



SOUTH LANARKSHIRE
Leisure & Culture

SCHEDULE OF TERMS AND CONDITIONS OF EMPLOYMENT

1. CONDITIONS OF SERVICE

Your terms and conditions of employment are in accordance with:-

- (a) Those detailed in the full Conditions of Service Handbook available from line managers or the Human Resource (HR) Department
- (b) Certain additional terms and conditions determined by South Lanarkshire Leisure and Culture SCIO as contained in employee information bulletins issued by the HR Department;
- (c) Any special conditions referred to in the covering letter.

Full details of the terms and conditions at (a) and (b) above are available for inspection in the HR Department.

2. CONTINUOUS SERVICE

- 2.1 Although for the purpose of Section 1(3) of the Employment Rights Act 1996, the Trust does not recognise service with any previous employer(s) as being continuous service with the Trust, it does recognise continuous local government service as defined in the Redundancy Payments (Local Government) (Modification) Order 1983 and subsequent Amendment Orders for the purpose of calculating entitlement to redundancy payments, annual leave, sick pay and maternity leave.
- 2.2 The Trust recognises continuous service for conditions of service purposes between the Trust and other Public Sector Partner Organisations for calculating entitlement to annual leave, occupational sick pay, occupational maternity pay and other entitlements. A list of the agreed Public Sector Partner Organisations is maintained by HR.

3. PUBLIC HOLIDAYS

- 3.1 In addition to annual leave, employees are granted 10 fixed public holidays per annum, with 2 floating days which will be added to annual leave entitlement (see paragraph 3.4 below). Employees working in schools and term time establishments have public holidays set in accordance with the arrangements in the establishment. Employees engaged on night/shift working, the public holiday shall be defined as that complete shift which commences on the eve of the public holiday and ends on the day of the public holiday.
- 3.2 Apart from the two public holidays at Christmas and two public holidays at new year, the other fixed dates can be altered to floating days by local agreement where the needs of the service justify this. Arrangements for Public Holidays can be reviewed and agreed on a service need basis. You will be notified of the arrangements within your service for public holidays.

- 3.3 Employees working on a public holiday, which is not part of their recognised work pattern, will receive in addition to their pay for the day, plain time and a day in lieu or double time in complete recompense.
- 3.4 Public Holiday entitlement is proportionate to the number of days worked per week as follows:-

No of Days worked per week	Pro rata Public Holiday entitlement
1	2
2	4
3	6
4	8
5	10

Details of the dates of the 10 fixed public holidays will be issued each year to Resources by Human Resources Department and these dates will be prominently displayed on notice boards within the Trust.

The following public holidays are recognised:-

First 2 days of the New Year
 Good Friday
 Easter Monday
 First Monday in May
 Last Monday in May
 Third Monday in July (i.e. for employees in Lanark this will be taken as Lanimer day)
 Last Monday in September
 Christmas Day or next working day
 Boxing day or next working day

4. ANNUAL LEAVE

- 4.1 The annual leave year is 1 January to 31 December. All leave must be taken within the period 1 January of the year to which it relates and 31 January of the following year. Any leave not taken by 31 January will be forfeited.

Annual leave entitlement is based on completed years of continuous local government service at the commencement of the leave year as follows:-

		<u>Floating</u> <u>Days</u>	<u>Total</u>
Less than 1 year's service by 1 January	- 21 days	+ 2	23
1 year's service by 1 January	- 22 days	+ 2	24
2 years' service by 1 January	- 23 days	+ 2	25
3 years' service by 1 January	- 24 days	+ 2	26
4 years' service by 1 January	- 25 days	+ 2	27
5 years' service by 1 January	- 26 days	+ 2	28
6 years' service by 1 January	- 27 days	+ 2	29
7 years' service by 1 January	- 28 days	+ 2	30
8 years' service by 1 January	- 29 days	+ 2	31
9 years' service by 1 January	- 30 days	+ 2	32
10 years' service by 1 January	- 31 days	+ 2	33

For continuous service of less than 1 year, or broken service, the entitlement will be calculated, inclusive of the 2 floating days, on a pro-rata basis as follows:-

FULL ANNUAL ENTITLEMENT (plus 2 floating days)

