

MERIDIAN BUSINESS SCHOOL

Human Resources Handbook



Welcome

Please read this Handbook and retain it for future reference. The contents are guidelines only and are subject to change at the discretion of Meridian Business School (MBS), as are all other policies, procedures, benefits, and regulations from time to time.

The purpose of this Handbook is to ensure that the employment practices of MBS are easily understood and are applied equitably to all employees in order to:

- Provide a work environment that reflects MBS's mission, vision and core values;
- Be fair and equitable in the administration of these policies;
- Conform to applicable UK laws governing employment.

Our Human Resource Strategy

MBS will make every effort to ensure that employees are:

- Treated with respect and dignity.
- Provide an explanation of job responsibilities and expected standards of performance.
- Provide training for the role if required.
- Offer best practice advice and professional HR solutions which enable us to meet our operational and strategic objectives.
- Provide an opportunity for personal growth Provide a safe and healthy place to work.

Equality Statement

We will not discriminate on the basis of race, creed, sex, colour, age, national origin, religious beliefs, disability, marital status, ancestry, or liability for services in the armed forces or have any interest to make any limitation unless based upon a legitimate occupational qualification.

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1. About MBS

a. Vision Statement

- To provide a “gateway to affordable UK education”

b. Mission Statement

- To provide affordable further and higher education opportunities for international students in the United Kingdom.
- To work with university and awarding body partners to provide globally recognised UK educational qualifications which encourage our students to achieve their full potential
- To be a dominant player in the UK private education sector

c. Core Values

Our ‘core values’ express what, as an organisation, we stand for and how we conduct ourselves in the pursuit of our objectives. Our core values have been developed in consultation with our staff and students. The following statements embody these values:

- As an educational organisation, we place our students and their interests at the heart of everything we do;
- We encourage our students to develop as independent and critical thinkers, with a responsible approach towards themselves and society;
- We will foster an environment characterised by trust, open and honest communication and respect for the individual;

We approach all our dealings with our students, staff, other stakeholders and external agencies and organisations with integrity, honesty and the highest ethical standards

2. Classification of employment

Full-time Employee

A full-time employee is an employee who is normally scheduled to work Thirty Seven and a half (37.5) hours or more per week.

Part-time Employee

A part-time employee is an employee who is normally scheduled to work less than Twenty (20) hours per week.

Temporary Employee

A temporary employee is an employee who has accepted employment for a specified length of time.

3. Recruitment and Selection Guide

This guide provides information and practical advice for those involved in all aspects of recruitment and selection. Recruitment and selection is a very important process and it is important to select the best candidates for the College. This guide sets out best practice guidelines to assist you in making this process as effective as possible.

a. Equal opportunities:

The College is committed to equality of opportunity and fair treatment of both current and potential employees. Equal opportunities and anti-discrimination measures are promoted throughout the whole recruitment and selection process.

The College does not discriminate in the administration and operation of its admissions, educational and employment policies, programs and activities on the basis of an individual's sex, race, colour, age, religion, national origin, sexual orientation, pregnancy, marital status, veteran status, disability, or any other legally protected category. We affirm our commitment to these fundamental policies.

All personnel activity such as recruiting, hiring, training, and promoting for all job classifications are conducted without regard to sex, race, colour, age, religion, national origin, sexual orientation, pregnancy, marital status, veteran status, disability, or any other category.

All other personnel activity such as compensation, benefits, transfers, layoffs, and return from layoffs, will be administered without regard to race, colour, religion, sex, age, disability, or national origin, or other legally protected status except when there is a bona fide occupational qualification.

Harassment is verbal or physical conduct that shows hostility toward an individual because of these protected characteristics, and that has

the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

b. Recruitment procedure:

Identifying a vacancy

Once a vacancy is identified, or brought to the attention of the Operations Manager during a staff meeting or in writing, it will be evaluated and approved by the Director of Studies and Quality Assurance.

Evaluating a vacancy and drafting description

The role will be assessed and analysed. An advert and job description will then be drafted and approved by the Operations Manager. The position will then be advertised through an appropriate medium. All posts will have a job description and person specification. The job description describes the post in detail, so that senior managers, existing staff and job applicants are clear about what is required. The person specification will identify the minimum skills, experience and qualifications needed by applicants to carry out the job effectively, as well as the essential and desirable skills.

Placing the advert

The College uses Jobcentre Plus and appropriate Recruitment Agency websites to advertise. The College may also use print media or other websites to advertise vacancies if a suitable person for the position cannot be found using Jobcentre Plus or a Recruitment Agency. The advert must be placed to reach out to attract as many resident workers as possible.

All adverts must include the following:

- job title;
- the main duties and responsibilities of the job in the job description;
- the location of the job;
- an indication of the salary package or range, and the terms on offer;
- skills, qualifications and experience needed;
- the closing date for applications.
- Contact details of the College

Shortlisting

Applications will be collected until the closing date. These will be shortlisted by the Operations Manager and/or the Director of Studies and Quality Assurance. Interview letters/emails should be sent to all candidates shortlisted. Interviews can also be arranged by telephoning shortlisted candidate. The short listing process may take up to two weeks and shortlisted candidates will be invited to attend an interview. In some cases we may seek references prior to interview.

