


Policy No: 03-1201	Authorised: 	Date: 07/02/2020
<b>STAFF RULES &amp; WORKING ARRANGEMENTS</b>		

*This Policy summarises basic Company rules and Working Arrangements for employees, and the measures to be taken by all staff to ensure conformance with current Employment and Health & Safety legislation. This Policy will complement Policy No 1005 (Duties & Activities NOT to be undertaken by Care Staff):*

1.1 GENERAL RULES & CODE OF CONDUCT:

- 1.2 All employees will be expected to act in the best interests of the Organisation at all times. Any conduct detrimental to the interests of the Organisation, its relations with the Contracting Authority, service users, suppliers, visitors or the public will be considered to be a breach of the Organisation's Rules.
- 1.3 Employees must not perform, arrange or carry out any work or activity which could be construed as being in competition with the interests of the Organisation.
- 1.4 Employees are expected to read all authorised notices and Policy Statements sent to them via e-mail.
- 1.5 All employees are employed on the understanding that they may, as circumstances demand, be expected to undertake any reasonable duties other than those for which they have been specifically hired.
- 1.6 Employees are forbidden to drink alcohol or take recreational drugs, prior to coming on duty and during duty hours. Specific Policies refer.
- 1.7 Employees must be smart and well-groomed and at all times wear the uniforms provided in accordance with a documented Uniform Policy unless permission is given to the contrary by the Domiciliary Care Services Manager .
- 1.8 Where uniforms are worn when travelling to and from work, these must be suitably covered by an outside garment.
- 1.9 Employees are not permitted to witness, or in any other way be party to, service users' wills.
- 1.10 Any accidents involving service users must be reported immediately via services users' telephone and documented on the appropriate Mobizio form and in accordance with the requirements of the *R.I.D.D.O.R. Regulations* (latest edition) through documented Policies.
- 1.11 Service users must be treated with appropriate consideration and courtesy at all times.
- 1.12 Confidential information must not be disclosed to an authorised third party at any time, either during or after employment at the Organisation.

2. GENERAL WORKING ARRANGEMENTS:

2.1 *Duty Rotas:*

Employees will be expected to work the duties laid down in their individual Contracts of Employment, and in accordance with the documented Policy on Staffing Levels & Shift Planning.

2.2 *Shortage of Work:*

If there is a shortage of work for any reason, everything possible will be done to maintain continuity of employment. This may involve short-time working or suspension from duty without pay. Any such measures will be implemented in accordance with current Employment Legislation.