Entitlement (Days)	**21 days	**22 days	21 days	22 days	23 days	24 days	25 days	26 days	27 days	28 days	29 days	30 days	31 days
Floating Days			+	+	+	+	+	+	+	+	+	+	+
			2	2	2	2	2	2	2	2	2	2	2
Total Entitlement	21	22	23	24	25	26	27	28	29	30	31	32	33
Completed * Months of Continuous service in current leave year													
1	2	2	2	2	2	2	2.5	2.5	2.5	2.5	2.5	3	3
2	3.5	4	4	4	4	4.5	4.5	4.5	5	5	5	5.5	5.5
3	5	5.5	5.5	6	6	6.5	7	7	7.5	7.5	8	8	8.5
4	7	7.5	8	8	8.5	9	9	9.5	10	10	10.5	11	11
5	9	9	9.5	10	10.5	11	11.5	11.5	12	12.5	13	13.5	14
6	10.5	11	11.5	12	12.5	13	13.5	14	14.5	15	15.5	16	16.5
7	12	13	13.5	14	14.5	15	15.5	16.5	17	17.5	18	18.5	19.5
8	14	14.5	15	16	16.5	17	18	18.5	19	20	20.5	21	22
9	16	16.5	17.5	18	19	19.5	20	21	21.5	22.5	23	24	25
10	17.5	18.5	19	20	21	21.5	22.5	23.5	24	25	26	26.5	27.5
11	19	20	21	22	23	24	24.5	25.5	26.5	27.5	28.5	29	30.5

* A "complete month" means the period between a date in one month and the immediately preceding date in the following month (e.g. 15 February to 14 March inclusive).

** For any term time establishments where there is a requirement to take public holidays set in accordance with the arrangements in the establishment and there are therefore no floating days.

As annual leave, including floating days, is calculated in terms of days worked, employees will be entitled to the leave with pay in proportion to the number of days worked per week.

e.g. Employees with more than 3 but less than 4 years' continuous service who work:-

4/5ths of 25 = 20 (5 working weeks)

3/5ths of 25 = 15 (5 working weeks)

5/10ths (job share pattern) of 25 = 12.5 (5 working weeks)

- 4.2 An employee who leaves the service of the Trust, for reasons other than dismissal for misconduct, will be granted, prior to leaving, any proportion of annual leave due, as per the above tables. If however, at the request of the Trust or through unavoidable circumstances such leave cannot be granted, the employee will be paid an allowance in lieu. The Trust has the discretion to limit the annual leave for employee's dismissed on the grounds of misconduct, to the period of actual service given, in line with the statutory minimum (currently 20 days).

5. SICKNESS ALLOWANCES

- 5.1 On satisfying the Trust's medical requirements, employees are entitled to sickness allowance dependent on length of continuous service as detailed in paragraph 2 is as follows:-

<u>Continuous Service at Date Absence Begins</u>	<u>Full Allowance</u>	<u>Half Allowance</u>
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

- 5.2 In order to qualify for payment of sickness allowances, an employee must notify his/her supervisor of any absence, on the 1st, 4th and 7th day of absence including the reason and likely length, as soon as possible and not later than 1 hour after the normal commencement of work. An employee who works shifts, or variable work patterns, must notify his/her absence immediately and not wait until the next day that he/she is required to work.

Full details of the Sickness Allowances Scheme are available as outlined in paragraph 1 of this Schedule.

5.3 MAXIMISING ATTENDANCE

The Maximising Attendance policy requires the Trust, managers and employees to take a proactive approach to attendance at work. The objective of the Maximising Attendance policy is to deliver quality cost effective services by maximising and motivating employee attendance. By doing so this will have a benefit to the Trust, its employees and its customers.

Full details of the policy are available from the HR Department.

6. HOURS OF DUTY

- 6.1 The Trust operates a variety of working arrangements to meet the needs of the service and may include part-time, term-time, job share, flexible working, seasonal hours, annualised hours and full time as detailed in Section 3 of the Conditions of Service which is available from your manager or HR. These are referred to as variable working arrangements and will be determined in accordance with service needs.
- 6.2 The notional working week is based on service needs in consultation with the trade unions.

