

Employee Handbook

Introduction:

Our Club believes that gymnastics should be fun. To help achieve this, training sessions are informal and friendly, and we feel that progress is best made on an individual basis rather than formal group teaching. Experience has shown that this method of allowing gymnasts to develop at their own pace encourages a greater degree of independence and self-confidence from an earlier stage.

Gymnasts should want to come to our sessions because they want to learn, not because they are forced to. We see the Club as one big family, not a disjointed series of different classes. We hope you will too.

The aim of this handbook is to bring together employment and job-related information which all staff members need to know, and covers:

- company culture and values
- general information: holiday arrangements, policy summaries etc;
- specific information: company policies, rules, disciplinary and grievance procedures, and other information relative to employment laws or regulations.

The employee handbook forms part of your induction process and aims to ensure clear advice is given to all employees to create a culture where issues are dealt with fairly and consistently. It is important that you familiarise yourself with its contents and continue to look out for updates on a regular basis that the Club may issue from time to time.

Mission statement

“Teaching Gymnastics is our passion, and our aim at Worcester Gymnastics Club Ltd (WGC) is to provide everyone with the opportunity to love, learn and laugh with gymnastics.”

Employment contracts:

Contracts

The Club offers different types of contracts for staff members, such as full-time, part-time, worker agreements and voluntary.

Conditions of service

Hours of work, including lunch breaks and annual leave entitlement, will be set out in individual terms of employment.

Probationary periods

All new employees are subject to a probationary period to provide time for reviewing performance in their role. The length of the probationary period will be set out in the employee’s individual contract and will vary depending on their role.

Induction

All new staff members will complete an induction at the Club. This will be tailored to individual needs and will vary in accordance with the role and experience of the staff member.

Training and Career development

WGC encourages all staff members to undertake personal and professional development during their time with the Club. Whilst employees are personally responsible for their own development and should take steps to ensure this is ongoing during their employment, WGC will offer support wherever possible.

All external training courses and qualifications are to be paid by individual staff members, however volunteers may be entitled to receive subsidised fees.

Performance appraisal

A performance appraisal will be carried out following the completion of any probationary period within the Club. Depending on the role, line managers may undertake performance reviews on a regular basis. Details will be set out in individual contracts of employment.

Promotion

All vacancies will be advertised internally and externally. Existing staff members can apply for any advertised position and should discuss this with their line manager in the first instance.

Ethics

Ethical considerations affect the Organisation's treatment and stance towards all employees, members, suppliers etc. The Organisation has principles and ideals that it follows and upholds in all its interactions, whether internal or external. The Organisation ensures through its management and employees that it adheres to these principles.

Business gifts

The Organisation realises that the giving and receiving of gifts and hospitality where nothing is expected in return helps form positive relationships with third parties where it is proportionate and properly recorded.

For further information and guidance please refer to the WGC Gifts and Hospitality Policy.

Disclosure of information

All employees are prohibited from disclosing any confidential Organisation information during their employment or post-employment.

All employees should make themselves aware of the Organisation's policies under the General Data Protection Regulation and the Data Protection Act in force from time to time to ensure confidential information is kept secure.

Conflicts of interest

Employees should not have personal interests which place them, or appear to place them, in conflict with the interests of the Organisation.

Employment of relatives or people with whom there are close personal ties

Any existing staff member who is related to, or has a close personal relationship with, any of our current or prospective staff or members must disclose this information as a priority.

Employee communications

All staff members should communicate in a constructive, respectful and positive manner.

All employees will be issued with a work email address, and information regarding any important developments, events, meeting requests etc will be communicated via email. It is the individual staff members responsibility to check and keep on top of any email communication. Should urgent contact be required then this will be via telephone.

It is the Organisation's expectation that staff will regularly access the information available in the office (all policies, procedures etc) on the noticeboard, and on the website and update themselves accordingly.

Speaking on behalf of the Organisation

All employees, unless expressly authorised, should not speak on behalf of the Organisation.

Additional employment

Employees must disclose whether they intend to carry out additional work for other employers outside the Organisation.

Internet and email use

The Club encourages the use of email and internet use at work where this can save time and expense. However, it does require employees to follow set rules around its usage. It is vital for employees to comply with these rules, as any serious breach could lead to dismissal.

For further information please see our Internet and Email Use Policy. If you are unsure whether something you are proposing to do might breach this policy, then please speak to your line manager in the first instance.