Interviews

Interviews are conducted by the Director of Studies and Quality Assurance / Director of Studies and Quality Assurance / Operations Manager, as appropriate. The decision to hire is not be made until all shortlisted candidates are interviewed. Interview notes are then evaluated and the best person for the job is selected after receiving satisfactory references.

Candidates will often be asked to give a presentation on a relevant topic as part of the interview. Information on this will be included in the letter inviting candidates to the interview. Every effort will be made to meet candidates special needs which they should be asked to identify when making their application. Particular care will be taken to ensure that candidates with disabilities have the support and facilities they need at interview.

Testing and Practical Assessment

Testing and practical assessment may be used in the following ways:

- to help provide additional information about the applicant's knowledge, skills or aptitude;
- to provide extra information for the final stage of the selection process.

Appointments are not made solely on the basis of testing. Applicants will be given the opportunity to receive professional feedback on their performance in tests or assessments.

Pre-employment checks

Once an offer has been made there are a number of pre-employment checks that need to be carried out. These are:

- 2 satisfactory references
- Medical Clearance

- Disclosure and Barring Service (DBS) Check (where required)
- Transcripts
- Right to work in the UK (Refer to Human Resources Handbook for full checklist)

c. Right to work in the UK

All candidates are asked to complete a section in the application form on their right to work in the UK; this information will be checked at the stage of inviting candidates for interviews. The successful candidate will be asked to provide evidence to interviewers of their right to work in the UK. The Operations Manager will take a copy of the documentation that is provided.

This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland.
- A European Economic Area (EEA) passport or national identity card or a Passport.
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom Residence Permit.
- A letter issued by the Immigration and Nationality Department confirming the individual's status.

Before making an offer, the Operations Manager / Director / Director of Studies and Quality Assurance will determine the applicant's status following advice from the Legal and Compliance Advisor.

Candidate Charter

MBS expects the highest standards of staff and students throughout the College. Its mission is to provide an outstanding learning

experience, and to achieve this, we need to recruit the highest calibre of staff so that we can build on our teaching excellence.

We will continue to recruit the right people in the right job at the right time but our recruitment policy is more than that. We want to ensure that any contact you have with us throughout the recruitment process is an enjoyable experience, even if you do not get the job on one occasion. We also want you to feel confident that you have made the right choice in joining MBS.

What you can expect from MBS:

If you are a candidate then the Recruitment Team will ensure that we:

- Treat you with dignity and respect*
- Treat you fairly*
- Deal with your questions and queries honestly*
- Keep you informed*
- Keep your information confidential - where appropriate*
- Ensure there are flexible alternatives e.g. in ways of applying for positions*

We will also ensure that our recruitment policies and procedures are:

- Open*
- Fair*
- Straightforward*
- Designed to find the most suitable person for the position*
- Designed to enable you to make a decision about the job*

Job Offers

From the application form, interview and assessment, the successful candidate is selected. Once we have obtained all the necessary pre-employment checks, we will issue a formal offer of employment.

New appointees are subject to a probationary period before the appointment is confirmed

4. Working with Us

a. Introduction

The success of any organisation and that of its employees depends very largely upon the employees themselves and so we look to you to play your part as we shall continue to play ours.

We provide equal opportunities and are committed to the principle of equality regardless of race, creed, colour, age, nationality, sex, disability, gender re-assignment or sexual orientation. We will apply employment policies which are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business. We look to your support in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.

We will not condone any discriminatory act or attitude in the conduct of our business with the public or our employees. Acts of harassment or discrimination are disciplinary offences.

The Operations Manager will prepare job descriptions to outline position expectations as part of the orientation and performance evaluation processes, as well as to establish the need for making reasonable accommodations for individuals with disabilities. Job descriptions are also utilized to determine and monitor the correct classification of positions.

The College makes every effort to create and maintain accurate job descriptions for all positions. The job description outlines the main responsibilities, scope, knowledge, skills and abilities, physical work conditions and qualifications for the position. Since all positions evolve over time, the Operations Manager is encouraged to review the duties of all staff annually to ensure that the job description accurately reflects current responsibilities and is appropriately classified. The specification of responsibilities in a job description does not limit the modification of the description to include different responsibilities.

In order for employees to become acquainted with the values, culture and philosophies of the College, all new employees will receive a general induction conducted by the Operations Manager.

During these Induction sessions, the new employee is given a verbal summary of employment policies, practices, procedures, compensation and benefits. All new employees are expected to become familiar with the contents of the Employee Handbook and this Handbook. Additionally, the Operations Manager should provide new employees with information specific to their position, duties and work area(s).