- 6.3 Working hours are constructed to reflect the needs of the service subject to a maximum of 43 hours per week over an average set period. These hours are evaluated and paid at the appropriate hourly rate. This supports the position that there is no distinction between full time and part time employees. Employees are simply contracted for a number of hours to provide a particular service.
- 6.4 Payment for overtime is paid at time and a half for authorised additional working beyond 37 hours. In circumstances where the agreed notional working week is between 37 and 43 hours, enhanced rates only take effect once the hours worked have been exceeded.
- 6.5 Any hours worked in addition to the agreed notional working week must be authorised and approved before the additional hours can be undertaken. For any authorised hours worked, the appropriate hourly rate will apply.
- 6.6 The overtime ceiling is spinal column point 74. The base of calculation of the overtime rate of an employee on a higher salary point shall be the actual hourly rate, subject to a maximum of spinal column point 74.
- 6.7 Use of flexible working practices have been expanded and Line Managers can agree situations with groups of employees where time off in lieu at plain time is appropriate.
7. UNSOCIAL HOURS
- 7.1 Competence Initiative grading arrangements account for any unsocial hours worked and this is reflected in the grade.
8. MEDICAL EXAMINATIONS
- 8.1 The Trust reserves the right to require any employee to undergo a full medical examination, and/or x-ray examination, either pre-entry or during service, where it is considered appropriate.
9. WORK LOCATION
- 9.1 Your work location will be as intimated to you in your Offer of Appointment. However, you may be required to transfer from that place of work to such other place of work in the Trust's service as may be considered reasonable after consultation with you and, if necessary, your Trade Union.
10. NOTICE REQUIREMENTS
- 10.1 Subject to the provisions of the Scheme referred to in Paragraph 1 of this Schedule, your employment may be terminated by the following notice periods in writing, unless otherwise intimated in your original offer of appointment.
- 10.2 If you are employed on a temporary basis, your temporary appointment may be terminated by a minimum of 1 weeks notice on either side unless otherwise stated in your offer of appointment.

Minimum notice for permanent employees on either side will be as follows:-

Grade 1 to Grade 3	4 Weeks
Grade 4 to Grade 5	8 Weeks
Grade 6	12 weeks

11. CALCULATION OF EARNINGS

11.1 Annual Earnings

To calculate annual earnings the following formula is applied:- Please note that for the purposes of the calculation, we use 52.14 weeks in the year e.g. $365 \div 7$ and spinal column points as at April 2007.

Hourly rate x average weekly hours x 52.14 = annual earnings

For an employee on spinal column point 57 working a 35 hour week:-

$\pounds 13.38 \times 35 \times 52.14 = \pounds 24,417$ annual earnings

11.2 Calculation of a day's pay

Payment is based on the spinal column point of hourly rates. Calculation of a day's pay will be on the basis of the daily contracted hours worked.

To allow the calculation of day's pay the following formula would be applied:-

Hourly rate x daily contracted hours = daily earnings.

For example, an employee on spinal column point 57 working a 35 hour week over five days:-

$\pounds 13.38 \times 7 \text{ *(average hours worked per day)} = \pounds 93.66$ daily earnings.

****average daily hours = average hours per week divided by days worked per week e.g. $35 \div 5 = 7$ hours***

For an employee on spinal column point 57 working a job share pattern e.g. 35 hours per fortnight over 5 days, the following formula would be applied:-

$\pounds 13.38 \times 7 \text{ ** (average hours worked per day)} = \pounds 93.66$ daily earnings

*****average weekly hours worked = 35 hours \div 2 (weeks) = 17.5 hours***

average days worked = 5 days \div 2 (weeks) = 2.5 days

$17.5 \div 2.5 = 7$ hours worked per day

Please note that for variable working patterns, the same principles as annual leave will apply.

12. PAY FREQUENCY

12.1 You will be paid every four weeks by credit transfer.

13. PAY ADJUSTMENTS

13.1 Notification of future pay changes will be contained in your pay slip.

13.2 In the unlikely event of any overpayments being made to you due to any error, these will be recovered directly from your pay after consultation with you, and if necessary, your Trade Union. Similarly, repayment of any underpayments will be made directly into your pay. It is essential to notify your supervisor immediately if you suspect any error in payment whether this is an under or overpayment.

14. PERSONAL PRESERVATION

- 14.1 Any conditions of service currently enjoyed on a "personal preservation" basis will lapse should you be promoted or regraded to a post at a salary level higher than the original post.

