



# EMPLOYEE HANDBOOK





## Welcome to NMITE from the CEO

*You are now a member of a new and exciting adventure dedicated to academic excellence, through unique methods of learning, inquiry, self-development and practical application.*

*Although we are now an established and growing institution, we kept the word “new” in our title as a constant challenge to us. To innovate, to strive for improvement and to work together to solve the problems we encounter.*

*You are joining a team of academic and professional services staff, who work together to deliver a ground-breaking higher education experience for our students, and to benefit the community and region we are a part of. Our culture is open and honest, and we value and respect every colleague, whoever they are. Your personal growth and development is as important to us as that of our students.*

*We welcome you as a new colleague, teammate and friend.*



*James Newby*

**President & CEO**

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## 1. Welcome

We are pleased to provide you with this Employee Handbook, which outlines our policies, procedures and processes.



Please feel free to discuss and bring any questions you may have regarding this handbook, or any of the policies or processes to your manager or to HR. This handbook is for your reference; however, you will find the most updated version in the HR Department. If you are looking at a printed copy in the future, please be aware that it may be out of date as any changes to the handbook will be updated electronically.

## **NMITE – Re-imagining the faces of engineering**

NMITE is a new kind of higher education institution and a new way of learning, focused on human-centred engineering. Our approach ranges across disciplines; integrates deeply with creativity of design and expression; and is imbued with an understanding of the commercial, entrepreneurial and societal contexts required to conceive and achieve the best engineering solutions.

NMITE will use its unique freedom and agility as a completely new institution to search out and draw on the best of ideas, wherever they might be found; to transform the understanding of what an engineering education can be and how it can most engagingly and effectively be delivered; to seek out the free spirits and open minds who can successfully participate in and benefit from it, and whose diversity fully reflects the society which they will serve.

NMITE is created for and with Engineers, at all points in their evolution as professionals, who seek to be liberated to think innovatively and have the confidence to try different ways of doing; who will be experienced at working in teams, inhabiting and respecting different perspectives; for whom engagement with business and society is a wholly integrated part of their learning and practice; and who approach problems with a different mindset. They may participate in NMITE through its accelerated interdisciplinary degree programme, as degree apprentices, or for continuing professional development – variable yet integrated pathways embodying NMITE’s commitment to engineering for life.

NMITE is created to meet the needs of Employers, small and large and in a range of industries and professions, for whom NMITE is addressing a vital and shared concern about the future of engineering; and created with employers who through their input into our programmes, contribution to learning, provision of projects, provision of placements and participation in our governance, seek to support and sustain a new approach to learning engineering.

NMITE is created with Employees, academic and non-academic, passionate about learning and development – their own and others – and who thus are committed to enabling world-class learning; who harness and deliver the best “learning by doing” practices empowered by a radically new curriculum and learning and operating environment; and who evaluate learners by who they are, what they have achieved and



what they can accomplish. NMITE will freely share any pedagogical insights from the design and implementation of its learning and operational model with any who wish to build on these to advance the cause and practice of higher education.

NMITE will eclipse the traditional models of learning and operation by engaging with its Engineers in a life- long partnership of shared learning and experience, to absorb the lessons and challenges of NMITE’s development, and those of our changing world, as a means of continuously developing and future-proofing NMITE, to sustain its ability to deliver grounded life-long learning, and to endure as an ever-evolving work- in-progress.

This Founding Declaration therefore here sets out our shared principles, values and behaviours, which NMITE and its Engineers, Employees and participating Employers will commit to observe and expect of each other; and which will ensure, through our governance, that they have a real voice in NMITE’s design, operation and future development.

## **2. Shared Principles, Values and Behaviours**

- To act at all times towards others with transparency, respect and humility and to adhere to the highest standards of institutional governance and financial management.
- To place the well-being and security of its learners and employees, and their data, at the heart of the design of its environment and operations.
- To develop and maintain a learning and living environment where challenging opinions can be expressed and heard; where every voice, from whatever perspective, is invited and free to speak and live without fear; where each voice is considered to be equally important; and where any voice can speak or disagree openly with confidence that others will listen patiently and respectfully.
- To commit and engage fully as an active citizen of the NMITE community; motivated by concern for others; focused on selfless contribution; and communicating and behaving ethically, honestly and truthfully at all times and in all circumstances.
- To take personal responsibility for making an individual contribution to NMITE and its community, and to play an energetic and fully contributing part in teams working to develop and sustain NMITE.
- To support the evolution and delivery of a programme of engineering learning, that is truly interdisciplinary within the profession and truly liberal in the integration of other disciplines, knowledge and skills; which is accessible to learners with different learning styles and at different points in their learning; and which inspires a profound and deep understanding of engineering and the real world contexts in



which engineering is done.

- In so doing, listen carefully and reflectively so as to ensure that NMITE's learning programme and working environment incorporate the input of and deliver meaningfully to all of NMITE's Engineers and Employees.
- To embrace change and renewal in the continuous evolution of NMITE, creating and supporting an active and mutually rewarding relationship of lifelong learning; to constantly seek and learn from global best practices; and to set a standard for and commitment to sharing new and better approaches to learning.
- To develop, evolve and deliver life- and career-changing engineering learning, in a learn-by-doing safe-to-fail environment; encouraging and supporting engineers who will be known by their qualities as NMITE Engineers: resilient, curious, creative, innovative, empowered, team-focused, entrepreneurial, thoughtful, proud, and highly capable.
- To commit to working and engaging openly with and within Hereford, Herefordshire and communities beyond, to help build and support an economic, social and educational ecosystem; to think and engage as a collaborative partner, understanding the implications for and respecting input from the community; and seeking to deliver for the collective good.

### **Delivering a step change**

By living its vision, principles and values, and only by living these, NMITE will itself transition to a sustainable, resilient institution; and by so doing enable the faces of engineering to be reimaged.

## **3. Working Together**

### **Our Policies**

You will find all our policies on Sharepoint and stored with HR. Please make yourself aware of these policies and where to find them.

