

HOW WE DO THINGS AT BRATHAY

Dress Code: Basic guidance is 'smart casual', and to use your common sense: appropriate dress for meeting clients will vary.

Staff provided with uniforms must wear these when on duty.

Parking:

Brathay Hall: staff parking is available in the walled garden and under the trees at the top of the drive.

Wigan and Bradford: there is on-street parking near the offices

Low Bank Ground and Hinning House: on-site parking.

Tea and Coffee Facilities: Tea, coffee (Fair Trade wherever possible) and milk etc. are provided free of charge.

Meals: You may like to bring your own packed lunch with you.

Brathay Hall: staff meals are available at cost price.

Wigan and Bradford: there is a range of local shops.

A hot meal or packed lunch is provided for staff working with residential client groups.

Some staff have meals provided as part of their employment package.

Smoking: is not permitted in any building on any Brathay site.

Personal Mobile Phones: These should be kept on silent mode during working hours and used with discretion so as not to disturb colleagues.

Personal photocopying/printing: Staff may use Brathay facilities, but should pay the going rate.

Environment: Brathay is committed to working towards good environmental practice in all aspects of its operation. We all help to reduce our impact on the environment. Wherever possible, we recycle (plastics, paper, cans etc.) and use public transport when travelling on business.

Ethical working: Brathay is committed to the highest ethical standards in all our relationships, including those with young people. All employees are required to act responsibly, decently and with due regard for the dignity and rights of others in both business and personal dealings.

Equal Opportunities and Diversity

The Trust is committed to the policy of equal treatment of all people connected to Brathay and requires all staff to adhere to this general principle.

PAY AND BENEFITS

Our pay and benefits are benchmarked to the Charity and Fundraising sector. We aim to be a good employer, with a range of family-friendly policies.

Salaries

Where affordable, salaries are reviewed in April each year.

Pensions

Details will be given during your induction programme, and you will be auto-enrolled after 3 months' service. Our Independent Financial Advisor visits Brathay Hall regularly to meet with staff and discuss their pension arrangements.

Flexible Pay

Details are provided each year in time to be agreed by the April payroll run. Flexible benefits such as additional holiday, pension, childcare vouchers, cycle to work scheme may be offered on a salary sacrifice basis.

Sickness

After 12 months' service, you may be eligible for up to 8 weeks full pay and 44 weeks half pay in any rolling 12 month period. Payment for absence during your probationary period is entirely at your manager's discretion. Return to work meetings are held after each absence and all sickness absence is monitored using the Bradford Factor system. Where absence levels become unacceptable, we will discuss the situation with you and take appropriate action.

Holidays

Holidays must be agreed in advance with your line manager, who will enter them on the holiday planner. In order to ensure that business needs are covered, special permission is required where more than 2 weeks at any one time is requested. Carrying over holiday from one holiday year to the next is not usually allowed.

Maternity/Paternity/Adoption

Brathay follows statutory guidelines for both pay and leave.

Flexible Working

Brathay follows statutory guidelines.

Personal Development

Brathay has a performance management system comprising regular one to one meetings, and formal appraisals twice a year. These are supported by Personal Development Plans, training requests being prioritised according to business need and affordability.