

HUMAN TRAFFICKING FOUNDATION

EMPLOYEE HANDBOOK

1.3.2012

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This handbook has been produced to provide a source of guidance for employees.

The Human Trafficking Foundation (HTF) is a UK-based charity which grew out of the All Party Parliamentary Group on Human Trafficking. HTF was created to support and add value to the work of the many charities and agencies operating to combat human trafficking in the UK.

Our vision is of a UK:

- Which presents a hostile environment for human traffickers
- Where there is widespread public awareness of the evils and existence of trafficking
- Where there is a tangible and accessible support for trafficking victims
- Where traffickers are swiftly and effectively brought to justice.

1 Informing Parliamentarians

Policy makers and lead statutory agencies need a greater and more immediate understanding of the rapidly changing realities of human trafficking - as seen by the voluntary sector agencies tackling issues on the ground on a daily basis. Our purpose is to bridge the gap, inform and shape future policy and ensure existing policy is enforced.

2 Raising public awareness

Public understanding and awareness of the realities of Human Trafficking are key to our function and to our work with other voluntary agencies in the field. We are currently working with NGO's to coordinate a series of events around Anti-Slavery Day (18 October).

3 A sustained and collective voice

Most organisations focus on a specific sector (eg children) or geographical area - very local, regional or national. The realities of human trafficking may differ according to the sector or area, but the underlying issues, and the measures needed to combat them, have many similarities. We aim to provide a sustained, collective voice for all the very different organisations working in the sector.

We do not work in isolation but are constantly guided and informed by the organisations we exist to serve.

Sickness

If you cannot attend work you **MUST** contact your line manager on the first day of your absence by 10 am and explain why you are absent and the likely duration of your absence. You must keep your line manager informed of your progress and your likely return to work thereafter.

If you are absent due to ill health for more than 5 working days you must provide a medical certificate ("fit note") covering the full period of your absence.

The HTF reserves the right to request a medical report from your GP and or require you to undergo a medical.

Statutory Sick Pay ("SSP")

If you are entitled to SSP due to ill health this will be paid to you by the HTF in accordance with the rules in place from time to time.

Unauthorised Absences

If you need time off work please speak to your line manager. S/he will consider your request based on all the circumstances. You should arrange appointments (e.g. doctor and dentist) outside working hours. If this is not possible please discuss this with your line manager and agree when you will be absent from work and if you will be paid.

You are expected to attend work on time. If you are late and you do not have a reasonable explanation this will be treated as an unauthorised absence and you may be subject to disciplinary action.

Use of computer equipment including social media etc

The HTF's telephones and computers are for business use only. You should not use either the telephones or computers for your personal use. Inevitably you may need to make some personal calls but you these must be kept to a minimum.

You are expected to exercise great discretion in the content of any blog, posting and/or other message on any website or interactive sites you contribute to either in work or outside work. You should do nothing (either in your own or HTF's work time) that brings you or HTF into disrepute and could be considered as inappropriate by HTF.

Anti- Bribery Policy

The Bribery Act came into force in 2010. Please sign a copy of the Anti- Bribery Policy set out in Appendix 1 to confirm you have read and understood the policy.

Holidays

The holiday year for annual leave runs from 1 January to 31 December each year.

Full time employees (working 5 days a week) are entitled to 28 days paid annual leave each year (this entitlement includes public holidays). The entitlement for part-time employees and those working flexible hours is calculated on a pro rata basis.

If your employment commenced part way through the holiday year your holiday entitlement will accrue on a pro rata basis throughout that year.

On termination of your employment the HTF will make a deduction from your final salary payment to cover any holiday pay you have been paid in excess of your entitlement.

All holiday must be taken within the holiday year you are entitled to it. No holiday entitlement may be carried over into the following holiday year.

The HTF can require you to use up any unused holiday entitlement you may have during your notice period prior to the termination of your employment.

Family Policies

In the event you are (or believe you may be) entitled to maternity or adoption leave, leave to support a new mother or adoptive parent with a newly placed child, parental leave or other form of leave provided by statute you should talk to your line manager who will assist you in establishing your entitlement to paid and unpaid leave provided for from time to time by statute.

Equality at work

The HTF is committed to eliminating discrimination and encouraging diversity amongst our employees. Our equality policy is to provide fairness and equality for all our team and to help prevent discrimination on the grounds of race, gender, marital status, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

Bullying and Harassment

Our policy is to provide a working environment that is free from harassment, bullying or abuse. We recognise the serious consequences that these issues have for both the individual and the HTF alike.