Leave and time off:

Holiday leave

The Club's holiday year runs from January 1st to December 31st, and employees' holiday entitlement will be stipulated in individual contracts of employment. Anyone joining/leaving the Club mid-year will have their holiday entitlement calculated on a pro-rata basis.

All staff members are required to use their leave entitlement in the year in which it was accrued, as any unused entitlement cannot be carried over to the following year. The Organisation requires individuals to ensure they have enough holiday entitlement remaining to cover Club closure times over Christmas; should this not be the case then these days will be unpaid.

Holiday requests must be submitted at least one month in advance and must be authorised by a senior member of staff.

Time off in lieu

Depending on the needs of the business, the Club may require employees to perform a reasonable amount of work in addition to their normal hours.

Employees are entitled to receive their normal hourly rate of pay for the hours worked, however it may be possible to take time off in lieu on an hour for hour basis provided there is prior agreement that any additional hours' work should be undertaken.

Sick leave

You are required to notify the Club as soon as possible of your sickness absence and the reasons for it. You should do this personally at the earliest opportunity to Jill Coathup and by no later than 9am on the first day of absence. Failure to do so may result in disciplinary action.

Statutory Sick Pay (SSP)

SSP is administered and paid by employers on behalf of the government for up to 28 weeks. There are requirements and conditions attached to the payment of SSP, and in order to ensure that employees receive the correct entitlement it is imperative that these are adhered to.

Full details can be found in the WGC Sickness Absence Policy and Procedure.

Special leave

The Organisation may grant time off work for special leave, which includes compassionate leave, domestic leave, leave to carry out public duties, and reservist leave. Again, all requests must be made in advance and authorised by a senior member of staff. Time off for special leave may be paid/unpaid at the Club's discretion.

Family friendly leave

The Organisation may grant time off work for family friendly leave, which covers maternity, adoption, paternity and shared parental leave. Please speak to Rachel Dancy in the first instance to discuss details of entitlement and procedure.

Leaving the organisation

During any notice period the Club reserves the right to transfer you to alternative duties. The Club may also require that you do not visit any of its premises and/or communicate in any way with suppliers, members, employees, agents or representatives.

Notice periods

All notice periods will be stipulated in individual contracts of employment. Any incidents of gross misconduct may result in summary dismissal and in such cases no notice will be given.

Return of Organisation property

There is a requirement for all employees leaving the Organisation, for any reason, to return any Organisation property within their possession, i.e. laptops, documents containing Organisation information, books, records, data (on whatever media and wherever located), any keys etc. which is in your possession or under your control no later than the final day of your employment.

The Club retains the right to deduct the cost of any Club equipment or property that is not returned or is returned in a damaged condition due to your actions, from your final pay.

Restrictive covenants

Should any restrictive covenants apply they will be stated in individual contracts of employment.

Resignation

The Organisation reserves the right to request any accrued but untaken holiday be taken during any notice period. Any monies in respect of overtaken holiday entitlement will be deducted from your final pay.

The Organisation has the discretionary right to place an employee on garden leave for all/part of their notice period. The Organisation is under no obligation to provide work during this time, but employees remain bound by their contract of employment and will be entitled to receive all normal contractual benefits, including salary.

Pay in lieu of notice

The Organisation reserves the contractual right to give pay in lieu of all or any part of the above notice period by either party. This payment will be equivalent to earnings (as at the date of termination) that would otherwise have been due during the period for which the payment in lieu is made.

Retirement

Should you wish to retire from the Organisation, please contact Rachel Dancy in the first instance.

Redundancy

Should any role within the Club become no longer viable the Organisation will assess all possible alternatives, offer redeployment where possible and continue to review the possibility of alternative roles during any notice period.

References

The Organisation requires references for all new members of staff during the recruitment process. Satisfactory references must be received prior to the commencement of any employment with the Club.

Disciplinary and grievance procedures:

These are designed to ensure all employees are clear on the procedures that should be followed if they have any concerns or the procedure that will be followed if concerns are raised against them.

These procedures do not constitute part of your normal contractual terms and conditions and the Organisation reserves the right to vary or amend these procedures with reasonable notice.

Both documents can be found in the office and on the WGC website.

Disciplinary procedure

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The procedure aims to ensure that all employees are treated fairly and consistently and are given the opportunity and appropriate support to improve. The procedure also aims to ensure the safe and effective operation of the business.

Full details can be found in the WGC Disciplinary Procedure.

