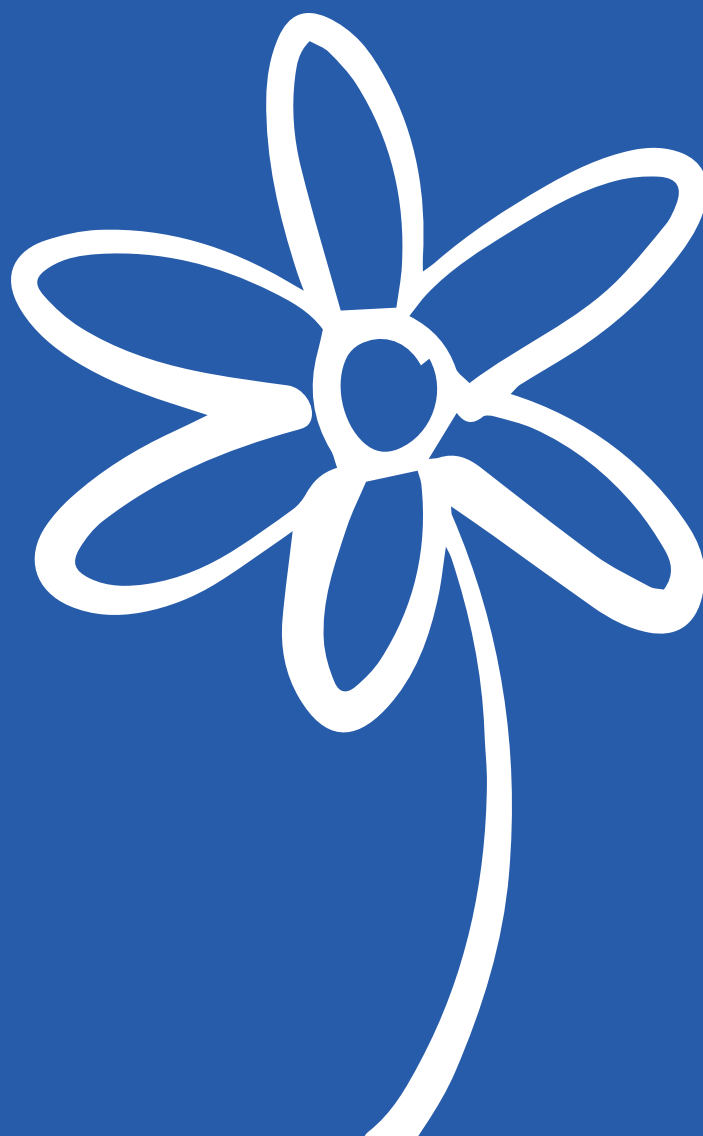
St Barnabas Hospice employs over 350 paid staff as well as over 900 Volunteers.

Equality and Diversity

We are a diverse and ever-changing organisation. We work together as a team to deliver excellent service to our patients, supporters, customers and our colleagues. We're committed to learning and providing confirm and challenge, as we understand this is what helps us keep being the best we can be.

The Trust believes in fairness, equity and above all values diversity in all dealings, both as a provider of health services and employers of people.

The Trust has a zero tolerance policy on any discrimination on the basis of gender, age, disability, race, religion, sexuality or social class. We aim to provide accessible services, delivered in a way that respects the needs of each individual and does not exclude anyone. By demonstrating these beliefs, the Trust ensures that it develops a workforce that is diverse, non-discriminatory and appropriate to deliver our services.



Inpatient Unit
Nettleham Road
Lincoln
LN2 1RE

Tel: 01522 511 566
hawthorn@stbarnabashospice.co.uk

Dear Colleague,

I would like to welcome you as a member of the St Barnabas Hospice team.

St Barnabas was established in 1979 by a local team committed to ensuring that Lincolnshire had a Hospice to be proud of, by providing high quality care and treatment to patients and their families and carers. This ambition is something that we strive to maintain.

Over the years, the range of services we provide has developed. We have opened our doors more widely to ensure that any patient and their families and carers, requiring palliative treatment or support at the end of life, may have access to high quality personalised care.

We know that without you, our staff, we would not be able to fulfil our ambition. Therefore, we are committed to supporting you in your role. I hope that you will enjoy working as part of the team, that your job will be personally satisfying and that you will contribute to the continued development of our services. Your induction programme has been designed to introduce you to the Hospice and provide you with an easy reference to information that we think will be helpful in your first few months in your new role.