If you feel you are the victim of bullying or harassment, you should speak to your line manager or a colleague who will discuss with you the steps that can be taken to address the problem.

- Please do not ignore the problem.
- Talk to your line manager or other appropriate manager.
- Keep a record of any incidents.

Grievances

Many of the day-to-day niggles can be resolved without resorting to a formal procedure. You should first talk to your line manager to try to resolve the problem. If this cannot be resolved the Grievance Policy at Appendix 2 is there to help you handle this in a formal way.

Disciplinary matters

A high standard of conduct is expected of you as an employee of the HTF. The HTF has a Disciplinary Policy to help us treat every employee in a fair and consistent way. This is set out in Appendix 3. The policy may be varied from time to time by HTF.

Bereavement

In the event that your parent, partner, child or other person very close to you dies the HTF will normally allow you take up to 5 days paid leave. Please discuss this with the

line manager who has the discretion to grant such paid leave. In other cases you will normally be allowed paid time off to attend the burial/ceremony.

Other Employment

If you want to take up other paid employment outside your normal HTF working hours you must obtain written permission from the HTF. This is because the Working Time Regulations 1998 place a restriction on the number of hours you may work a week. In the case of senior management you must seek written approval from the Trustees.

In addition the onus is on you to ascertain whether any conflict may arise between your work for HTF and any of your other work. You should raise the matter with the line manager if you have any doubts or need clarification.

HTF Property

If you have any HTF property such as a mobile phone, laptop, keys, documents (in any format), files, and passwords you must return all of these before you leave and you may not retain any copies in any format.

The HTF shall deduct any sum equivalent to the cost or value of any unreturned property from your final salary.

Personal Property

You are responsible for you own personal property whilst at work.

PLEASE NOTE

This handbook contains policies and procedures that that should be read in conjunction with your statement of terms of employment with the HTF. The HTF is an evolving organisation. The HTF can and will change any policy (and add policies) to accommodate the needs of the HTF as it develops. You will be given 4 weeks written notice of any substantial changes.

Appendix 1 ANTI-BRIBERY POLICY

In support of HTF's commitment to maintaining the highest possible standards of business practice we hold a 'zero-tolerance' stance towards bribery. Bribery is illegal and as such has no place in our organisation. This policy also applies to all third parties who act on behalf of HTF.

The UK Bribery Act 2010 came into force on the 1st July, 2011. The Bribery Act reforms the criminal law to provide a new, modern and comprehensive scheme of bribery offences that will enable courts and prosecutors to respond more effectively to bribery at home or abroad.

In the UK "bribery" is used to describe a dishonest payment in money or in kind and "corruption" is used to describe the type of relationship brought about by bribery.

The principal offences under the Act are:

- two general offences covering the offering, promising or giving of a bribe (active bribery) and the requesting, agreeing to receive or accepting of a bribe (passive bribery);
- a discrete offence of bribing a foreign public official in order to obtain or retain business or an advantage in the conduct of business;
- an offence which can be committed by commercial organisations which fail to prevent bribery committed on their behalf.

Our Policy

The Board of the Human Trafficking Foundation is committed to zero-tolerance in relation to any form of Bribery and Corruption.

To achieve this objective HTF will work to identify and eliminate any form of bribery through a risk assessment process and ongoing monitoring and review.

All employees are prohibited from soliciting, arranging or accepting bribes intended for the business and or employee's benefit or that of the employee's family, associates or acquaintances.

This Policy extends to all HTF's business dealings and transactions in all countries, whether on its own behalf or on behalf of any business managed or operated, wholly or in part, by any HTF partnership.

Employees are encouraged to report any suspicion of bribery, safe in the knowledge that they are able to raise concerns and report violations in confidence and without risk of reprisal.

Preventing and reporting bribery

All management staff working on behalf of HTF have a responsibility to prevent, detect and report bribery.

We expect similar standards from all service providers and other third parties who act on behalf of HTF.

Should you hold any suspicion of bribery or attempted bribery committed by or against

an employee, agent or other party acting on behalf of HTF, it must be reported immediately to the Director of the Human Trafficking Foundation.

Interpreting the policy

If there is any doubt as to whether an action might constitute bribery the matter should be referred to the Director for a decision.

Appendix 2 GRIEVANCE POLICY

You may have a grievance and when this cannot be resolved amicably it is appropriate that you can seek suitable redress. Sometimes situations are sensitive and HTF will endeavour to treat information provided by you as confidential. However, in order to investigate a grievance it may be necessary to disclose certain facts and details to third parties.