Grievances and appeals

The Grievance procedure aims to provide a means whereby you may seek to resolve any grievance relating to your employment. The purpose of the procedure is to provide a mechanism for these to be dealt with fairly and speedily, wherever possible, finding a fair and mutually acceptable solution.

To this end, it is vital that you familiarise yourself with the WGC Grievance Policy and Procedure.

Remuneration and benefits:

Payment of salaries

Salaries are paid by bank transfer on the last working day of each month, or the preceding Friday should this date fall on a weekend or Bank Holiday. Any changes to bank details or salary need to be submitted at least two weeks prior to pay date.

All salaries must be paid into a bank account in the name of the employee, and payslips and P60's will be sent electronically. It is your responsibility to check all payments of salary and raise any queries or incorrect overpayments as soon as reasonably practical with your line manager.

Pensions

The Club offers an automatic enrolment workplace pension scheme to all eligible employees.

For any information regarding the pension scheme set-up, contributions, opting-out etc please contact Rachel Dancy – worcsgymrachel@gmail.com

Overtime

Details regarding overtime are in individual contracts of employment. Any overtime, and payment/time off in lieu, must be agreed in advance by a senior staff member.

Tax

No liability will be accepted by the Organisation for non-payment of tax by staff. It is the responsibility of all staff members on 'Worker' agreements to submit complete and accurate records to HMRC. All 'employed' members of staff are reminded to check their payslips on a regular basis to ensure the correct tax code has been applied.

If you have any tax queries or need to update the tax office with regards to any change in circumstances or benefits that may affect your tax, you should contact HMRC direct.

Expenses

Advice should be sought prior to any personal expenses being incurred in relation to works carried out for and on behalf of the Organisation. It is not a Club policy to make reimbursements. Should advance approval be given from a senior staff member, then all expense claims should be submitted to Jill Coathup.

Anyone found to be submitting false expense claims will be subject to disciplinary action and may lead to dismissal without notice.

Sick pay

The Club recognises that from time to time employees may be unable to attend work due to illness or injury. All affected employees will be treated sympathetically, and every effort will be made to assist recovery and a return to work.

Please refer to the above clause for SSP and the WGC Sickness Absence Policy and Procedure for further information.

Maternity pay

All eligible employees will qualify for Statutory Maternity Pay (SMP). Please check www.gov.uk for up to date guidance on eligibility.

Business travel: use of personal cars

Staff members will not be required to use privately owned vehicles for carrying out their day-to-day duties, however the nature of employment may require occasional travel throughout the UK, to meet the needs of the Club.

Staff members are not to transport unrelated junior members to/from training events, courses and/or competitions. This is a legal requirement and any breach will be dealt with in line with our disciplinary procedures.

Equal opportunities at work:

Equal opportunities

The Club wholeheartedly supports the principle of equal opportunities and is fully committed to a policy of treating all applicants and employees equally regardless of gender, sexual orientation, marital or civil partnership status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, age, disability, or union membership status. Furthermore, the Organisation will ensure that no requirements or condition will be imposed without justification that could disadvantage individuals purely on any of the above grounds.

Please see the WGC Equality and Diversity Policy for further information.

Harassment and bullying

The Club fully supports the rights and opportunities of all people at work. Harassment may at times occur and this can take many forms which the Organisation does not condone in any way within the workplace.

Whilst there is no single definition of harassment or bullying, the onus is on the perception of the victim, not on whether they accord with the examples below.

‘Bullying’ can be offensive, intimidating or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, degenerate or injure the recipient.

‘Harassment’ is, in general terms, unwanted conduct affecting the dignity of others in the workplace and may be persistent or an isolated incident. The key is that actions or comments are viewed as demeaning and unacceptable to the recipient.

It is the policy of the Club to make every effort to provide a working environment free from harassment, bullying and intimidation. Such behaviour will not be tolerated and any employee failing to comply with Club policies will be subject to disciplinary action which may result in dismissal.

Please refer to the WGC Anti-Harassment and Bullying Policy for further information.

Health and safety at work:

Health and safety

The health and safety of everyone who enters our Club is paramount, and it is everyone’s responsibility to maintain and uphold our health and safety standards.

Please read the WGC Health and Safety Policy Statement in conjunction with the WGC Health and Safety Policy to ensure your understanding and compliance.

Security

It is the employee’s duty to take all reasonable measures to secure the Organisation’s property and equipment.

Safety

As part of your induction, you will be issued with a Staff Health and Safety Induction Handbook. Please familiarise yourself with the content, in particular the Safety Rules set out on page 7.