### **Our Commitment to Equal Opportunity for All**

NMITE is committed to creating, fostering and promoting a positive inclusive culture that promotes a mutual respect for each other and the values, beliefs and individual differences we all hold. These are what make us individual and collectively are what creates diversity and strength within NMITE.

### **General Matters**

When you commence work with us, the Director of People & Operations and your manager will help you to complete all the necessary administration to get you started and we will need some details from you to do this. This will include gathering additional information such as your bank details and checking that you are eligible to work in the UK. We will need your passport or other relevant documentation, proof of qualifications may be requested if



relevant, and copies of your driving license and insurance details will be required if you drive for NMITE within your role.

We will also need information from you for administrative purposes. We will need to be kept informed of changes to the personal information you have provided, and we must have current details of your address, a contact telephone number where you can be contacted, and an emergency contact name and number. Please make HR aware of any changes as soon as possible.

All personal details are subject to data protection in accordance with Data Protection Act 2018 (details can be found within the Employee Privacy statement). This document details the personal information we require, for what reason and how we intend to keep your details safe and secure, and your rights to access that information.

We must rely on the information you provide, so it is your responsibility to ensure that what you provide to us is correct and to promptly advise HR of any changes that affect the stored information we hold. Please submit any changes directly to the Director of People & Operations.

It is your responsibility to ensure that you have access to an up to date copy of this Employee Handbook and any other NMITE policies that impact your work.

Changes to our policies and procedures will be communicated via the most appropriate communication methods, based on the change, the requirements for the change and the audience. This communication may be online, via communications meetings and briefings, email or hard copy, or a combination to reach the appropriate audience in the most appropriate manner.

Should you have any queries or concerns regarding this handbook please direct your questions to the Director of People & Operations.

### **Disclosure and Barring Certification**

For employees who may be required to interact with children or vulnerable adults, your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. A lack of such certification may affect your employment.

### **Health Checks**

To support new and current employees in their roles, there may be occasions when we require health information to enable us to make some adjustments to your environment, such as when you have an illness or disability. In this situation, please make HR aware promptly about your specific condition, so that we can assess your needs and identify what support might be appropriate for you.

If attendance with an occupational health professional or GP is necessary to establish your needs, we will advise you of the details and how we will use and keep the information safely and in line with the Data Protection Act 2018.



## **Induction**

On commencement at NMITE, you will receive an onboarding schedule which will include an introduction to NMITE, your colleagues and co-workers, and an overview of the structure of NMITE. HR is responsible for providing a general overview and explaining general information you need to get started and to help you settle in.

During your first week or so with us, your line manager will be able to answer any queries you may have about how things work at NMITE. They will also run through your role with you and answer any questions you may have.

If you have been employed for a specific purpose or on a temporary basis your manager will discuss this with you and potential options that may be available at the end of the contract period.

Your line manager is responsible for helping you to adjust to life at NMITE and support you in your new role, so that you become an integrated and productive member of NMITE as soon as possible. They will explain our Vision, Values and the behaviours we expect, and help you familiarise yourself with our systems and processes. You are actively encouraged to be inquisitive and explorative in your thinking and to raise any questions you may have about NMITE. Please also direct any queries regarding your employment to your line manager or HR during this period.

While established, NMITE will be a start-up organisation for many years, and therefore a very busy place. Your manager, colleagues and HR are here to support you as you join the organisation. But you must also look out for yourself – have grit, curiosity and passion!

## **Dress and Appearance**

Levels of comfort vary between people and we want everyone to feel comfortable working at NMITE. NMITE will always seek to be an outstanding example of what a 21<sup>st</sup> century learning establishment should look and feel like and our colleagues, friends and staff should operate in a smart/casual standard of dress in the workplace. More formal/smart wear should be worn in situations, meetings or other events where the nature of the occasion warrants this. Employees are tasked to be cognisant of their environment and culturally aware of those around them and dress appropriately. If in doubt, ask your line manager or HR.

## **Specific Clothing**

There is no compromise when it comes to health and safety clothing and equipment however, and appropriate Personnel Protective Equipment (PPE) must be worn whenever and wherever it is a specific requirement. This will be made known to you if it applies in your area of work. A breach of these rules is regarded as misconduct.

## **Communication Meetings and Briefs**





We believe that communication is critical within NMITE. We seek to create the physical space and environment to match our aims to build a 'collaborative communicating community'. Your environment is therefore built to house these spaces. We also hold regular connection and communications opportunities for all employees throughout the year. These meetings are to inform and advise employees regularly on our organisation, any changes we are anticipating, changes we need to make, information on new initiatives or directions we are planning, and any other relevant information relating to the whole campus and staff. We may also have additional briefing sessions on an ad hoc basis more locally.

## **Emergency Procedures**

Emergency Procedures will have been discussed with you at your Health and Safety Induction and are also outlined on all the health and safety notices posted throughout NMITE's buildings. Please make yourself aware of the onsite First Aiders for your site.

## **Fire Procedure**

In the event of fire, your first and foremost responsibility is to see to the safety of yourself, your colleagues and our students.

Should English not be your first language please advise your health and safety trainer to ensure you understand the induction information being provided.

You will be made aware of:

- emergency arrangements
- accident and incident reporting procedures
- hazard reporting and obtaining help on health and safety matters
- details of relevant personal protective equipment
- details of key health and safety and first aid staff
- any special hazards
- welfare facilities
- our health and safety statement of intent and the location of its health & safety policy
- your employees' legal duties

## **Entitlement to Eye and Eyesight Tests**

Where employees who normally use Display Screen Equipment (DSE) for continuous spells of an hour or more at a time, or daily usage, or who are required to transfer data quickly between user and screen and/or depend on the use of DSE to do his/her job, an eye and eyesight test will be provided, on request.

If you experience visual difficulties that could be caused by your DSE work, an appointment for an eye and eyesight test will be offered as soon as possible after the request is made.

The identification and correction of visual defects or other visual issues will help to prevent eyestrain, fatigue, stress and headaches. Details can be found in the [Eyesight Test Policy](#).