The College believes in the importance of ensuring that each employee has the skills necessary to perform his/her job effectively. Employees will be invited to attend meetings and training sessions if required in

order to pursue self-enrichment training opportunities. In addition, employees will be permitted to attend local seminars and workshops pertaining to their area of work, per the budget approval of the College. If you are interested in exploring new training and professional development options offered by the College, please contact the Operations Manager for details.

b. Probation

On joining you will serve a 24 week probationary period. During this period you will be making your own mind up about whether you wish to remain with us. At the same time your capabilities, attitude and potential will be assessed by us and, if it is satisfactory, your employment will continue. However, if you do not reach the standards required by MBS we may terminate your employment at any time during the probationary period or the probationary period may be extended beyond 24 weeks. At the end of your probationary period you will be assessed and, if we believe that you have reached the required standards you will become a member of our regular staff.

c. Your rights

- MBS is open to all who qualify under its recruiting standards, regardless of race, religion, national origin, age, disability, marital status, sexual orientation or gender. All employees have equal right of access to the facilities and services of MBS in accordance with college policies. MBS is insured by employee and public liability insurance.
- Employees have the right to ask questions and express their opinions, as long as such do not interfere with the normal operations of MBS or infringe on the rights of other employees.
- Employees have the right to a hearing within our established procedures, in all matters that can result in the imposition of sanctions for misconduct. However, MBS reserves the right to take any reasonable actions to ensure safety and security, including removing and/or suspending a member from MBS pending final determination of any action.
- Employees have the right of reasonable access to the Operations Manager during specified office hours.

d. Your responsibilities

As a member of staff, you have responsibilities as well as rights. Knowing your rights and responsibilities and understanding the important rules and policies will help ensure that your experience at with us will be a successful one. Some basic personal abilities and qualities are expected from the staff and faculty. Staff should

- Demonstrate empathy towards students and colleagues: establish friendly relationships at the work place: be trustworthy, loyal, motivated and goal oriented: be willing to take-up challenges and work towards a common objective and the overall success of MBS.
- Provide proper services to our students
- Understand and comply with MBS policies on the use of technology, including the use of Internet, Intranet, common files and computing resources and on the use and copying of computer software.

e. Code of conduct

All employees must maintain appropriate standard of conduct. They must obey the law and MBS regulations, demonstrate respect for all persons on the campus, and display mature conduct. They are held responsible for their individual or collective actions.

Punctuality is expected from all employees. The Operations Manager or Director of Studies must be notified a minimum of 24 hours in advance of any planned absences. If the absence period is for more than one day, the Operations Manager must be notified at least three days in advance.

Any employee who contemplates being absent from his/her duties is expected to make arrangements in advance with the Operations Manager.

In the event of an absence caused by an emergency or sickness, employees should inform the Director of Studies or the Operations Manager as soon as possible.

Failure by employees to maintain appropriate standards of conduct may result in the initiation of disciplinary action by MBS. Without limiting the generality of the above and foregoing, one may be subject to disciplinary action for:

- Theft
- Unauthorized entry to MBS premises.
- Physical abuse or threats of violence, disorderly conduct and disturbing the peace.
- Sexual harassment
- Behaviour that significantly interferes with MBS operations
- Behaviour that may endanger the health or safety of employees or students.
- Damage to or misuse of MBS property.

f. Job description

Each employee has been provided with a job description but amendments may be made from time to time in relation to our changing needs and your own ability.

g. Employee training and induction

At the commencement of your employment you will receive induction and training if required for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within MBS.

h. Performance and review

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses.

i. Appraisal

Appraisal and Peer Reviews will be held from time to time to allow us to formally appraise your performance.

j. Job flexibility

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or duties within MBS. During holiday periods or absences of other members of staff it may be necessary for you to take over some duties normally

performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change and it allows us to operate more efficiently and optimize maximum potential.

k. Mobility

It is a condition of your employment that you are prepared, whenever applicable, to travel to any other of our sites. This mobility is essential to the smooth running of our business.

l. Work hours

MBS's work week is defined as Sunday to Saturday. The business hours of MBS are Monday through Friday 9:30 a.m. to 5:30 p.m. Full-time employees work 37.5 hours per week in 7.5 hour work periods generally between 9:30 a.m. to 5:30 pm. This schedule may vary according to the nature of the functions to be performed. Employees are expected to report to work on time for any scheduled work period. The Operations Manager must be informed prior to the beginning of the work period of any absence or variance from the established work schedule.

5. Salaries and Payment

a. Administration

Payments

- For salaried staff the pay month is a calendar month. Basic salaries are paid on the first day of every month. Additional payments are made in arrears.
- Salaried staff will receive a payslip showing how the total amount of your gross pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance, etc. resulting in your net pay.

Overpayments

The total amount of any overpayment will normally be deducted from the next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

Income Tax and National Insurance

At the end of each tax year you will be given a form P60 showing the total pay you have received from MBS during that year and the total amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing any non-salary benefits. You should keep these documents in a safe place as you may need to produce them if making enquiries with the Inland Revenue or DSS, or if completing a self-assessment form. The law does not allow us to issue duplicate copies.

b. Attendance, lateness and absences

Unanticipated absences or tardiness can severely diminish and interrupt the quality and level of service MBS provides. MBS expects all of its employees to assume diligent responsibility for their attendance and punctuality. You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.

If an employee is going to be late or absent, he/she must notify the Operations Manager as soon as possible in advance of the anticipated absence or tardiness and give notice of any tasks that need immediate attention together with the expected time of return to work.