I look forward to having the opportunity to meeting you personally but, if at any time you have any feedback, ideas or queries, please do not hesitate to contact me.



Chris Wheway, Chief Executive

every day *matters*

StBarnabasHospice.co.uk

 @StBarnabasLinc  StBarnabasLinc  stbarnabashospice

Registered Office: 36 Nettleham Road, Lincoln, LN2 1RE
St Barnabas Hospice is a registered Charity no. 1053814 Company no. 3166056 VAT Reg no. 948726180

OUR VISION

Our Vision is a world where dying with dignity, compassion and having choices is a fundamental part of a life.

OUR MISSION

Our Mission is to ensure all individuals facing the end of their life in Lincolnshire receive dignified, compassionate care when they require it and where they ask for it.

OUR VALUES

Aiming High

We reach for excellence and set the standard for others to follow. Celebrating individual and collective success and actively looking for ways to be even better.

Being Courageous

We push boundaries and provide challenge – standing up for what is right and supporting others to make a difference across all aspects of our work.

Working Better Together

We recognise the power of community; building connections and relationships which help us make a positive contribution. Respecting and valuing all contributions - we are ONE team, united and inspired by our common purpose.

Having Heart

People are at the centre of all we do. We're proud of our ability to work in tough situations with resilience, empathy and kindness.

Doing It Right

We are ethical, honest and use resources respectfully. Taking responsibility for our actions and doing what we say we'll do – we challenge others to do the same.



Let's work well together

- When we say 'one team' we really mean it. We'll support you whenever you need it, and you'll be expected to pitch in to help others too.
- We have patients come into our buildings, and sometimes external visitors too, so please keep your workspace tidy.
- We understand that everyone makes mistakes from time to time.
- It's very much ok to have days off (and off-days for that matter, we're all human). We don't expect you to log on, work or check emails on your days off.
- Just be yourself.

We work with all our employees to:

- reward and recognise achievements
- hold regular reviews
- deal with any concerns/issues quickly sensitively as needed
- always be honest with you and we ask you to be honest with us
- understand that your thoughts are valued

We pride ourselves on being a friendly place to work, so you just have to ask if you need support or aren't sure what to do.



Perks and benefits we offer

We're delighted to offer a wide range of perks and benefits to employees.

- Access to health and wellbeing services
- Access to the NHS discounts through the Blue Light Card
- Buying additional or selling annual leave
- Flexible working options
- Leadership training and development, and a wealth of learning and practice development opportunities for both clinical and non-clinical staff
- Employee Assistance Programme (via telephone)

Family friendly benefits



Flexible working

Our range of flexible working options are designed to help you as a parent or carer balance your work and home life.



Occupational maternity pay

Our occupational maternity pay package includes eight weeks full pay, 14 weeks half pay, 17 weeks statutory and 13 weeks unpaid. Criteria apply.



Paternity leave

Ordinary paternity leave entitlement is two weeks leave at full pay to be taken within eight weeks of the baby's birth. Criteria apply.



Adoption pay

Our occupational adoption pay package includes eight weeks full pay, 14 weeks half pay, 17 weeks statutory and 13 weeks unpaid. Criteria apply.



Shared parental leave

You have an entitlement to shared parental leave so that you can have more flexibility in how to share the care of your child in the first year following birth or adoption. Criteria apply.



Parental leave

Unpaid leave of up to 18 weeks for each child. Criteria apply.



Special and compassionate leave

Paid or unpaid leave for a range of unforeseen circumstances. Criteria apply.

Contractual benefits



Annual leave

We offer a minimum of 29 days a year, plus bank holidays. The Trust also offers a Long Service Annual Leave Award after 5, 10 and 15 years' service. In addition, we also offer the opportunity to buy or sell up to one week's annual leave per year. Criteria apply.



Pension scheme

St Barnabas Hospice offers its employees either a generous contributory pension scheme or the opportunity of continuing a NHS pension scheme.