1 The Grievance

You must put in writing the details of the grievance and give your line manager a copy of this. If the problem is with your line manager then you should talk to the line manager. He/she will consider the grievance, discuss it with you and if appropriate investigate the complaint.

Your manager will normally invite you to a meeting to discuss the outcome of the investigation in an attempt to reconcile the issue. If your manager considers further investigation is appropriate this shall be carried out and you will be informed in writing of this. Your manager will then inform you of his/her decision.

2 Right of Appeal

You have the right to appeal against the decision taken by your manager. Your appeal should be made in writing within 5 days of receiving the written decision you wish to appeal against and sent to the line manager and giving your reasons for your appeal.

The appeal will be heard by an appropriate person given the size and resources of HTF. You will be invited to a further meeting to consider the appeal and a final decision will be made. You will be informed in writing of the final decision.

3 Right to be Accompanied

You are entitled to be accompanied by a work colleague at any stage of this procedure.

APPENDIX 3 DISCIPLINARY POLICY

This policy is designed to help and encourage all employees to achieve and maintain high standards of conduct. The rules apply to all employees but may be varied in some circumstances.

In the event of a disciplinary matter arising:

- You will be informed in writing what the alleged misconduct is about.
- You will be invited to a disciplinary meeting at which you will be told of the alleged misconduct and given any information relevant to the issues.

- An investigation will then normally be carried out in order to establish the circumstances surrounding the alleged misconduct. In an ideal world this investigation should be carried out by someone who will not chair the disciplinary meeting. Any relevant information that comes to light will be given to you prior to the disciplinary meeting.
- A disciplinary meeting will take place at which you have an opportunity to explain any matters and provide supporting evidence if you wish to do so.
- If any disciplinary action is taken against you following the meeting you will be told of this and it will be confirmed in writing.
- You have the right to be accompanied to the meetings by a work colleague or a representative of a recognised trade union.

Suspension

Where a serious breach of discipline is alleged you can be suspended from work on full pay, pending the outcome of an investigation and disciplinary meetings. Suspension is not a form of disciplinary action, nor does it automatically follow that a disciplinary hearing will be called as a consequence of suspension. Examples where suspension may be necessary are:

Harassment cases where the alleged harasser could meet the person who claims to have been harassed.

Where the employee may be in a position to destroy, remove or cover up evidence of the alleged offence or commit a further offence.

Where a threat of, or actual, violence is alleged to have occurred.

This list is not exhaustive.

If you are suspended you will be written to with the reason for and the effective date of the suspension and any other appropriate information.

POSSIBLE DISCIPLINARY ACTION includes

A verbal warning

A verbal warning will usually be given in the first instance of misconduct that is not serious. The Warning will normally expire after 6 months.

A first written warning

A written warning will be given if no improvement has been made within a reasonable amount of time after the verbal warning or in the first instance, if the misconduct warrants a first written warning. The warning will normally expire after 1 year.

A final written warning

A final written warning will be given if improvement has not taken place within an agreed time or if in the first instance the misconduct is serious and amounts to gross misconduct, but where there are mitigating circumstances. The warning will normally expire after 18 months.

Dismissal, with or without notice

Dismissal will almost certainly result in the event of further misconduct if a final warning is on file or gross misconduct. Dismissal may be with or without notice, or without previous warnings depending on the circumstances.

Gross misconduct

The following list gives examples of gross misconduct that may result in summary dismissal:

- A breach of confidentiality.
- Behaviour prejudicial to the HTF.
- Speaking to the media without the relevant authority.
- Theft or unauthorised removal of HTF property.
- Accepting bribes.
- Damage to property or equipment.
- Drunkenness, drug or solvent abuse.
- Any form of harassment or discrimination.
- Use of unauthorised software or inappropriate use of HTF computers.
- Fraud, misuse, falsification of documents

Any disciplinary action imposed should be appropriate to the level of seriousness of the offence, e.g.: minor infringements would warrant a verbal or first written warning. In deciding the appropriate level, consideration will be given to previous disciplinary action (including relevant expired warnings), your work record, and your level of seniority, any mitigating circumstances, and the consequences of your misconduct. Any of the levels of action could be appropriate for a first breach of discipline.

Right of Appeal

You have a right of appeal against any disciplinary action.

An appeal by you must be made in writing within 5 days of you being notified of the disciplinary action to be taken against you and sent to the manager who issues the disciplinary action. You must explain in writing the reasons for your appeal.

On receipt of an appeal HTF will invite you to attend an appeal hearing which shall be heard as soon as is reasonably possible.