Continuous unexcused tardiness or absenteeism may result in disciplinary action, up to and including, termination of employment. Pre-approved leave will not be recorded as an occurrence of absence for the purposes of disciplinary action under this policy.

Any employee who fails to report to work for ten (10) working days without notice or approval will be assumed to have resigned and abandoned their employment.

Any unauthorised absences of less than 10 days will be deducted from annual leave entitlement.

c. Pregnancy and maternity leave: parental leave: paternity leave

Please refer to the following website for information about your rights and entitlement to maternity and paternity benefits

If you become pregnant you should notify the Operations Manager at an early stage so that your entitlements and obligations can be explained to you.

Parents are entitled to take parental leave in respect of the current statutory provisions and should discuss your needs with the Operations Manager, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of our business.

d. Sick Leave

A member of staff who is unable to work through sickness or injury should notify the Operations Manager (or designated nominee) on the first day of absence. If you know you are unfit to return to work on the day previously advised, you must contact the Operations Manager as soon as possible.

If the absence lasts between four and seven days (including weekends and days on which MBS is shut) a self-certificate is required and should be sent to the Operations Manager. If the absence extends beyond seven days, a doctor's certificate must be submitted to the Operations Manager to cover any absence.

MBS follows government regulations for sick pay. You may qualify for minimum Statutory Sick Pay (SSP) if you completed your probationary period (Six months) and have become a regular employee. For further information, please visit

e. Emergency Leave

All employees have the right to take a reasonable period of time off work to deal with a personal emergency or tragedy. Should you require leave for such purposes, you must notify the Operations Manager immediately. It is at the discretion of MBS to grant such leave and judge the seriousness of the situation. You may not be entitled to any pay during such leaves. The extent of such leave will be agreed between you and MBS.

6. Holiday Entitlement and Conditions

a. Annual Holidays

Your holiday year begins on 1st January and ends on 31st December each year. Your annual holiday entitlement is shown in your individual contract of employment. It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward, except under exceptional circumstances. Any absences exceeding your entitled annual leave will be considered as unpaid.

b. Conditions applying to your annual holiday entitlement

You should obtain approval for all holiday requests from the Operations Manager before making any firm holiday arrangements. Holiday requests may be denied during busy periods of the year and at times of low staffing levels.

Holiday requests will be considered by the Operations Manager on a "first come - first served" basis to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.

You should give at least four weeks' notice of your intention to take holidays and four day's notice is required for single days.

You may not normally take more than 10 working days consecutively.

Your holiday pay will be at your normal basic pay unless shown otherwise in your contract

c. Public/Bank Holidays

Your entitlement to public/bank holidays and to any additional payment which may be made for working on a public/bank holiday is shown in your individual contract. Usually all employees are entitled to public/bank holidays.

7. Sickness/Injury Payments and Conditions

a. Notification of incapacity for work

You must notify MBS by telephone on the first day of incapacity and at the earliest possible opportunity before your normal start time. Notification should be made personally (or if you are unable to do so, then by a relative, neighbour or friend), to the Operations Manager. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes.

If your incapacity extends to more than seven days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

b. Evidence of incapacity

Doctor's certificates are not issued for short term incapacity. In these cases of incapacity (up to seven calendar days) you must sign a self-certification absence form on your return to work.

If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure s/he gives you a medical certificate and forward this to us without delay. Subsequently you must supply us with consecutive doctor's medical certificates to cover the whole of your absence.

c. Payments

You are entitled to Statutory Sick Pay (SSP) if you are absent because of sickness or injury provided you meet the criteria in the current SSP Regulations. When you are absent for four or more consecutive days you will be paid SSP by us if you are eligible.

Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which

we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party. For more information on statutory sick pay please refer to; -

d. Return to work

You should notify the Operations Manager as soon as you know on which day you will be returning to work if this differs from a date of return previously notified.

If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to the Operations Manager

e. General

Submission of a Medical Certificate or Sickness Self-Certification Absence Form, although giving us the reason for your absence, may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

When deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken. If we consider it necessary, we may ask your permission to contact your doctor.

8. Safeguards

a. Confidentiality

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 our business, 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,

is 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 information on Data Protection, please refer to 'the ICO quick guide to employment practice code' document. You can find this on the www.ico.gov.uk website or request a copy from the Operations Manager.

b. Copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

c. Virus protection procedures

In order to prevent the introduction of virus contamination into the MBS network or software system the following must be observed:-

- Unauthorised software including public domain software, DVD/CDs or Internet/World Wide Web downloads must not be used.

- All software must be virus checked using standard testing procedures by a trained member of staff appointed by the Operations Manager before being used.

d. Email

MBS allows reasonable social use of the e-mail facility. To protect you and MBS's interest, please make sure you **do not**:-

- Respond to "Junk Mail" or give alleged "warnings" to new e-mail viruses.
- Forward or respond to chain letter- type e-mail.
- Make comments or statements which could in any way be deemed to be defamatory however innocent you consider them to be.
- Include any information in your e-mail which is protected by copyright i.e. it is copied or published without the consent of the author.
- Initiate or forward an e-mail which contains obscene or pornographic material.
- Initiate or forward e-mail which could be considered to constitute an act of Harassment or be discriminatory. There are a number of laws which prohibit discrimination on the ground of sex, race, disability or any other categories.
- Disclose information which is protected by embargo or could in any way be considered confidential to MBS and/or the employees.
- Make any statements via e-mail which intentionally or unintentionally create a binding contract or make negligent statements.