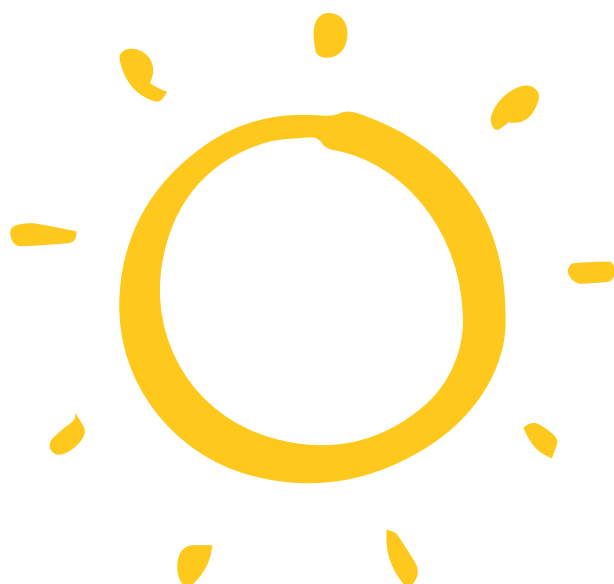
Occupational sick pay

The Trust offers an above statutory occupational sick pay scheme for employees who have passed their probationary period. Criteria apply.



Death in service benefit

Employees actively enrolled in the NHS Pension scheme qualify for death in service benefits through the NHS pension scheme. All other employees are entitled to death in service insurance cover at 2x the individual's gross salary.





Other employee benefits



Reward and recognition scheme

Nominate a colleague for a job well done or for demonstrating our values by sending them one of our thank you cards or recommending them for a certificate presented by a member of the Executive team. Visit the intranet page to submit a recognition. [Click here.](#)



Long service awards

Employees are recognised with a presentation and pin badge for every five years service they have with St Barnabas. Employees who have been with the Trust for over 20 years receive a special recognition.



Health and wellbeing

Having a healthy workforce is important to us. We offer a number of services to staff including:

- Meditation and mindfulness sessions
- Occupational health services.
- Counselling support
 - Line managers to refer via Cascade
- Wellbeing resources for staff and volunteers
- Free eye tests



Training and development

Helping you develop in your role and as an individual is important to St Barnabas. We offer a broad range of training and development opportunities throughout your career, whether you work in a clinical or non- clinical role. We are happy to discuss access to external training courses, including degree or masters level modules. Criteria apply.



Social events

There are numerous opportunities to become involved in any social and fundraising events across the county. This includes staff and volunteers.



The Idea Board

Share your innovative ideas to support the St Barnabas Hospice mission and contribute towards the future of St Barnabas.



Free uniforms

All initial and new uniforms for clinicians, catering and domestic staff are paid for by the Trust.



Free DBS checks

All initial and ongoing DBS checks are paid for by the Trust.



Supportive employer

We are proud to display our Mindful Employer, Best Companies and Disability Confident badges.

Terms and conditions of your employment

This handbook is provided for the use of and as a reference for all employees. Please read it carefully as the contents form part of your contract of employment.

Your Statement of Main Terms and Conditions of Employment (found in your contract) is to be read in conjunction with this handbook and any questions which you may have concerning either should be referred to your line manager or a member of the HR Team. You are encouraged to seek help and guidance on any points about which you are not absolutely clear.

It starts here - your probationary period explained

All engagements are made subject to the satisfactory completion of a four-month probationary period. The Trust will assess and review your work performance during this time at regular intervals in order to provide you with feedback regarding your work performance, conduct and/or attendance and reserves the right at any time during this period to terminate your employment with one week's written notice. If you should feel that you are not suited to the job during this time you will be required to give written notice of 1 week to terminate your employment with the Trust.

The Trust also reserves the right to extend your probationary period by up to eight weeks should it be deemed necessary. Your appointment will be confirmed in writing should your probationary period prove satisfactory.

Your job title and where you work from

Your job title is as stated in your Statement of Main Terms and Conditions of Employment (found in your contract) and generally your duties will be appropriate to that title. When the need arises, you may be required to undertake alternative or additional duties, of which you are capable. In addition, you may be requested to work from any other location as determined by the needs of the organisation and it is a condition of your employment that you are willing to do so when requested.

Any essential and necessary travel expenses incurred in the course of your duties for the Hospice will be reimbursed in accordance with the organisation's expenses policy.

Agreeing your weekly working hours

Your normal hours of work will have been made known to you on your appointment and are detailed on Appendix 1 of your Statement of Main Terms and Conditions of Employment.



Everything you need to know about your pay

Wages

The Trust normally pays staff monthly on the 28th of each month or the Banking day before if this date falls on a non-banking day. However, the Trust reserves the right to alter the pay date for operational reasons, for which reasonable notice will be given. **Please note: The cut off date for payroll is the 15th of each month, should you commence your employment after this date, your initial months salary will be paid the following month.**

Your payslips will be accessible via a payroll portal which can be accessed by personal devices. It will show the total amount of your wages/salary payment has been calculated and the deductions that have been made e.g. income tax, national insurance, pension etc.

