

Model Rules of Home-Start

Home-Start North West Kent (Home-Start) Charity Number: 1148298

Home-Start expects all employees to comply with the scheme's rules at all times. All members of staff should be aware of the rules and agree to abide by them. If these rules are disregarded or the employee behaves wrongly in some other way, then Home-Start may discipline employees. Disciplinary action consists of written warning, final written warning, and dismissal or in the case of gross misconduct, summary dismissal. It is not possible to include all the rules and further clarification should always be sought if necessary.

The following are important rules of Home-Start which apply to all employees:

- Employees must have proper regard of the terms of their employment
- Employees must adhere to the policies and procedures of Home-Start and carry out their duties in a manner consistent with the Home-Start ethos
- There should be proper and authorised use of Home-Start's equipment, time and property
- Employees must strictly comply with obligations of confidentiality
- Employees should satisfactorily perform the instructions given for carrying out the duties of their employment
- Employees should satisfy any reasonable request appertaining to their duties by an authorised manager
- All absence from work, except for reasons of sickness or for emergencies, should be authorised
- All health and safety rules should be adhered to at all times
- Employee's conduct, whilst at work, should be of an acceptable moral standard
- The drinking of alcohol without management permission or the taking of illegal drugs on the premises is not permitted
- Intimidating, bullying and/ or violent behaviour or language towards another employee or a volunteer is not permitted
- Harassment of individuals, whether sexual, racial or otherwise, is not permitted
- Behaviour or actions that would in any way jeopardise the safety or well-being of other employees, volunteers or families is not permitted
- Gambling on Home-Start's premises is not permitted
- Smoking in the scheme's premises is not permitted
- Making of long or numerous private telephone calls is not permitted
- Unauthorised personal use of the internet or e-mail facility is not permitted.
- Employees must not use behaviour, language or non-verbal communication that is discriminatory
- Employees are not allowed to take other paid employment without the written permission of the Chair of the Board of Trustees which will not be unreasonably refused
- Removal of Home-Start property from the premises without permission is not permitted
- Any conduct that jeopardises the reputation/function of the scheme is not allowed
- The acceptance of gifts without authorisation is not permitted.

Where authorisation is required, this refers to the person's line manager and in his/her absence, his/her line manager.

Signature of Chair:  Name: PATRICIA JURELYTT

Date Rules of Home-Start adopted: 24.5.2017

Date to be reviewed 24.5.2020