Fire procedures

In the event of a fire you are to ensure your area is clear of members, colleagues, visitors etc and congregate at the designated meeting point via the appropriate fire escape. Full details will be explained as part of your induction.

Alcohol, drug and substance abuse

The Club is dedicated to providing a healthy and safe working environment for all staff. Alcohol consumption, drug and substance abuse can affect behaviour, performance, relationships and safety both within the workplace and outside of work.

The Organisation recognises such issues are extremely sensitive and individuals may face difficulty coping with these aspects in their lives, however it is the employee’s responsibility to seek assistance for alcohol and drug related problems. The Club will offer appropriate support and guidance as well as introduce measures where necessary to maintain a safe

working environment for employees. In doing so, the Club will have regard to its legal obligations to ensure the health, safety and welfare of its employees and will not knowingly allow an employee under the influence of alcohol, drugs or any other substance to continue working.

The Organisation will class the act of being at work under the influence of alcohol, in possession of, or under the influence of, illegal or non-prescription drugs as a disciplinary matter and will be dealt with accordingly. Should the offence be deemed as an act of gross misconduct, this will result in an immediate summary dismissal.

Please refer to the WGC Disciplinary Procedure for further information.

Smoking

The Club operates a strict 'no-smoking' policy in the workplace. This includes the use of e-cigarettes and covers all outbuildings and outside areas.

Accidents and first-aid treatment

The Organisation is legally obliged to record any workplace accidents, injuries and near misses. The accident book can be found in the office, and all employees should report any incidents to their line manager in the first instance.

Details of the Club's first aiders can be found on the Noticeboard and on the website.

Personal property

All staff members are personally responsible for their own property and the Organisation will not be liable or responsible for any personal property damage or loss.

Employee records:

Personal records

It is vital that we hold correct and up to date information about all our staff members, especially contact and emergency contact details. All employees must notify the Club and BG when any of the information originally provided changes.

Data protection

The Club holds information about employees for a number of purposes connected with their employment, such as payroll operations, the administration of benefits (i.e. pension) training and performance reviews and related compliance functions. Data may be transferred to certain third parties contracted by the Organisation to carry out some of these functions. The Club will not transfer your personal data to other third parties without your consent unless it is required to do so by law.

For further information, please refer to the WGC Data Protection Policy.

Employee engagement and social:

Employee involvement

The Organisation encourages the involvement of employees in the decision-making process for the Club and its staff members. Any new topics will be communicated via online forums and staff briefings.

Suggestion scheme

The Organisation also welcomes new ideas and suggestions from all staff and members, and these can be submitted via email to Rachel Dancy in the first instance.

Facilities

The Club offers free parking for all staff and members during opening hours. Staff may attend classes on offer at the Club outside of their working hours; if the class is run by an external instructor then additional fees may be incurred.

*The proposed new facility will include a fitness gym which staff may use outside of their working hours.

**The proposed new facility also has plans for a café where staff may purchase refreshments.

Index

Introduction	1
Employment contracts:	1
Contracts	1
Conditions of service	1
Probationary periods	1
Induction	2
Training and Career development	2
Performance appraisal	2
Promotion	2
Ethics	2
Business gifts	2
Disclosure of information	2
Conflicts of interest	2
Employment of relatives/those with personal ties	3
Employee Communications	3
Speaking on behalf of the Organisation	3
Additional employment	3
Internet and email use	3
Leave and time off:	3
Holiday leave	3
Time off in lieu	4
Sick leave and Statutory Sick Pay (SSP)	4
Special leave	4
Family friendly leave	4
Leaving the organisation	4
Notice periods	4
Return of Organisation property	4
Restrictive covenants	5
Resignation	5
Pay in lieu of notice	5
Retirement	5
Redundancy	5
References	5
Disciplinary and grievance procedures:	5
Disciplinary Procedure	6
Grievance and appeals	6
Remuneration and benefits:	6
Payment of salaries	6
Pensions	6
Overtime	6
Tax	6
Expenses	7
Sick pay	7
Maternity pay	7
Business travel: use of personal cars	7
Equal opportunities at work:	7
Equal opportunities	7
Harassment and bullying	8

Health and safety at work:	8
Health and safety	8
Security	8
Safety	8
Fire procedures	8
Alcohol, drug and substance abuse	8
Smoking	9
Accidents and first-aid treatment	9
Personal property	9
Employee records:	9
Personal records	9
Data Protection	9
Employee engagement and social:	10
Employee involvement	10
Suggestion scheme	10
Facilities	10
Index:	11