Any queries you may have regarding your pay should be raised with the **Payroll Officer Tel: 01522 518 234.**

Noticed a payment error?

Should you be over or under paid, you must notify Payroll immediately. Arrangements for recovery or payment will be agreed based on individual circumstances. The Head of Finance has the final decision.

Swapped banks?

Update your bank account details with us

When joining the Hospice, you will be asked to provide details of the bank or building society account into which you wish your wages/salary to be paid. If these details change you must update your information via the Cascade self-service system as soon as possible otherwise, you may find payment to you is delayed.

Please contact hrteam@stbarnabashospice.co.uk for support with Cascade self-service.

Your monthly deductions explained

Tax/National Insurance

You will receive a P60 tax form accessible via the payroll portal showing the total pay you received from the Hospice during that tax year and the amount of deductions including your National Insurance contributions. You should retain this document as you may find that you need to produce it when making enquiries with HM Revenue and Customs or Department for Work and Pensions.

If required, the organisation's tax office and reference number is as follows:
Employers Tax Reference: 475/L17882

Pension

The Trust operates a Stakeholder Pension Scheme, into which you will be automatically assessed for eligibility following the commencement of your employment with the Trust. If eligible for the pension scheme the Trust will make the first of its monthly contributions, together with the initial personal deduction from your first salary payment. Each employee then has a three-month period from their start date to "opt out" of the pension scheme, if the "opt out" option is activated within this timescale then all monies deducted will be repaid in the next available salary payment. The contribution into the pension scheme made by the Trust is at a rate equal to 7% of your monthly salary, together with a 3.5% personal contribution by you. However, you may elect to amend the level of your personal contributions anywhere from 3% The Trust will 'double matched' up to limit of 9% employer contribution.

If you are a member of the NHS Pension Scheme you are eligible to continue your membership of the scheme. The Hospice will continue to contribute to the scheme at your existing rate (criteria applies). Requests must be stated on EF1 form.

For information on both schemes please email payroll.

Contacting the payroll team

Payroll

payroll@stbarnabashospice.co.uk
Tel: 01522 518 234





Feeling under the weather?

Statutory sick pay (SSP) and organisational sick pay (OSP) explained

When a staff member realises that they are unfit for duty, if possible, they must provide an indication of when they will be likely to return. After seven days of absence (including weekends), a doctors medical note (fit note) is required.

Payment of periods of absence due to sickness will be made in accordance with the following sickness conditions. Providing that you comply with the arrangements for notification and certification which are applicable to you, you will be entitled to receive sick pay in accordance with the following scale:

- **During your initial six months of employment** - Statutory Sick Pay
- **After satisfactory completion of probation but during the first year of service** - one month's basic pay and two month's half pay.
- **During the second and third years of service** - two month's basic pay and two month's half pay.
- **During the fourth and fifth years of service** - three month's basic pay and three month's half pay.
- **After completing five years' service** - six month's basic pay.

In the event of employment coming to an end, entitlement to sick pay ceases from the last day of employment. The definition of basic pay will include regularly paid supplements, including any enhancements, but will not include payments for work outside normal hours or high-cost supplements.

Time to wind down?

Supporting the transition to retirement

There is no set retirement age from the organisation. At any time during your employment, you are welcome to discuss any future plans you may have with your line manager. If you wish to retire from your employment or discuss your plans for retirement, you should do so by informing your line manager in writing.

Have another job?

Secondary employment agreement

Prior to undertaking any other employment outside your normal working hours, you should discuss this with your line manager and complete a secondary job declaration form. You must ensure that your secondary employment does not interfere or conflict with your attendance and duties with the Hospice, and that it is not in contravention of the working time regulations.

Driving across the county for work?

Travel expenses explained

- All claims may be submitted on a monthly basis on Exchequer 365.
- The current rate is 55p per mile.
- Receipts for public transport/taxi/parking must accompany travel claims.
- If in doubt please ask your line manager.

Your working hours and annual leave

Agreed to work additional hours?

You may be required to work additional hours as agreed in advance with your Line Manager, which may include weekends and public holidays as the needs of the business requires. All extra hours will be paid at the bank rate or accrue time in lieu.