## When Travelling

Although we would not expect you to advise us of your specific movement during your work travel time, for safety reasons please provide general details of your expected travel plans to your manager in the event we need to contact you. If you substantially alter your travel arrangements and contact details, please communicate this to your manager. As a courtesy to all, please let someone in your area of work know if you are experiencing significant travel delays.

## Smoking or Vaping

To protect everyone's health, to reduce the risk of fire and to comply with current legislation, smoking is not permitted on our premises, or in vehicles that are leased by NMITE (and in certain circumstances privately owned vehicles). A breach of this rule is regarded as a disciplinary matter. Vaping is also covered by this policy. For further details please refer to the [Smoking Policy](#).

## Drugs and Alcohol

Even lawfully prescribed medication may cause or risk physical or mental impairment if you are using machinery or other technical equipment or responsible for other people. Therefore, we expect you to discuss with your GP, or prescriber, any potential impact that medication you are taking may have, and bring any issues or concerns to the attention of your manager or to HR. For further details please refer to the [Alcohol & Substance Misuse Policy](#).

## Human Resources

The Director of People and Operations is here to support you throughout your time within NMITE and can provide help, advice, support and guidance in relation to work related issues.

If you have any personal health or safety issues that you would like to discuss with us, we will be happy to talk these through with you in confidence (where possible) and help you to find any specific support or assistance you may require.

## 4. Equality and Dignity at Work

Equality and dignity at work are core values for us and we believe that you and your colleagues have the right to be treated with dignity and respect in all aspects of your working life.

We are committed to a working environment free from unlawful discrimination, harassment, bullying and victimisation. We have an [Equality, Diversity and Dignity in the Workplace Policy](#), which applies to all our employees. Managers are responsible for ensuring that all employees within their area of responsibility are aware of these policies and procedures and that they are adhered to at all times.



Please raise any concerns with your manager or with HR and the matter will be investigated in accordance with the appropriate procedure. The [Equality, Diversity and Dignity in the Workplace Policy](#) can be found with HR and on Sharepoint.

## **5. Health and Safety Within NMITE**

We all have a legal and moral responsibility to ensure that work is undertaken safely and that no harm is caused to anyone as a result of our activities.

NMITE provides employees and contract staff with health and safety awareness, information and, where required, training at the start of their employment, whether on a permanent or temporary basis.

The NMITE senior leadership team are committed to managing health and safety proactively and positively. This commitment is contained within our Health and Safety Policy, which all employees have access to and which describes how health and safety is organised at NMITE.

We expect the full co-operation of everyone employed to work safely and to be mindful of the consequences of their actions and inactions on the wellbeing of others. It is important that you familiarise yourself with these policies and procedures, including specific arrangements for the area in which you work. Please take good care of your own health and safety and that of others who might be affected by your actions or inactions. You are expected to work in accordance with all information, instruction and training given to you and you must not misuse or interfere with anything that has been provided in the interest of health and safety.

You will not be expected to undertake any task which might present a hazard to yourself or others and if in doubt you should seek guidance from your line manager, HR or our health and safety representative. No one will be disciplined for raising a genuine health and safety concern or for refusing to do something because of a genuine health and safety concern.

## **6. Conduct and Behaviour at NMITE**

Our success relies on everyone, employees, Trustees and volunteers to work together to achieve shared goals and objectives and to help, encourage and support each other to achieve full potential. You are expected to co-operate with your colleagues, managers, all employees and all non-employees including our learners, and to respect and comply with any reasonable management instructions. Respect and reasonableness, passion and determination to succeed will always be key to our success as a team. However, any actions that have the effect of undermining or humiliating any employee or student, at any level (or that are intended to do so), may be regarded as misconduct.

We expect you to act at all times in good faith and in the best interests of the organisation. Please report to an appropriate level of management, as promptly as possible, any serious



suspicious or other evidence you may have regarding dishonest or unlawful conduct by any other employees.

Staff at all levels are responsible for enforcing and acting in accordance with our Shared Principles, Values and Behaviours and our various policies and procedures, including our [Equality, Diversity and Dignity in the Workplace Policy](#). Those having a managerial remit have a specific responsibility to set and model appropriate standards of behaviour, to lead by example, to inspire and to ensure that those they manage or support, adhere to the policies and procedures and promote our aims and objectives.

HR is available to help you to resolve workplace issues if they arise and you are encouraged to discuss any issues you may have at an early stage, to reduce the risk of your concerns escalating.

## 7. Your Roles and Responsibilities

### Your Role

NMITE is a rapidly growing and changing organisation. You will have received a job description for your position, either during your recruitment or during your induction. NMITE may need to make amendments to your job description from time to time. These will be made in discussion with you, due to our changing needs. We also anticipate that your role will develop over time and that your duties may change as your knowledge, skills and experience increase. As much as possible, we will help and support you to help yourself adapt to new challenges and responsibilities during your employment with us, and trust that you will work with us so that together we can ensure that we provide the best possible provision and support to our students.

You will have the opportunity to discuss your key roles and responsibilities and how you fit into the team with your manager, initially during your induction and in ongoing development discussions thereafter. You should seek clarification from your line manager if you are uncertain, at any time, about reporting relationships, your job description, any targets or other objectives to be achieved and any general questions. Please note, however, that as a growing and changing organisation, all of our remits are fluid and we ask you to be reasonably flexible in your day to day activities, particularly when colleagues require help and support. You may be required to attend meetings and training from time to time, sometimes outside your normal working hours, any reasonable out of pocket expenses will be reimbursed.

If you have any grievances, concerns, or complaints, your manager should be notified in the first instance. We operate a flat structure to facilitate communication and collaboration, so ways to approach management may appear limited. If you are in doubt, please see HR, who will advise you of the best way forward. If necessary, we will adapt our formal procedures to accommodate issues arising in relation to senior officers. This will be discussed with you, if necessary, at the appropriate time.

It is an express condition of your employment that you be prepared and flexible, when



necessary, to perform alternative duties within our business. For example, during holiday periods, it could become necessary for you to take over some duties normally performed by a colleague. This flexibility is essential for our operational efficiency as the type and volume of work is always subject to change.