15. LOCAL GOVERNMENT PENSION SCHEME

- 15.1 On commencing employment, employees with contracts of 3 months or more and who are aged 16 or over will be contractually enrolled into the Local Government Pension Scheme (LGPS) and can remain a member of the scheme until age 75 (known as contractual enrolment).

Employees, age 16 or over and who have a contract for less than 3 months will not be contractually enrolled into the Local Government Pension Scheme, however have the right to opt to join the pension scheme from the start of their contract. If the contract is subsequently extended so that the total period is for 3 months or more, employees will be automatically entered into the scheme upon the extension of their contract and will have the right to backdate their membership to the first day of employment by paying the relevant contributions.

- 15.2 Employee pension contribution rates are based on pensionable pay as at 31 March each year and are reviewed annually by the Scottish Public Pensions Authority in line with the cost of living. The Trust will pay employer contributions to the scheme, and these are determined at the 3 yearly valuation of the Pension Fund by the Fund's appointed actuary.
- 15.3 Employees who do not wish to be members of the scheme (or decide at some later date that they do not wish to be a member), can obtain an opting out form from www.spfo.org.uk or by calling 0845 213 0202. The opting out form cannot be signed or dated until, at the earliest, the first day of employment/ scheme membership.

Completed opt out forms should be sent to the Human Resources Team as soon as possible. For opt out forms received within 3 months, employees will be treated for all purposes as not having been an active member of the LGPS and refunds of contributions will be made by the Trust in the next available pay. (All refunds will take into account the tax and national insurance deductions required to secure the employee's rights in back into the state pension arrangements for the period of their LGPS membership.) Opt out forms received after 3 months and up to a maximum of 2 years will be processed by the Trust and refunds made via Strathclyde Pension Fund Office in line with pension scheme regulations. On opting out of pension scheme membership thereafter, employees will be entitled to deferred benefits in line with the regulations of the LGPS.

- 15.4 Employees who have chosen to opt out of pension membership have the right to rejoin the scheme from the beginning of the next available pay period after their request to opt in has been received. Opting into the LGPS is achieved by contacting the Human Resources Team in writing by sending a letter, which has to be signed by the employee. Or, if sent electronically, contains the phrase "I confirm I personally submitted this notice to join the Local Government Pension Scheme". Further information on the scheme, including the relevant forms to complete, will be sent to the employee and they will be enrolled into the LGPS in line with the pay cycle.
- 15.5 Employees opting out of contractual pension scheme membership; who subsequently meet the eligible jobholder criteria as detailed in the Pensions Act 2011, due to a change in circumstances; will be automatically re-enrolled into the LGPS in accordance with the requirements of the Pensions Act 2011 and in line with

the pay cycle. Employees will receive communication in this regard at the time and will retain the right to opt out of the scheme (see section 15.3)

- 15.6 All employees who have opted out of pension scheme membership, and who meet the eligible jobholder criteria, will be automatically enrolled into the LGPS again, in line with the Trust's 3 yearly re-enrolment cycle. Employees will receive communication in this regard at the time and will retain the right to opt out of the scheme (see section 15.3)
- 15.7 Employees who hold a Fixed Protection certificate from HMRC or an Enhanced Protection certificate as a general rule, will lose that Protection if they do not opt out within 3 months of being enrolled into the LGPS. Further information on benefit accrual can be obtained from:
<http://www.hmrc.gov.uk/manuals/rpsmanual/RPSM11101530.htm#IDAY1VKC>
- 15.8 The Local Government Pension Scheme is provided by Strathclyde Pension Fund Office. The LGPS is a registered public service scheme under Chapter 2 of Part 4 of the Finance Act 2004 and is a qualifying pension scheme, which means it meets or exceeds the government's standards. The scheme complies with the relevant provisions of the Pension Schemes Act 1993, the Pensions Act 1995, the Pensions Act 2004, the Pensions Act 2008 and is contracted-out of the State Second Pension (S2P) scheme. Whilst you are a member of the LGPS you will be contracted-out of the State Second Pension (S2P) scheme.

The Trust must continue to maintain employees' membership of the LGPS (unless they personally choose to opt out of the scheme or cease to be eligible for membership). The Trust must ensure the scheme continues to meet certain government standards. Therefore if the Trust were to cease to offering membership of the LGPS to employees or if the scheme were changed in such a way that it no longer meets the government standards, the Trust would be required to immediately enrol employees (under age 75 and earning more than the lower level of qualifying earnings) into another scheme that meets those government standards.