Failure to comply with the above could result in disciplinary action that may lead to dismissal.

e. Internet

The use of the Internet is for purposes of MBS business only. Usage of the internet for personal and other interests is not permitted. Failure to comply with this policy could result in disciplinary action that may lead to dismissal.

9. Facilities

a. Kitchen and dining area

Please keep staff kitchen and dining areas clean and tidy

b. Drinking water

Drinking water is available throughout our premises. If there are any problems with the coolers please report it to the Operations Manager.

c. Library and printer

Books are available to staff for reference purposes. If you need to carry any books or materials outside MBS premises, please inform the Operations Manager. Internet, printer and copy machine facilities are available to all the staff and faculty. Do not use the equipment for bulk printing or copying without the permission of the Operations Manager.

10. Standards

a. Wastage

We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of all our operations. You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, and facilities. Staff should: -

- Handle machines, equipment and stock with care.
- Turn off any unnecessary lighting and heating. Keep doors closed whenever possible.
- Ask for other work if you have nothing to do.
- Start with the minimum of delay after arriving for work and following breaks

Any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement.

Any loss to us 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 render you liable to reimburse us the full or part of the cost of the loss.

In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

b. Standards of Dress

As you are liable to come into contact with students, fellow workers and the general public, it is important that you present a professional image with regard to appearance and standards of dress. You should wear clothes appropriate to your job responsibilities and they should be kept clean and tidy at all times.

c. Housekeeping

Work areas must be kept clean and tidy at all times.

d. Lunch /Tea /Smoking breaks

All employees are allowed to have a 30min lunch break. Any one person is nominated to answer phone calls during lunch breaks. Faculty may have a 15 to 20 min tea or coffee break between each class.

11. Health and Safety

a. Safety

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities. We have a Health and Safety Officer and a Fire Marshall for each study site.

You must not take any action which could threaten the health or safety of yourself, other employees, students, invitees or members of the public.

Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities.

You should report all accidents at work, no matter how minor in the accident book, which can be found in the reception area.

b. WC facilities

Where WC facilities are provided for your use, they must be kept clean and tidy at all times. If you find they are unclean or damaged, please report it to the Operations Manager

c. Smoking Policy

Smoking is not allowed inside MBS premises.

d. Hygiene

- Any exposed cut or burn must be covered with a first-aid dressing.
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis or have a bowel disorder, without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported before commencing work. You must wash your hands immediately before commencing work and after using the toilet.
- Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.

e. Alcohol and drugs policy

We believe drugs and alcohol misuse is unacceptable under any work-related circumstances and therefore we operate a zero-tolerance policy. Consumption of alcohol and/or drugs is not permitted in MBS premises and/or during working/business hours. Employees must not store alcohol or drugs in MBS or come to work whilst under the influence of alcohol or drugs.

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees and your colleagues.

The effects of alcohol and drugs can be numerous:-

(These are examples only and not an exhaustive list) Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.); higher accident levels (e.g. at work, elsewhere, driving to and from work); reduced work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

12. General Terms of Employment, Information and Procedures

a. Changes in contact details

It is an employee's responsibility to immediately notify the Operations Manager of any change of name, address, telephone number, email etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours. Failure to update your contact details may result in disciplinary action being taken against you.

MBS however, will send periodic reminders to all employees. You must notify any changes to the Operations Manager in writing or via email. You can also use the Contact details form to update your details. This form must be handed to the Operations Manager

b. Notification period

If you already have any other employment or are considering any additional employment you must notify us at least four weeks in advance so that we can discuss any implications arising from the current working time legislation.

c. Time off

Circumstances may arise where you need time off for medical/dental appointments or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, reasonable time off required for these purposes may be granted at the discretion of the Operations Manager

d. Bereavement leave

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the Operations Manager and agree appropriate time off, If you need more time than previously agreed you must once again discuss your situation with the Operations Manager and agree on a future date.

e. Travel expenses

We will reimburse you for costs against receipts incurred whilst travelling on MBS business, details of which will be available from the Operations Manager.

f. Employee's property

We do not accept liability for any loss of, or damage to, property which you bring onto MBS premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight.

g. Lost property

Articles of lost property should be handed to the Operations Manager who will retain them whilst attempts are made to discover the owner.

h. Private mail

All mail received by us may be opened, including that addressed to employees. Private mail, therefore, should not be sent care of our address. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

i. Telephone calls, Mobile phones

Personal telephone calls on the MBS telephone system are allowed only in the case of emergency and with prior permission. Personal mobile phones should be switched off during working hours.

j. Buying and Selling Goods

You are not allowed to buy or sell goods on your own behalf on MBS premises.

k. Collections from employees

Unless specific authorisation is given by MBS, no collections of any kind are allowed on our premises.