Although you will usually work at one site, NMITE is a multisite organisation based throughout central Hereford. It is a condition of your employment that you are prepared, whenever applicable, to transfer to any other of our sites within Hereford. This mobility is essential to the smooth running of NMITE.

## 8. Your Performance

### 8.1 Induction Period and Probation Review

NMITE operates an initial Induction Period and conducts a Probation Review for all employees unless otherwise specified in their employment agreement. This period is for either 3 months or 6 months (dependent on the role you have) and 12 months for Academic staff. The purpose of the Induction Period is to ensure that you have time and support to settle into your new role, receive guidance if settling is not going well, and - at the point of the Probation Review – to confirm with you that NMITE is confident in your abilities to take your assignment forward.

To support you within your first months you will be guided through the Induction Period by your line manager. They will work with you on a [Personal Development Review \(PDR\)](#) document that takes you through from your induction and first days through to your Probation Review, and on to the normal performance feedback programme. During the first month, the PDR provides a framework to set some initial objectives and goals, to encourage communication with colleagues and staff around you, to support you exploring your new work environment, and to give you any guidance if required.

Your manager will meet with you shortly after you start with us and will meet with you periodically during your probationary period to discuss your progress. Towards the end of the Induction Period your manager will conduct a Probation Review before deciding whether you have successfully completed your Induction Period.

If concerns arise at any point during the Induction Period, these will be discussed with you and your manager may consider whether to extend your Induction Period to give you more time to settle in and for us to assess your ongoing suitability. An extension could be for up to a further 3 months. When your Induction Period has been successfully completed, this will be confirmed to you in writing.

Our Capability and Disciplinary Policies do not apply during your initial Induction Period.



## 8.2 Personal Development Review (PDR)

We want everyone to grow and develop in the most productive way possible to benefit themselves and NMITE. Our performance review process starts right from your first days with NMITE so that even your early objectives and your desired achievements link to your overall annual review. Once you move from your Induction Period you will meet monthly for informal, one to ones with your line manager and also participate in a more structured bi-annual review which contributes to the overall review process at NMITE.

Beginning with the objectives developed during your Induction Period, you will be asked to consider what you want to achieve during the remainder of the year to give you more control over your development and learning.

Your manager will ask you to spend 10-15 minutes, once a month, with them. This meeting should be simple and quick. It is designed to be a structured moment when the two of you can touch base about your work, check in regarding any particular worries or challenges, confirm that your work and efforts are on track and of course correct if needed.

Bi-annually your line manager will schedule to meet with you to discuss and complete your PDR. This meeting is designed to focus on, discuss and update each other on your work, your progress and any development opportunities you want, or your manager sees that you need. The bi-annual documents will be referred to at your annual PDR meeting where you will review the year, focus on how things have progressed, assess your development, and plan your specific goals for the following year.

NMITE expects you to play a strong role in fulfilling your goals, tracking your achievements and progressing in your development. We believe that supporting this with regular check-ins with your line manager on your progress is critical, but the level of your engagement in this activity is self-determined. We hope that this approach will encourage you to create a short purpose statement each year which defines what you want to achieve for the year to fit with our mission, vision, principals, plans and objectives.

It is essential that all employees are confident and competent at managing their own performance – this is a key factor in deterring underperformance. Through ongoing informal, honest discussion, strong supervisory support, and a culture of respect, barriers preventing effective performance can often be removed. Occasionally however, despite support and guidance, employees are unable to reach and sustain good performance standards and further action will be required. When an employee's performance has been identified as falling below an acceptable level, the process outlined in the [Performance Management Policy](#) will be implemented.

## 8.3 Training and Professional Development

As an organisation focused on experiential learning, we encourage you to seek to explore opportunities to develop wherever they may present themselves. Your growth is important to us because you are at the centre of our organisation.



From time to time there may be some mandatory training or familiarisation that you may need to complete on occasion such as health and safety or data protection that may relate to all employees. You should complete this training or familiarisation in accordance with any requirements as advised.

We also hope that you will ask to undertake any training necessary to keep up to date with changing technology or working practices relevant to your area of work. Any learning or training should aim to support and enhance your performance and achievement and enable you to grow professionally and take on more responsibility. Please can you keep HR updated of any additional development or training you undertake.

Training takes many forms including mentoring, internal and external formal training, online study, coaching, buddying, secondment to a project, collaborative work or other similar opportunities. It may take place within normal working hours but may also fall outside those at a location that is not at your normal workplace.

There may be occasions where NMITE will look to support additional training and development. This will need to be discussed and agreed with the Department Head and HR.

## **9. Time & Place of Work**

### **Hours of Work**

Your working hours are set out in your contract of employment. We ask that you manage your time effectively and appropriately within the agreed time period. We also reserve the right to alter your hours of work to meet changes in organisational need. This would be discussed with you first, and there would be sufficient time given to you to adjust any personal circumstances to the new work time. In general, given the nature of NMITE, we also hope that you will be reasonable in work time flexibility when it is required.

#### Start and finish times.

NMITE standard flexible work hours are between 07:30 – 18:00 although most contracts will specify working hours of 9.00 – 17.00.

Employees may work more flexibly to suit personal circumstances if agreed with NMITE in advance of beginning to work revised hours. The normal total work hours expected of all full-time employees is 40 hours per week, and work days are expected to normally be Monday to Friday based at your place of work.

We will support our staff to allow some flexibility within their hours as long as you complete your contracted hours within the working week. Please ensure your colleagues are aware of your working pattern or of any atypical arrangements that might affect others.



Trust is key within NMITE, however persistent lateness, unacceptable levels of absence and/or unauthorised absence may result in some form of disciplinary action being taken.

### **Remote or Home Working**

As we aim towards working flexibly, some employees may work remotely. This may be temporary or on a permanent basis, as stated in your contract of employment. Where working from home is agreed, your manager will discuss the specific technology or equipment required and how you are permitted to use it.