Slept through your alarm?

The Hospice expects you to arrive for work/log onto your computer punctually and be ready to commence work at the appointed time at the start of each working day. We understand that sometimes things don't always go to plan. If you are going to be late for whatever reason, just contact your line manager to let them know.

Please note: The organisation's disciplinary procedure is in place for persistent lateness.

So you've decided to leave us?

New opportunities, relocation, retirement, there are a number of reasons why you might choose to leave St Barnabas. The notice which you must give and receive to terminate your employment is detailed on your Statement of Terms and Conditions of Employment. (Appendix 1).

Notice to terminate your employment must be given in writing to your Line Manager. You must expect that you will be required to work the period of your notice. During the notice period, if you fail to attend/work normally, the Hospice has the right to terminate the employment without obligation to any remaining period of notice.

In the event of dismissal due to gross misconduct, the Hospice will terminate your employment without notice (see Disciplinary Procedure).

During the notice period you may not be required to attend for normal duties but to remain available for work if necessary.

Going on holiday? Ready for a break?

Your annual leave entitlements explained.

The holiday year runs from **1st April to 31st March** the following year. Your annual leave entitlement for a full leave year is outlined in your contract of employment.

It is important that you use your annual leave entitlements throughout the year for a healthy work life balance. The taking of annual leave is subject to the agreement of your Line manager, whose responsibility it is to ensure the

service is covered sufficiently. Requests for holiday dates should be as far in advance as possible for consideration by the manager in light of operational needs. There may be occasions when it is not possible to grant requests for holidays due to operational considerations, but we will try and work with you when this does happen.

If you should terminate your employment before taking your leave entitlement, accrued leave will be paid for as laid down in the St Barnabas Hospice Trust's Policy on Annual Leave. Where total leave taken exceeds the earned total leave entitlement when terminating your employment, an appropriate deduction will be made from the final salary payment.

The trusts annual leave entitlements

Employees are entitled to a minimum of 29 days (pro rata) paid annual leave plus bank holidays.

The trust's long service annual leave award for length of service

Staff will be awarded additional days on their length of service.

5 years service - one additional day/7.5 hours (pro rata).

10 years service - one additional day/7.5 hours (pro rata).

15 years service - one additional day/7.5 hours (pro rata).

Bank holidays

There are usually eight of these holidays per year which are:

- Good Friday
- Easter Monday
- Early May Bank Holiday
- Spring Bank Holiday
- Summer (August) Bank Holiday
- Christmas Day, Boxing Day
- New Year's Day

Please Note: the amount of bank holidays which fall in the financial year sometimes changes depending on when Good Friday falls. Also there may be additional bank holidays provided for specific events, for example; The Kings Coronation.



Annual leave entitlements are calculated to include an employee's entitlement to bank holidays. If a bank holiday were to fall on a day that an employee would normally work, or is rota'd on to work, then the appropriate deduction of their normal working hours for that day will be made from their overall entitlement. If a bank holiday were to fall on a day that an employee would **not** normally work, then no deductions of their normal working hours for that day will be made from their overall entitlement.

Any untaken annual leave that has not been authorised for carry over or is in excess of one week's annual leave (pro-rata) at the annual leave year-end will be forfeited. In exceptional circumstances, the carrying over of annual leave of more than five days may be permitted if there are genuine reasons why this leave could not be taken during the appropriate leave year.

Having a family crisis?

We can support you.

Special Leave is in place to provide staff with the opportunity to take a reasonable amount of time off work to deal with the initial impact of serious and/or unexpected occurrences which have affected them personally, but which fall outside of their own sickness. Leave granted under these arrangements is not intended to meet long term domestic or family needs. Where longer periods of absence are required, staff will need to consider utilising annual leave, requesting flexible working arrangements or consider a period of unpaid leave.

A maximum of five days paid leave per annum (pro rata for part-time staff) may be granted at the manager's discretion. A maximum of one day's paid carer's leave can be authorised at any one time, this leave is not applicable to staff members during their probationary period. The special leave summary is detailed below.