13. Capability

a. Introduction

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

b. Job changes

If the nature of your job changes, we will make every effort to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision.

If we have concerns regarding your capability we will discuss them with you in an informal manner and you will be given time to improve.

If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.

If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.

If such improvement is not forthcoming after an agreed period of time, you will be dismissed.

c. Personal circumstances

Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a

situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice.

Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances which prevent you from attending work, either for a prolonged period or periods or for frequent short periods. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level and again this can usually be most easily obtained by asking your own doctor for a medical report. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

14. Disciplinary Procedure

a. Purpose and scope

This procedure is designed to help and encourage all employees to achieve and maintain appropriate standards of conduct, attendance and performance. The aim is to ensure consistent and fair treatment for everyone in our community.

b. Principles

- Counselling will be offered to employees, where appropriate, to resolve problems.
- No disciplinary action will be taken against an employee until the case has been fully investigated.
- At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.

- At all stages of the procedure the employee will have the right to be accompanied by a trade union representative or fellow employee.
- No employee will be dismissed for a first breach of discipline except in the case of gross misconduct.
- An employee will have the right to appeal against any discipline imposed.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

c. Procedure

Stage 1 - improvement note: unsatisfactory performance

If an employee's performance does not meet acceptable standards the employee will normally be given an **improvement note**. This will set out the performance problem, the improvement that is required, the timescale and any help that may be given. The employee will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for 12 months, but will then be considered spent - subject to achievement and sustainment of satisfactory performance.

Stage 1 - first warning: misconduct

If an employee's conduct does not meet acceptable standards then s/he will normally be given a **written warning**. This will set out the nature of the misconduct and the change in behaviour required. The warning will inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept for a period of 12 months but will then be considered spent - subject to achievement and sustainment of satisfactory conduct.

Stage 2: final written warning

If the offence is sufficiently serious or there is a failure to improve during the currency of a prior warning for the same type of offence, a **final written warning** may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to action under Stage 3 (dismissal or some other action short of dismissal), and will confirm the right of appeal. A copy of this written warning will be kept by MBS but will be disregarded for disciplinary purposes after 12 months -

subject to achievement and sustainment of satisfactory conduct or performance.

Stage 3 - dismissal or other sanction

If there is still a failure to improve the final step in the procedure may be **dismissal** or some other action short of dismissal such as disciplinary suspension. Dismissal decisions can only be taken by the Director of Studies and Quality Assurance and the employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which the enrolment with the College will terminate and confirmation of the right to appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by MBS but will be disregarded for disciplinary purposes after 12 months subject to achievement and sustainment of satisfactory conduct or performance.

d. Gross misconduct

The following list – which is not exclusive - provides examples of offences which are normally regarded as gross misconduct:

- theft, fraud, deliberate falsification of records;
- fighting, assault on another person;
- deliberate damage to MBS property;
- serious incapability through alcohol or being under the influence of illegal drugs;
- serious negligence which causes unacceptable loss, damage or injury;
- serious act of insubordination;
- unauthorised entry to MBS computer or other confidential records;

If an employee is accused of an act of gross misconduct s/he will be suspended for 10 days while the alleged offence is investigated. If, on completion of the investigation, MBS is satisfied that gross misconduct has occurred the employee may be summarily dismissed from the college and removed from the roll of employees following which MBS will notify UKBA within ten working days.

e. Appeals

- An employee who wishes to appeal against a disciplinary decision must notify the Operations Manager or the Director of Studies and Quality Assurance in writing within 10 days.
- The employee will be notified in writing of the date of the appeal hearing within a further 10 days.
- The Director of Studies and Quality Assurance or his duly appointed representative will hear the appeal.
- At the hearing any disciplinary penalty imposed will be reviewed by the Director of Studies and Quality Assurance and the employee and/or his or her trade union representative or fellow employee may make further representations.
- The decision of the Director of Studies and Quality Assurance will be notified to the employee in writing and is final.

15. Grievance and Complaints

a. Purpose of the procedure

MBS's aim is to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

b. Informal discussions

If an employee has a grievance s/he should discuss it informally with the person responsible for the decision from which the grievance arises. We hope that the majority of concerns can be resolved in this way

c. Procedure

Stage 1 – statement of grievance

If an employee feels that the matter has not been resolved through informal discussion s/he should put the grievance in writing setting out

- A chronological account of the circumstances giving rise to the grievance
- The remedy being sought
- Copies of any relevant documents
- Statements from other people that relate to the grievance

Stage 2 – the grievance meeting

- Within 10 working days the Operations Manager or his duly appointed representative will respond in writing to the statement of grievance, notifying the employee of the date of a meeting where the grievance can be discussed and at which the employee will have the right to be accompanied by a trade union representative or a colleague.
- After hearing the grievance the Operations Manager or his duly appointed representative will notify the employee in writing of his/her decision and the reason for it and confirm that there is a right of appeal to the Director

Stage 3 – the appeal

- The employee may appeal against the decision of the Operations Manager by sending written grounds of appeal to the Director of Studies and Quality Assurance within 10 working days of receipt of the decision.
- The employee will be notified in writing of the date of the appeal hearing within a further 10 days. The Director of Studies and Quality Assurance or his duly appointed representative will hear the appeal.
- At the hearing the grievance will be reviewed by the Director of Studies and Quality Assurance or his duly appointed representative and the employee and/or his or her trade union representative or colleague may make further representations.
- The decision of the Director of Studies and Quality Assurance will be notified to the employee in writing and is final and not subject to any further appeal.