You are required to make yourself aware of the rules related to the Data Protection Act 2018 in regard to the storage, utility and movement of personal data and NMITE confidential information, and you must establish your home work space and equipment so as not to breach the law. This means that you must ensure that your work is adequately protected so that no other person other than another authorised NMITE employee can access it. You must take reasonable precautions to safeguard our equipment and report any loss or theft of equipment or data immediately. You may be liable for costs attached to lost or stolen property relating to NMITE if, upon investigation, appropriate precautions were not taken. Finally, you must ensure a secure internet access is used at your location and that any work that needs to be remotely stored is transferred to the appropriate server, cloud-based repository or provision as soon as possible

Consideration will be taken for flexible working when circumstances arise, such as when caring for dependents or when returning after maternity leave.

Please see our [Flexibility when Working from Home Policy](#), & [Hybrid Working Policy](#) available in HR, if you are considering requesting the option to work periodically or regularly from home.

### **Working Outside NMITE Facilities**

Please ensure as much as possible that you maintain security whilst working outside of the NMITE facilities. If you are in a public place, position yourself so that your work cannot be seen by any other person. You are responsible to ensure that any remote network you are using provides a secure internet connection to access the internet. You must also ensure that any work you do remotely is saved appropriately or transferred to our system as soon as reasonably practicable.

If you are considering a request for a temporary change to your working arrangements or require time away from your usual work environment for any reason, please contact HR to obtain our [Flexibility when Working from Home policy](#) and discuss this with your manager.

If you are considering a permanent change to your hours or arrangements, you will need to put forward a formal Flexible Working Request for consideration. This would be a permanent change to your contractual arrangements.





## Door and Building Security

All access to NMITE buildings is via access or electronic control. You will be provided with either a key, an electronic fob/dongle or a personal programmed identity card to access relevant buildings.

## Current NMITE Locations

- Blackfriars Centre, Blackfriars Street, Hereford, HR4 9HS
- Skylon Park, Hereford. HR2 6SR

## Breaks

NMITE does not specify static morning or afternoon breaks. We encourage health and wellbeing at NMITE and to provide the best environment for healthy discussion, energy and creativity. All employees are actively encouraged to take breaks to rest and recharge. You should allow at least a 30-minute mid-day break at the very least.

## Attendance

Regular attendance reduces undue pressures on colleagues and enables us to deliver the highest standards of education and learning for our students. Although flexibility is important, punctuality is expected and reflects on our assessment of your professionalism.

If you are unable to attend work for any reason, you should advise your manager and colleagues so alternative arrangements can be made to avoid disruption. Your manager will inform you of how best to contact them when such circumstances occur. If you are, for some reason, unable to make contact directly with your manager, contact HR. If you are absent due to sickness, please consult the [Sickness Policy](#) and advise us of your situation in accordance with that policy. Please ensure you complete any self-certification on your return to work. Forms are available on Sharepoint.

## Lone Working

If you find that you may be working alone in your workspace, or after dark or in an atypical situation, please be aware of your safety and security, vigilant to any risk and try to make provision.

Be smart! Advise a colleague of your presence, location and when you plan to leave as a security safeguard. Please ensure they have a telephone number for you to contact you should they need to.

Don't place yourself in a situation, especially after dark, where working alone may create a risk to your personal safety. And remember to close all doors and windows fully and set any alarm on exiting the property.

## Travel

NMITE has a [Travel and Expenses Policy](#) that you should refer to before any travel arrangements are made. Some employees may be required to travel to and from locations throughout the UK, Europe, the United States or other world destinations. If you are one of



these employees, the parameters of our expense allowances will be discussed with you by your manager during your Induction Period. When booking travel, a requested upgrade above the allowable level will be at your own personal cost. If in doubt about your allowance at any time, please contact Finance in advance for advice on bookable travel or accommodation.

You are insured with NMITE for travel on work-based trips from your date of employment. If you wish to have details of your travel insurance, please contact HR.

If you are using your own vehicle for work related travel, please agree this in advance with your manager. You are not permitted to use your vehicle for NMITE business unless you have a current driving license and insurance that covers business use of your vehicle. You will be required to use the NMITE official expenses form to claim any out of pocket expenses. Please see Finance if you are unsure of the expense claims process.

You are not entitled to claim reimbursement for journeys from home to your normal place of work. Travel to or from home directly for a work appointment or a meeting at another location will only be allowable if the distance is significant and if agreed in advance with your manager. Your claim will be subject to reduction of your routine commute distance and must show that reduction on your expense form.

## **10. Pay and Benefits**

### **10.1 Salary and Wages**

Our goal is to provide a nurturing, bold and dynamic learning establishment where personal and professional development and creativity are our focus.

Whilst appreciating the requirements for suitable remuneration for good work, pay reviews and rewards are not automatic at NMITE. We undertake comparative reviews of market rates periodically to ensure we sit appropriately within the academic and geographic marketplaces for pay.

Other factors going into your specific rate of pay include your performance and development and any additional duties or responsibilities that you may take on in your role. You will receive a letter informing you of any changes to your pay when they occur. There is no provision for overtime payments.

You will normally be paid on or around 15<sup>th</sup> of each month for the work done in that month. You will be issued with a pay statement, which sets out your pay and deductions.

If you have any queries about your pay, please raise this with Finance & Payroll. In the event there are any administrative errors in relation to pay we will do our utmost to explain the situation and correct the issue as soon as possible.



## 10.2 Business Related Expenses

NMITE will reimburse reasonable out of pocket expenses incurred when you are undertaking NMITE business. Examples of expenses include travel, accommodation, meals, supplies, etc.

Expense reimbursement must be requested using the Xero Expenses system and relevant receipts must be uploaded to the system to support the claim. Xero is cloud based, so it can be accessed via your Smartphone as well as the website. Access to the system can be arranged by Finance at your request. All expenses must be approved by your line manager and the Director of Finance within a maximum of two (2) months of the expenses having been incurred. If you have any questions about the expense reimbursement process or forms, please speak to Finance.

## 10.3 Benefits

NMITE wants to create a unique and extraordinary work environment for our employees and offer a positive and supportive benefits package. Terms and conditions apply to most of the benefits outlined below. Where the benefits are acquired externally, we may change provider from time to time. We may also change the actual terms and benefits provided under a scheme or withdraw a scheme completely. You will be notified of any changes and the timeline for those changes as and when they occur.