- 15.9 Further information on the Local Government Pension Scheme can be obtained from Strathclyde Pension Fund Office website at: www.spfo.org.uk. Questions about the scheme, should be directed to Strathclyde Pension Fund Office on 0845 213 0202 or by email at spfo@glasgow.gov.uk.

General information about pensions and saving for retirement can be obtained from:
www.direct.gov.uk/workplacepensions or
<http://www.direct.gov.uk/en/Pensionsandretirementplanning/index.htm>

16. RETIREMENT AGE

- 16.1 South Lanarkshire Leisure & Culture has no retirement age. Employees are therefore free to choose the age at which they wish to retire, agreeing a date which reflects their own personal circumstances and choices in line with statutory notice periods (for more details see section 11.2 above).
- 16.2 Employees may retire under the terms of the Local Government Pension scheme regulations on the grounds of age, retirement on option, early retirement or ill-health retirement. In all cases, a minimum of 3 months notice is required by Strathclyde Pension Fund Office to ensure administrative arrangements are in place. Full details are available from the Human Resources Team and contact details for Strathclyde Pension Fund are detailed at section 16.2 above.

17. GRIEVANCE PROCEDURES

- 17.1 If you have any grievances regarding your employment at any time, you should bring your grievance to the attention of your supervisor. Subsequent steps are explained in the Grievance Procedures, a copy of which is available as outlined in paragraph 1 of this Schedule.

18. DISCIPLINARY PROCEDURES

- 18.1 The Disciplinary Procedures applicable to your employment, including rights of appeal, are available as outlined in paragraph 1 of this Schedule.

19. EQUAL OPPORTUNITIES

- 19.1 The Trust is an Equal Opportunities employer and our Equal Opportunities policy aims to tackle all forms of discrimination and remove any barriers that affect the way disadvantaged groups and individuals get access to opportunities. We want to ensure that all parts of Trust Policy, from the way we deliver services to the way we employ people, meet legal requirements and best practice standards.
- 19.2 We are committed to tackling all forms of unfair discrimination, including age, disability, gender, race, sexual orientation and religious or belief. We will regularly monitor and report on the effectiveness of our policy and review services to ensure that we meet our objectives.

Full details of the policy are available in the HR Department.

20. DUTIES OF POST

- 20.1 The duties applicable to your post will be prescribed by your Line Manager or other nominated person who will also exercise supervision over your services.
- 20.2 The Trust operates a Competence Initiative scheme, which links performance monitoring, personal development and grading of your post.
- 20.3 If the circumstances so require, you may be employed on other duties, appropriate to your grade, in your own or another Resource, after consultation with you and, if necessary, your Trade Union.

21. COLLECTIVE BARGAINING

- 21.1 The Trust, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement. For practical purposes this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employees' organisations should be fully representative. The Trust is, in association with other Local Authorities, represented on Scottish negotiating bodies dealing with Local Authorities' Services. It is equally sensible for you too, to be in membership of a trade union representing you on the appropriate negotiating body and you are encouraged so to do.

Details of the Trade Unions on the appropriate negotiating body are available for reference and application should be made to the Personnel Department for particulars.

22. CHANGES TO TERMS AND CONDITIONS

- 22.1 Future changes in the terms and conditions of employment given in the Scheme and other documents referred to in paragraph 1 of this Schedule will be recorded in these documents within one month of the date they occur. Your terms and conditions will be deemed to have changed accordingly.
- 22.2 Notification of such changes will be either in writing directly to you, through your payslip, the Trust's intranet or by such other method as deemed appropriate.

Any queries on your terms and conditions of employment should be raised with your supervisor in the first instance.

23. TRAVEL AND SUBSISTENCE

- 23.1 Travelling and subsistence expenses incurred while on official duty are reimbursed in accordance with the Trust's Travelling Expenses and Subsistence Allowances Scheme.

Full details are available from your manager or HR.

24. NO SMOKING IN THE WORKPLACE

- 24.1 The Trust, in recognition of the health risks associated with smoking, not only for smokers but also for passive smokers, operates a no smoking policy. It is the policy of the Trust that all workplaces, vehicles, Trust premises and areas within curtilage of premises are smoke-free.

Full details of the policy are available from the HR or you manager .