Summary of special leave

Type of leave	Leave which may be granted by the manager
Time-off for dependants (Carers leave)	Up to five days in 12 rolling month (pro rata for part-time staff) and unpaid for staff who are in their probationary period.
Bereavement/compassionate leave	Up to ten days (pro rata for part time staff).
Special leave for in vitro fertilisation (IVF) and other fertility treatment	Up to five days (pro rata for part-time staff) per treatment for staff receiving/ recovering from IVF treatment at managers discretion.
Terminal care leave	Up to five days (pro rata for part-time staff).
Jury service/attending court as a witness	Dependent upon summons of Court.
Unforeseen circumstances resulting in staff being unable to attend work	No special leave, however, the following may be granted: • Flexibility in arrangement of working hours. • Annual leave. • Time-off in lieu; or • Unpaid leave
Medical and dental appointments	No special leave, however, the following may be granted: • Flexibility in arrangement of working hours. • Annual leave. • Time-off in lieu; or • Unpaid leave
Religious/cultural observance	No special leave, however, the following may be granted: • Flexibility in arrangement of working hours. • Annual leave. • Time-off in lieu; or • Unpaid leave
Sabbatical	To be agreed by line manager.

General information

What to do if you receive a gift from a service user

There may be occasions when you are offered gifts or hospitality and in such instances an employee must inform their manager of acceptance of the gift at the earliest opportunity; small gifts such as chocolates or flowers may be accepted with thanks and inform the donor that these will be shared with colleagues at the Hospice.

Cash donations and other gifts and details of the donor should be passed on to the fundraising department in order that this can be recorded in accordance with the Trusts Gift Policy.

Our dress code standards

You are required to present a professional image at all times when at work and are expected to dress suitably for the needs of the organisation and your working environment. (see our Uniform Policy)

Where appropriate you will be issued with uniform. You are required to wear these items of clothing at all times during working hours and it is your responsibility to launder your uniform and ensure that its wearing is presented in a clean and tidy state at all times.

On leaving the employment of the Hospice you must return any items of uniform allocated to you by the Hospice.

Smoke free

All staff and volunteers must adhere to the Trust 'Smoke Free Environment' policy. Any infringements of the "No Smoking" on site rule must be reported to the line manager at the earliest possible opportunity and be recorded on Datix, the Trust electronic incident reporting tool.

Parking

At any time that your vehicle is parked on Hospice premises it is left entirely at your risk and no liability for any damage will be accepted by the Hospice.

Where appropriate, you must park your vehicle in the designated spaces as allocated by the Hospice.

Personal property

Liability is not accepted for the loss of, or damage to personal property brought onto the premises. You are recommended not to bring personal items of value onto the premises and, in particular, not to leave any such items unattended.

Personal telephone calls

Landline and/or mobile phones are provided for essential aspects of the business. Private outgoing telephone calls are only allowed with prior permission (With exception of emergency situations).

What to do in adverse weather

Detailed below is guidance in the event of the adverse weather conditions preventing you getting to work:

- If it is safe to travel you should come into work as usual or consider alternative routes to work; if you are unable to drive to work, you should consider public transport if it is available and practicable to do so.
- If you are unable to get into work or are going to be delayed, telephone your Line Manager or if unavailable a member of the senior leadership team at the earliest opportunity.
- If you are unable to attend work because your child's school is closed and there is sufficient notice of the closure, consider alternative child arrangements; if the closure was announced first thing in the morning and alternative childcare cannot be made, telephone your line manager to inform them of the situation. The policy on special leave will apply and recorded in the usual way.

Statements to the media

Interaction with the press is the responsibility of the Marketing department. If you are contacted by a member of the press please pass on these details to the Marketing department.

Social media

Remember that even if you have tight privacy settings, social media posts can be viewed by anyone. Be mindful when posting about St Barnabas on your personal accounts, and about promoting St Barnabas as your employer. Always be mindful about respecting the public, hospice and your fellow colleagues. Please read our Social Media policy for more information about keeping safe online **P:\1. Policies and Procedures\Corporate Policies\F - Communication**

Need a reference?

Building Societies, Letting agents etc. may apply to the Trust for a letter of reference on your behalf. Reference enquiries by other employers may be made to the **hrteam@stbarnabashospice.co.uk** whilst you are currently employed, or for up to three years after you have left the Trust.

Data protection and confidentiality

You must not during or after the period of your employment divulge to any outside body any trade secrets, confidential information, supplier and customer details, pricing list and/or details of business connections including such of the foregoing that you have introduced into the Hospice during your employment.

You shall not remove from the place of your employment any documentation of any description nor take copies of such documentation for your personal use or the use of a competitor or third party either during your employment or on termination of your employment.