16. Personal Harassment

a. Introduction

Many people in our society are victimised and harassed as a result of their race, creed, colour, nationality, sex, disability, gender re-assignment, sexual orientation or age.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always serious and is totally unacceptable.

We recognise that personal harassment can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

b. Policy

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress. We recognise that we have a duty to implement this policy and all employees are expected to comply with it.

c. Examples of personal harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments about appearance
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- unwelcome touching
- abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

d. Complaining about personal harassment

Informal complaint

We recognise that complaints of personal harassment and particularly of sexual harassment can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior person of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Operations Manager or Director of Studies and Quality Assurance as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:-

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with pay until the matter has been resolved.

The person dealing with the complaint will carry out a thorough investigation in accordance with our disciplinary procedure. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter. When the investigation has been concluded, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.

If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser.

e. General notes

If the report concludes that the allegation is well founded, the harasser will be subject to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is

dismissed for harassment may appeal against the disciplinary action by using our disciplinary appeal procedure.

If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

17. Training and Development

a. Introduction

The College acknowledges that its people are its most valuable resource, and it is committed to investment in their training and development. We are committed to a policy of staff training and development which promotes the continuous improvement of the organisation as a whole and enables the growth of all the individuals within it.

b. Objectives

As an education provider

- we believe in the value of lifelong learning for our employees
- we support the personal and continuing professional development (CPD) needs of our employees, within the framework of the College Budget and Development Plan
- we enable staff to acquire the knowledge and skills to enable them to perform effectively in their current roles
- we enable staff to enhance their performance in their current roles
- we enable staff to respond effectively to the demands placed upon them by internal and external change and development
- we enable staff to develop their careers effectively within the College

- we promote the continuing development of all colleagues so that we can promote the quality of the learning experience of our students and enhance the social and physical environment of the College and its organisational infrastructure
- Support the fulfilment of the development plans of all sections of the organisation.

c. Principles

- We encourage access to appropriate opportunities for continuing professional development
- we encourage effective communication, networking and sharing of best practice within the organisation which involve all staff;
- we seek to enhance knowledge, skills and experience through a variety of learning opportunities;
- we provide opportunities for the formal recognition of work-related and individual learning within an accreditation and qualifications framework;
- we provide training and development opportunities that are relevant to the needs of staff for their employment at the College and of appropriate quality

d. Mechanisms

- **Induction**

Appropriate induction programmes are provided for all new staff within a reasonable period after their initial appointment.

- **Performance & Development Review - Peer Observation & Student Feedback**

Staff training and development needs are identified through Peer Observation and Student Feedback and are notified to the Academic Board, which in turn provides advice and support on how to meet these needs

- **Continuing Professional Development Programmes**

As well as having the opportunity to attend internal training workshops all of our academic staff are eligible to attend continuing professional development activities which includes a range of external workshops relating to needs identified through the Development Review process. The College also offers coaching and mentoring to individual members of staff to help to improve their performance and prospects.

- **Evaluation**

This policy will be implemented, monitored and evaluated through agreed procedures to be overseen on behalf of the Director within a unified approach to quality assurance and enhancement. It is the responsibility of Programme Leaders and the Director of Studies and Quality Assurance to evaluate the impact of learning on personal and professional development. The Director of Studies and Quality Assurance evaluates all training and development activities delivered or administered, and reports to Academic Board

The Academic Board

- reviews the relevance and quality of staff training and development activities and identifies common needs and priorities to form the basis of centrally delivered and funded development activities;
- prepares an annually reviewed staff development plan promotes the meeting of strategic aims and priorities;
- agrees a responsive, transparent and auditable funding mechanism, which is built into the normal budgeting process for staff development with a benchmark of expected financial support guiding the allocation of resources.

18. Managing Migrant Workers

a. Monitoring status of Migrant workers

Please refer to the Folder – Managing Migrant Workers Flow Charts 2014 -

Documents to collect from Migrant workers before they are employed (Originals must be viewed by the Operations Manager and Director before making copies):

- Passport copy - Front, Back and Visa pages (These must show that the Applicant is eligible to work in the UK)
- Copies of any immigration status documents
- Copies of Qualification and any memberships of professional or academic bodies

b. Procedure to track entry clearance or visa expiry dates

Details of Migrant Workers are collated and entered into our Data Entry System. This system will inform the Compliance Officer 60days before the employee's visa is due to expire. The Operations Manager must oversee the operation of the Data Entry System and report to the Director when an employee's visa is due to expire within sixty (60) days. If an employee's visa is due to expire, the Director will decide if an extension is appropriate. (This depends on the business needs of the College and is at the discretion of the Director). If a decision is made not to extend the contract, the employee and UKBA must be informed within 30 days before the visa expires.

c. Keeping track of contact details

Details of Migrant workers to keep in file:

- Full address in the UK
- Land line number
- Mobile number
 - Email address
 - Emergency contact details (in country and in country of origin)

d. How to maintain accurate and up-to-date information

Employee's contact information is first recorded on the day of the induction. Since it is possible for employees to move to a different

location or change their contact number or email, it is the employee's responsibility to ensure that the College is provided with up-to-date contact details at all times.