Any rights you may have in relation to any of our schemes depends entirely on the terms of the scheme in place at any given time and there is no contractual obligation to this benefit.

### **Pension**

All employees are enrolled into the NMITE AVIVA pension scheme. If you do not want to be part of this scheme, you may complete an 'opt out' form. Details of the scheme will be provided to you during your Induction Period.

### **Life Assurance**

NMITE provides a payment on death benefit equal to three (3) times your basic salary at the time of your death, subject to you having satisfied the normal underwriting requirements of the relevant insurance provider and having nominated a beneficiary. Coverage under this insurance will begin for you on the first of the month following your date of hire.

### **Employee Assistance Programme (EAP)**

Our employees benefit from an Employee Assistance Programme. A free and confidential 24/7 access point and help line to support many areas of their life and wellbeing. You will be provided further information on this plan as part of your Induction, or you may ask Human Resources for further information at any time. The number to reach our EAP is 0800 917 9330

### **Rightsteps Wellbeing package**

Rightsteps Wellbeing is an on-demand platform where NMITE employees can choose mental and physical wellbeing support from their range of self-guided wellbeing



resources. The support is divided into two levels, Find Out More content and Wellbeing Sessions. Login details will be provided to you by HR during your induction.

### **Canada Life WeCare**

Canada Life WeCare provides employees of NMITE with 24/7 online GP, mental health support service, get fit programme and more. Whether you need counselling, want to quit smoking or access GP quickly, WeCare is here to help. Login details will be provided to you by HR during your induction.

### **Cycle to Work Scheme**

Employees of NMITE who are eligible can take advantage of the government cycle to work salary sacrifice scheme, saving tax and national insurance on their commute to and from work. Details of the scheme can be obtained from HR.

### **Discounted gym membership**

Employees of NMITE are eligible for an over 40% discount on monthly gym membership with Point4. Please contact HR for further details.

### **Organisational Chaplain**

NMITE is committed to offering our staff a wealth of services to support them within the workplace. We have an organisational chaplain that is always on hand should you need this support. Please contact [chaplaincy@nmite.ac.uk](mailto:chaplaincy@nmite.ac.uk)

## **11. Holiday and Other Leave Entitlements**

### **Annual Leave**

Your Annual Leave entitlement is 30 days or the pro rata equivalent if you work part time. You are also entitled to bank holidays and any organisation wide Closure Days as they occur each year.

Employees can carry over up to 5 days of unused Annual Leave into the next leave year. You can also carry over up to an additional 5 days on top of the standard 'carry over', however, these additional days must be used by 31<sup>st</sup> December of that holiday year. There is no length of service criteria.

There will be exceptions to this; staff on long-term sick leave and maternity leave will be entitled to carry over all of their accrued leave not taken within the leave year.

Our 'Leave Year' runs from 01 August – 31 July. This means that if you start employment with us, for example, halfway through the year, you will receive half of that year's Annual Leave entitlement for the remainder of that Leave Year. You will be advised of your actual



entitlement during your Induction period, and Finance (payroll) can always update you on your available accumulated leave at any time.

Closure Days are additional days that NMITE may close as an organisation and you will be advised of these dates in advance on the annual holiday schedule.

### **Taking Annual Leave and Leave Request Process**

Annual Leave requests must be authorised through your line manager using HR Breathe. To avoid disappointment, we advise you not to book a holiday until your leave request has been approved. If we are unable to grant you the leave you request for any reason, this will be explained to you and the reason why. In this case you would then be expected to attend work as normal.

In order to ensure we have adequate cover to meet our commitment, Annual Leave requests are generally agreed on a 'first come, first served' basis. We would not usually agree to you taking more than 2 weeks' Annual Leave at any one time, although we may make exceptions to this depending on your personal circumstances and the amount of advance notice you are able to give us.

To ensure good health and wellbeing, we encourage you to spread your Annual Leave across the year to allow yourself time to recharge your batteries and return to work refreshed. You must use your accrued and available Annual Leave prior to taking any additional unpaid time off. Any requests for Unpaid Leave should be discussed with your manager and HR before you plan to take the leave.

If you are sick or are injured prior to or during your Annual Leave, upon receipt of acceptable proof of illness NMITE will cancel your annual leave. Your Annual Leave will then be nullified and recorded as sickness absence to reflect the illness. If you become sick whilst on Annual Leave and you wish to have this logged as sickness, we would expect you to notify us on the first day of sickness and provide certification in accordance with our sickness notification rules. You will then be re-credited with the appropriate number of day's Annual Leave entitlement and allowed to take it at a later date, which must be agreed with your manager. Please see our [Sickness Policy](#) for further information on illness absence.

If you are absent from work for any other reason, in most cases you will continue to accrue Annual Leave entitlement. This includes, for example, where you are absent on sick leave, maternity or paternity or other family leave. However, holiday entitlement may not continue to accrue if your absence is unauthorised or during career breaks, sabbaticals or in the case of some other absences. Your line manager and/or HR will discuss this with you at the appropriate time.

Should you leave NMITE, your full entitlement to accrued, unused Annual Leave will be calculated less any leave taken during the Leave Year. If the Annual Leave you have taken at the time of your departure from NMITE exceeds your Annual Leave entitlement, NMITE has the right to deduct the amount of this leave from any money owing to you at the time of your leaving.



## **Holiday Pay**

You will receive your normal basic pay during authorised Holiday. We reserve the right to withhold Holiday Pay if there are any concerns as to whether your leave was authorised while the matter is investigated.

If you have any queries concerning this, you should raise them with your line manager or HR.

## **Emergencies**

Occasionally emergencies mean that you cannot attend work or that you are likely to be late or need to leave early. In such cases you should advise your line manager promptly and directly to let them know about the situation and when you are likely to arrive or return.

If you need emergency time off to care for a dependent (a relative, child or someone else for whom you have caring responsibilities) please advise your manager and we will do what we can to support you.

