Stronsay Development Trust

Employee Handbook

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Introduction

This handbook outlines the key employment policies and procedures of Stronsay Development Trust (SDT).
It provides guidance for employees, trustees and volunteers to ensure the organisation operates safely, fairly and effectively.

This handbook does not form part of any employee's contract of employment and may be updated at any time to reflect changes in legislation, operational needs, or organisational policy.

All staff are expected to familiarise themselves with the policies contained within this handbook and to act in accordance with them.

General Employment Information

SDT is a community-led charity based in Stronsay, Orkney. Our work supports the social, economic and environmental wellbeing of the island community.

Employees are expected to carry out their duties professionally, work collaboratively with colleagues, trustees and volunteers, and contribute positively to the aims of the Trust.

Annual Leave

The annual leave year runs from 1 April to 31 March.

Annual leave entitlement is outlined in individual contracts of employment. Leave should normally be taken within the relevant leave year. Carry forward of leave may only be permitted with prior agreement.

Payment in lieu of unused holiday will only be made on termination of employment.

Attendance, Lateness and Absence

Employees must attend work as agreed and inform their line manager as soon as possible if they are unable to attend work or will be late.

Where absence is due to illness, the employee must follow the sickness reporting procedure and provide medical certification where required.

Medical Appointments

Employees should arrange routine medical, dental or other appointments outside working hours where possible. Where this is not possible, reasonable time off may be agreed with a line manager.

Changes to Personal Details

Employees must inform the Trust promptly of any changes to personal details such as address, emergency contacts or bank details to ensure accurate records are maintained.

Time Off for Public Duties

Employees may request reasonable unpaid time off to undertake certain public duties such as jury service, serving as a school governor, or other recognised civic responsibilities in accordance with employment law.

Bereavement Leave

The Trust recognises that bereavement can be a difficult time. Employees should speak to their manager as soon as possible so appropriate compassionate leave arrangements can be agreed.

Leaving Employment

Employees wishing to leave employment must provide written notice in accordance with their contract.
Final salary payments will include outstanding wages and holiday entitlement where applicable.

Statutory Employee Rights

Employees may be entitled to statutory leave including maternity, paternity, adoption leave,
shared parental leave, parental bereavement leave and other rights in accordance with UK legislation.

Eligibility and payment levels are determined by current government regulations.

Flexible Working

Under the Employment Relations (Flexible Working) Act 2023, employees have the right to request flexible working from the first day of employment.

Employees may submit up to two flexible working requests within a 12-month period. Requests will be considered reasonably and responded to within the statutory timeframe of two months unless otherwise agreed.

Equality, Diversity and Inclusion

SDT is committed to equality, diversity and inclusion and complies with the Equality Act 2010.
Discrimination, harassment, bullying or victimisation will not be tolerated. Everyone should be treated with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Data Protection and Confidentiality

SDT complies with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
Personal and sensitive information must be handled securely and only accessed where necessary for legitimate work purposes.

Safeguarding

SDT is committed to safeguarding children and vulnerable adults involved in our activities.
All employees and volunteers must report safeguarding concerns immediately and follow

safeguarding procedures.

Whistleblowing

The Trust encourages employees to raise concerns about wrongdoing, malpractice or risks to health and safety.
Individuals who raise concerns in good faith will be protected from retaliation.

Lone Working

Where employees work alone, the Trust will carry out risk assessments and implement appropriate control measures to ensure safety.

Use of Trust Property and IT

All equipment and IT systems provided by SDT remain the property of the Trust and must be used responsibly.
Reasonable personal use may be permitted where it does not interfere with work duties.

Alcohol and Substance Misuse

Employees must not attend work under the influence of alcohol or drugs.
Alcohol or substance misuse that affects performance or safety may result in disciplinary action. Support will be offered where appropriate.

Communication and IT Use

Employees should communicate professionally and respectfully. Official communication channels include email, meetings and agreed messaging platforms.

The Trust reserves the right to monitor IT systems where necessary to protect organisational security.

Supervision, Appraisal and Development

Employees will receive regular supervision and periodic appraisals to support professional development, performance management and wellbeing.

Procurement

SDT follows transparent procurement practices to ensure value for money and fairness when purchasing goods, services or works.

Grievance Procedure

Employees who have concerns about their employment should raise them informally with their line manager where possible.
Formal grievances should be submitted in writing and will be investigated fairly and promptly.

Disciplinary Procedure

Disciplinary matters will be handled in accordance with the ACAS Code of Practice.
Possible outcomes may include:
• First written warning
• Final written warning
• Dismissal
Employees have the right to be accompanied at disciplinary hearings by a colleague or trade union representative.

Expenses and Business Travel

Reasonable business expenses may be reimbursed with appropriate receipts and prior approval. Mileage will be reimbursed in line with HMRC rates.

Social Media

Employees must use social media responsibly and must not post confidential information or content that could damage the reputation of the Trust.