Once every six months a letter is sent to the employee at the contact address requesting that the employee confirms their contact details or updates any changes. Confirmation and updates must be in writing using the contact details form. Any new details must be filed in the Employee's file.

If an employee fails to inform the College of any changes in their contact details, they must be reported to UKBA.

e. Employment records

Employment documents to keep in file for Migrant workers

- Original Advertisement for the position
- Interview notes
- Employment references
- Copies of all relevant qualifications (Refer to migrant documents)
- Any professional memberships or accreditations
- CV when applied for job
- Employment Contract
- Job Description
- And any other relevant documents

f. Supervision of Migrant workers

To be compliant with the current UKBA regulations on tracking migrant workers the Operations Manager must:

Report certain events to **UKBA**, within the time limit specified:

- If a sponsored migrant does not turn up for their first day of work, or does not enrol on their course at the expected time. The report must be provided within **10** working days and must include any reason given by the migrant for the non-attendance or non-enrolment (for example a missed flight);

How to monitor: All migrant employees receive induction on their first day. Attendance is taken on the induction day, and any persons absent for the induction without authorisation must be contacted immediately by the HR personnel. Students must be contacted by the

admin officer. If the employee can provide a valid reason, induction can be re-arranged. A warning letter will be sent out to employee. However, this must be informed to UKBA by the Director, (for employees) or by the Principal (for students) within 10 working days.

- If a migrant is absent from work for more than 10 working days, **without** your reasonably granted permission. The report must be provided within 10 working days of the 10th day of absence;
- Any suspicions you may have that a migrant is breaching the conditions of their leave (permission to be in the United Kingdom)

How to monitor: All employees sign the Attendance Book. Teachers complete and submit Timesheets every day. Any absence must be recorded and sent to the Operations Manager every week. If any employee is absent without authorisation for 5 working days the Director must be notified. A letter of warning must be sent to the employee, who must respond within 4 working days, and arrange for an authorised leave in accordance with the leave policy set out in the Employee Handbook. If an employee fails to contact the College within 4 working days, they must be reported to UKBA No action is taken if the absence is authorised. However, if the absence is unauthorised, disciplinary action must be taken (please refer to the Employee Handbook for specific information on Disciplinary Action). If an employee is absent for 10 working days without authorisation, they must be reported to UKBA by the Operations Manager / Director.

- If a migrant stops their studies, or if the migrant's contract of employment or registration is terminated (including where the migrant resigns or is dismissed) UKBA must be informed within 10 working days of the event in question, and the Notification should include the name and address of any new employer or institution that the migrant has joined, if known;
- If we stop sponsoring a migrant for any other reason (for example if the migrant moves into an immigration category that does not need a sponsor) UKBA must be notified within 10 days;

How to monitor: Employee attendance policy and regulations allow the College to monitor any unauthorised absences. Employee contracts/termination/resignation are verified and managed by the Operations Manager and the Director.

- If there are any significant changes in the migrant's circumstances, for example a change of job or salary (but not job title or annual pay rise) or if the length of a course of study shortens UKBA must be notified within 10 days.

How to monitor: The College carries out annual appraisals on all employees, which include migrant workers. If a migrant worker is proposed for promotion or change of job/pay within the company, the Operations Manager and/or Director must inform UKBA and carry out any legal responsibilities before implementing the promotion or change of job.

- If there are any significant changes in the College's circumstances, for example if we stop trading or become insolvent, substantially change the nature of our business, merge our company with another company, or are taken over; and
- Details of any third party or intermediary, whether in the United Kingdom or abroad, that has assisted you in the recruitment of migrant employees or students, UKBA must be notified within 10 days;

How to monitor: All College details related to business are managed by the Director and any changes are reported to UKBA.

g. Procedures in place

Migrant workers will be informed about immigration requirements and conditions and actions or events that could breach their employment with the College during the induction or as soon as there are changes in the regulations.

There are stringent attendance policies in place to monitor migrant workers. Employees are required to sign-in and sign-out every day. Employees working at client locations are required to send their time-sheets (signed by their supervisor) every week.

19. Termination of Employment

a. Retirement

The normal age for retirement is 65 and it is our policy for employees to retire at the end of the week in which their 65th birthday falls. In certain circumstances consideration may be given to fresh employment being offered to you after retirement. Such offers will be totally at the discretion of the Director.

b. Terminating employment without giving notice

If you terminate your employment without giving or working the required period of notice, as indicated in your terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. In the event of an employee being offered employment with MBS, any proven falsification, fraud or concealment of any material fact in respect of your application may lead to MBS withdrawing the offer of employment if employment has not yet commenced or disciplinary action and dismissal if employment has commenced.

c. Return of College property

On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.