Any information provided by the Hospice to you will be regarded as confidential unless it is of a type that would be:

1. Freely available to the general public.
2. Freely available to members of the organisation.

Contact *information*

Data Protection Officer

Cassie.scullion@stbarnabashospice.co.uk

Tel: 07483 105 244

Subject access requests (SAR)

In accordance with the Data Protection Act 2018 any individual can request a copy of their personal information from the trust, this could be a patient, a supporter or an employee; this is known as a Subject Access Request (SAR).

We have a mandatory time frame of just one month to respond to the individual or their representative. If you are contacted verbally, in writing or over email, please pass this information on to the Governance Team.

Change of personal details EF2

If you change your name, address, telephone number, emergency contact or bank details you must ensure that you update your personal information via the Cascade self-service system.

For support with Cascade self-service, please contact hrteam@stbarnabashospice.co.uk



Want to know what is happening around the organisation?

General information regarding the Hospice is posted on the Trust intranet. You are asked to familiarise yourself with it as it is important to pay regular attention to this method of communication.

[Click here](#)

or

Scan me!



SPEAK



If you feel something isn't quite right, there are people you can speak too.

Freedom to Speak Up Guardians are appointed by the organisation that they support and abide by the guidance issued by the National Guardian's Office (NGO).

The local Freedom to Speak Up Guardian is responsible for helping to nurture a culture of openness, by acting as an independent and impartial source of advice to staff at any stage of raising a concern.

www.nationalguardian.org.uk

Your **Freedom to Speak Up** Guardians are:



Becky Franks

07769 863 303

rebecca.franks@stbarnabashospice.co.uk



Caroline Peach

07766 998 146

caroline.peach@stbarnabashospice.co.uk



Julie Seddon

07425 283 673

julie.seddon@stbarnabashospice.co.uk



Scott Keeley

07901 107 556

scott.keeley@stbarnabashospice.co.uk



Ali Bush

07776 961 338

alistair.bush@stbarnabashospice.co.uk

Supporting you to develop your knowledge and skills

Training Course re-imbursement

If you have any training requirements, please speak with your line manager who will be able to offer support and advice. The Hospice has a training pot and we encourage training through experiences, learning from other people or through courses.

If the Hospice funds a training course on your behalf and you should leave the organisation during the twelve months after completion of the training, a percentage of the training costs may be required to be reimbursed to the Hospice. The amount due will be calculated on a pro rata basis depending on the length of service following your completion of the training.

Should you leave your employment prior to the end of the course; the full amount incurred by the Hospice for the cost of training will be repayable by you.

Where the employee completes a programme for which the Trust has funded the costs and leaves the Trust within two years of having completed the Programme, they will be required to repay a proportion of course costs as follows:

Programmes funded between £300 and £1,500

Date of leaving percentage to be repaid

Within three months of completion 100%

Within six months of completion 75%

Within twelve months of completion 50%

Between one year and two years of completion 0%

Programmes funded over £1,500

Date of leaving percentage to be repaid

Within twelve months of completion 100%

Between one year and two years of completion 50%





Your health and safety is our top priority

St Barnabas Hospice Trust is committed to maintaining a healthy workforce within a safe working environment. This is a key priority as any implications for staff safety has a direct impact on the ability to provide the highest possible standard of care for patients and their families and the delivery of other essential support services.

The Trust recognises its statutory responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) regarding the health and welfare for staff, patients, trainees, agency workers, contractors, volunteers, visitors, members of the public and other persons who may share our premises or may be affected by any of the Trust's undertakings.

The Trust will ensure sufficient resources are allocated so that safe systems of work are in place to maintain, control, monitor and where necessary improve safety performance and standards of health and safety.

A positive open culture will be promoted, and effective communication and consultation maintained with staff in relation to health and wellbeing in the workplace.

Contact *information*

Maintenance Team

maintenanceteam@stbarnabashospice.co.uk

St Barnabas Hospice Trust is committed to maintaining a healthy workforce within a safe working environment.



Policies and procedures

There are a number of key policies which affect your employment. You are required to read the policies detailed below which are subject to change from time to time.

All policies can be located on the Trust P/drive and the Intranet.

Health and safety policy

**Computer acceptable use policy
(and additional appendices)**

**Information governance policy
(and additional appendices)**

Information security policy

Voicing your concerns policy

Managing sickness and attendance policy

Gifts policy

Disciplinary policy and procedure

Capability policy

Grievance policy

Dignity at work policy

Probationary policy

Home and lone working policy

Flexible working policy