25. CHANGE OF HOME ADDRESS/TELEPHONE NUMBER

- 25.1 Any alteration to your home address and/or telephone number must be notified to the HR Department or changed personally for staff with access to personal records via the computer system, "people connect".

26. NATIONAL FRAUD INITIATIVE

- 26.1 Any employee who claims benefits e.g. Housing or Council Tax benefits and discounts, from any Council to which they are not entitled, are likely to be liable to action under SLLC's disciplinary proceedings and this may lead to dismissal.
- 26.2 Information concerning an employee's private affairs will not be supplied to any person out with the service of the Trust unless his/her consent has been obtained first. However, this does not apply where there is a statutory duty on the Trust to provide the information, or if the Trust is required to do so by a Court Order or warrant, or as required by Audit Scotland as part of ongoing work on the National Fraud Initiative.

27. FLEXIBLE WORKING POLICIES

- 27.1 As part of the Single Status agreement, a variety of flexible working arrangements has been agreed and is outlined in Section 3 of the Conditions of Service which is available from your manager. The Trust recognise the difficulties that many employees have in balancing work requirements with personal, including family,

commitments. As a result, the Trust has introduced a range of policies that assist and offer choices to employees when faced with balancing "work-life" issues.

27.2 A list of these policies is detailed below although further information can be obtained from HR.

- Maternity Leave Policy
- Maternity Support Leave
- Adoption Leave
- Job Sharing Scheme
- Career Break Scheme
- Home-working
- Special Leave Scheme
- Holiday Playclub
- Scheme of Enhanced Leave
- Peak Time Working
- Term Time Working

28. HEALTH AND SAFETY

28.1 The Trust recognises its responsibility to guarantee, as far as is reasonably possible, the health, safety and welfare of all its employees. In order to achieve the aims of the policy on Health and Safety we will set targets and performance standards, undertake risk assessments, assess training needs, provide training and ensure that the necessary resources are available for health and safety. In addition we will regularly monitor and report on health and safety issues to ensure that we meet our targets and standards.

Under the remit of Health & Safety we have introduced a range of additional policies to ensure the health, safety & welfare of our employees.

A summary of these policies is detailed below, however, full details, along with the Health & Safety Policy, are available from your manager or the Health & Safety manager.

28.2 DEALING WITH STRESS

This policy incorporates the guidance provided by the Health & Safety Executive. Stress can be defined as "the reaction people have to excessive pressure or other types of demands placed on them". This definition highlights the difference between the positive effect of challenging situations, which motivate and help people to derive a sense of satisfaction and achievement, to that where the demands placed on them result in their perception that they are unable to cope. This policy is therefore intended to demonstrate the pro-active approach that the Trust will adopt in tackling stress.

28.3 DIGNITY AT WORK

A core value of this Trust is to provide a working environment, which fosters openness, trust and teamwork. Everyone involved in the workplace, whether employee, supervisor, manager or trade union representative must be alert to any instances of bullying, harassment, discrimination, victimisation, or similar behaviour and their own responsibilities for preventing such behaviour. The objective of this policy is to demonstrate that we will take a pro-active approach and aim to ensure that instances of unacceptable behaviour do not occur.

28.4 PERSONAL SAFETY

The provision of a safe and healthy working environment is a core Trust objective. However, from time to time the personal safety of our employees can be threatened, either in their workplace or in the process of delivering a service. The objective of this policy is to ensure that everyone must be alert to the possibility of a threatening situation occurring, how to minimise the risk and if necessary manage the situation.

29. CODE OF CONDUCT

- 29.1 The Trust has adopted a Code of Conduct which sets out the minimum standards expected of all employees. It is a condition of employment that you comply with the Code, however should you have any difficulties in meeting the standards of the Code, you should approach your manager, a member of your personnel section or Trade Union Official for advice and assistance. All employees will be issued with a copy of the Code of Conduct with their appointment letter.
- 29.2 The Trust has also adopted other codes of practice for specific activities which are issued to employees as appropriate and expected to comply with e.g. **Drivers Handbook, Desktop Code of Practice, Policy for Mobile Communications Devices, IT Acceptable Use Policy**. There are also national codes of conduct for certain occupations which employees are expected to comply with.

The above summary of your terms and conditions of service is prepared for guidance only and should not be interpreted to supersede the Trust's full terms and conditions as referred to in paragraph 1 of this Schedule.