



Practical, Prompt, Professional HR Solutions

CONTENTS - POLICIES

		Last updated	Pages
2	Recruitment and Selection	August 2009	2
4	Sickness Absence	August 2009	4
	Holidays	August 2009	3
	Special Leave	August 2009	2
	Maternity	August 2009	7
	Paternity	August 2009	4
	Adoption	August 2009	5
	Parental Leave	August 2009	5
	Emergency Time Off	August 2009	3
	Flexible Working	August 2009	4
5	Performance Appraisals	August 2009	3
6	Capability	August 2009	4
	Grievance	August 2009	3
	Discipline	August 2009	4
7	Employee Leavers	August 2009	3
	Retirement	August 2009	4
	Redundancy	August 2009	3
8	AIDS/HIV	August 2009	4
	Data Protection	August 2009	5
	Disability	August 2009	5
	Drugs & Alcohol	August 2009	4
	Equal Opportunities	August 2009	5
	Harassment, Bullying and Victimisation	August 2009	7
	Mobile Communication Devices	August 2009	3
	Relationships at Work	August 2009	4
	Smoking	August 2009	3
	Stress	August 2009	3
	Swine & Other Influenza	August 2009	5
	Telephone, Email and Internet Use	August 2009	10
	Training	August 2009	4
	Whistle blowing	August 2009	3
	Working at Home	August 2009	7
	Working Time Regulations	August 2009	4