## **Family Leave Requirements**

Your personal circumstances may mean that you have some entitlement to Maternity, Adoption, Paternity or Shared Parental Leave. If you need more information, please first read our [Family Friendly and Leave Policies](#) on Sharepoint or available from HR. HR can then help you understand if these apply to you and what your Family Leave provision may be.

If you need to change your hours more permanently to accommodate family or other commitments, please refer to our [Flexibility when Working from Home Policy](#).

## **Compassionate Leave**

Compassionate Leave may be granted for up to 5 days on full pay in the event of a death in your immediate family (i.e., mother, father, husband, wife, partner, son, daughter, brother, sister or grandchild, grandparent). Compassionate Leave may also be granted in relation to the death of someone other than an immediate family member in some specific cases entirely at the discretion of NMITE. Please speak with HR if this affects you at any time.

Requests for Compassionate Leave will also be considered to help you come to terms with the serious illness or injury of an immediate family member or severe personal problems.

This is separate leave from any entitlement under the statutory right to time off for dependents. Your case will be viewed sympathetically, and the amount of leave granted will depend on your individual circumstances.

## **Other Agreed Leave**

You may need time off work for other reasons at some point, for example public duties, personal reasons, extended personal leave, to travel or participate in a sporting event, or for educational or training purposes. We appreciate these circumstances may happen and so will try to be flexible and do our best to accommodate any requests you have regarding time away from NMITE. You are encouraged to discuss your plans and requirements as far in advance as possible with your manager or Human Resources.



## **Jury Service**

If called for Jury Service, please advise us as soon as you can. You will receive your normal pay for the duration of your Jury Service of up to 10 working days. Please claim for any out of pocket expenses through the forms provided by the court. If the court case is longer than 10 working days, a claim can be made to the authorities for your loss of earnings using the forms provided by the Court. Proof of your claim must be provided to NMITE for any contributory payment. NMITE in this instance will pay you the difference between your normal salary and the amount of compensation for loss of earnings you will receive as a juror.

## **Medical and Other Appointments**

Any appointments should be made outside working hours if possible. However, if you must attend an appointment during work time, please try to make appointments for the start or end of the day to minimise disruption to work. We would expect you to manage your time to ensure you fulfil your full scheduled weekly hours.

## **Disrupted Travel**

### Extreme weather:

Recent years have seen some atypical weather conditions that have adversely affected people's ability to get into work by whatever transport route they ordinarily use. Recognising some employees may live more rurally, if the weather is bad, we do ask that you make a genuine effort to get to work as usual or work from home with the agreement of your manager.

In the event you decide to travel to work and then subsequently find that the weather conditions prevent you from completing your journey, please telephone your manager as soon as practicable and safe and ideally within an hour of your usual start time to advise your manager of the circumstances and what efforts you have made to get to work.

At our discretion, and considering the circumstances, we will decide whether you will qualify for normal pay or if you are expected to take time off in lieu, Annual Leave or Unpaid Leave for the period concerned. In any event, absence from, or lateness to work due to extreme adverse weather conditions will not be subject to any disciplinary procedure, provided you notify your manager as requested.

Deterioration of weather whilst at work: Should you believe it necessary to leave early to get home in the event the weather worsens to such a degree you felt it may become too bad to travel, it is expected that your manager, with their discretion, would be sympathetic in their consideration of the situation. However, if this impacts your normal work hours it would be expected that this time be taken as Annual Leave or Unpaid Leave if you are more than 2 hours late into work or have to leave more than 2 hours before the end of your working day.

## **Suspension and Paid Time Out**



There may be occasions that require suspending someone without pay or placing someone on Paid Time Out from work for a prescribed period of time. This may be the result of requiring an investigation to take place or for the individual's protection.

Should this ever be of relevance to you, placing you on paid leave does not mean that we believe that you have done anything wrong, it is simply a safeguard while the circumstances are better understood. If you are put on Suspension or Paid Time Out, the full details of the situation will be explained to you by your line manager and/or HR.

### **Unauthorised Absence**

Although we would remain flexible and supportive of individual circumstances, should you not contact and advise your manager or HR concerning a period of absence, your absence may be regarded as 'Unauthorised'.

Equally, your absence may be regarded as 'Unauthorised' if the reason you have provided is not acceptable or if it is in dispute – for example, if you say you were ill at a certain time but we have evidence to suggest that you were not.

If we believe that your absence may have been unauthorised, we will investigate this and discuss the situation with you. Any payments you would normally be entitled to may be withheld until the matter is resolved and, if the situation warrants, you may be referred to HR for further information.

## **12. Sickness Absence**

We appreciate that everyone may have periods of ill-health absence from time to time.

Please contact your line manager as soon as you can to advise them of your situation. For example, if you know that you will not be well enough to come in to work first thing in the morning, then contact your manager before 10.00am on the first day of your absence.

You will be asked to advise your line manager of your situation and what you are doing to recover. For example, this may be a doctor's or hospital appointment or some form of medication. Your manager may ask you to estimate when you might be well enough to return and will let you know when and how you should contact them for an update on your condition if this is likely to be more than a day. We want to support your recovery, so it is important you keep in contact with your manager at the times agreed so that they can plan for your absence and support your return to work.

When you return from a period of Sickness Absence of 7 days or less you will be required to complete a Self-Certification Form. For Sickness Absence of more than 7 days (including weekends and days, you do not normally work) you must provide us with a Return to Work Medical Certificate from your doctor/hospital and you must provide further certificates if your absence continues longer than expected.





In the case of longer absences, we may ask you to attend meetings with your line manager or HR to discuss your circumstances in more detail. In some cases, we may ask you to attend a medical examination with an expert of our choice, or ask for your permission to contact your own doctor or medical condition advisor, so that we can obtain information and advice on your condition and when you are likely to recover, and how we can support your return to work.

Any information we receive will be discussed with you and your views will be considered. We will also discuss with you whether we can do anything to help you return to work, including any temporary or permanent adjustments or changes to your working arrangements that might assist you. To protect your health, we are unlikely to allow you to return to work if your doctor has said that you are not fit to do so.

We expect you to act sensibly whilst you are absent and similarly during any phased return to work and to do your utmost to facilitate a speedy return to full fitness and to work. We would not expect you to participate in any sports, hobbies or social activities which are in any way inconsistent with your illness or injuries, or which could aggravate your illness or injury, or which could delay recovery.

We would also not expect you to undertake any other employment (paid or unpaid), or to engage in any work around the home in terms of home improvement or the like, or to engage in any other activity which is inconsistent with the nature of your illness or injury and that might delay recovery.

Whenever you return to work from a period of Sickness Absence (regardless of time period) your manager will discuss your return to work with you at a Return to Work Meeting, (this may be very brief for short absence, but also may be more structured dependent on the circumstances). During this meeting you will be expected to explain the reason for your absence (if you have not already done so) and any on-going support or care you may need. Any notes from this Return to Work Meeting will be kept in your personnel file. Please refer to our [Data Protection Policy](#) which has been developed in accordance with the Data Protection Act 2018.

Absences due to sickness may be taken into account when considering whether your attendance is acceptable. If your Sickness Absence has a significant impact on NMITE, we may have to consider whether you can continue in your role. This will be discussed fully with you before any decisions are made.

## 12.1 Sick Pay

Correctly reported genuine sickness will receive Sick Pay.

Your entitlement to Sick Pay depends on your length of service and your contractual terms and conditions.



Service	Entitlement	
Up to 1 <sup>st</sup> year service	6 weeks full pay	6 weeks 50% pay
1 year + service	13 weeks full pay	13 weeks 50% pay

If you have any questions, please contact Human Resources.

### 13. NMITE Premises, Properties and Equipment

#### General and Environment

Everyone at NMITE takes pride in what we are doing, what we stand for and how we will shape learning now and over time. We hope that you also take pride in your working environment; it is part of our culture and our learning foundation and it is up to all of us to keep NMITE safe, clean and tidy at all times.

Please take care of all NMITE property, particularly our technology, computers, electrical or other equipment that requires special care and support to maintain and which may be expensive to replace if neglected, damaged or destroyed.

If you have been issued with a laptop or mobile device, please make sure that these remain safe and secure at all times and report any loss or theft immediately to your line manager and our IT team.

Any personal tools or equipment brought onto NMITE premises or used on our behalf must comply with all relevant Health and Safety regulations regarding Electricity at Work – Portable Appliance Testing, and should be used only with the express permission of the relevant manager. All equipment will need to be passed as fit for purpose or may not be used on site. It is your responsibility to ensure the safe working condition of any personal items.

Please take care of any personal property you bring into the workplace and consider not bringing any items that are of particular value to you. NMITE does not accept liability for the loss of, or damage to, property brought onto the premises, whatever the cause, although investigations may be carried out on matters that are brought to our notice that contravene our policies. Should there be a need to bring in personal tools or equipment in relation to engineering projects, sprints or other associated work streams, this would need to be authorised by your immediate manager. Any replacement of personal items for reasons such as for example, wear and tear, or theft would be entirely at your manager's discretion.



You should ensure that if you use the kitchen or other facilities made available for your convenience, that you leave them clean, tidy and free from clutter and dirty crockery, and that you act courteously with respect to yours and others' food left in these areas and remove any out of date products left in the fridges provided for employees.

You should also ensure that you act courteously with regards to other facilities to ensure that any bathroom/toilet/shower facilities are left clean, dry, tidy and free from clutter.

Employees should ensure they use all NMITE property responsibly and in accordance with up to date policy procedures or guidelines.

### **Security and Safety of Premises**

It is important for everyone that all our premises, buildings, campus etc. are kept secure at all times and that you follow any instructions you receive about security issues. Access cards, dongles, locks, codes and passwords should be used where necessary and you should do everything you can to make sure that keys, passwords and other access codes are kept secure and do not fall into the wrong hands.

Please do your utmost to ensure the security of fellow employees, colleagues, students and members of the public whilst they are on NMITE premises. This includes complying with any instructions given to you concerning access to buildings, the use of passwords and access codes, and the security of keys and access cards.

Only authorised visitors should be allowed on NMITE premises and if you believe that there is an unauthorised visitor on the premises, or trying to enter the premises, you should immediately report this to your manager or, in appropriate circumstances, to the police.

All guests must be signed in and escorted whilst on NMITE premises.

Property of NMITE must not be removed from the premises without appropriate authority.

Please immediately report any loss or damage to property or faulty property/ equipment to your manager or a campus facilities representative.

### **Keyholding / Alarm Setting**

If you are an allocated key holder, please ensure that all procedures and guidelines are followed when securing the building prior to leaving. The keys and any security measure such as alarm codes must be kept safe at all times. Do not give the keys or alarm code to any third party unless authorisation is obtained from your line manager or a member of the Senior Leadership Team. Any loss or damage caused as a result of your failure to follow procedures, or your negligence in ensuring the safekeeping of the keys and alarm codes may result in disciplinary action being taken against you and may lead to your dismissal. We also reserve the right to deduct the cost of any loss, repair or replacement from any monies owing to you.



Any breaches or security issues including the loss or theft of keys must be reported immediately to a member of the Senior Leadership Team or your line manager.

To satisfy the requirements of our insurers and to protect us from fire and theft, we require that you secure all properties and premises when unattended. The last person to leave the premises must ensure lights and appropriate electrical equipment are switched off, windows and doors are secure, and alarms are set accordingly.

### **Environmental Issues**

As a 21<sup>st</sup> century organisation with the environment squarely on our agenda, we need to all remain aware and vigilant of our mutual obligation to minimise the impact of our activities on the environment. Wherever possible, we encourage employees to use our equipment, materials and services wisely and try to reduce wastage and the subsequent impact on the environment. This includes ensuring that you close windows, avoid using unnecessary lighting or heating or leaving taps running, switch off equipment when it is not in use, recycling as much as possible, not wasting resources unnecessarily and handling all materials with care to avoid spoilage.

### **Car Parking**

Any parking on land that is either NMITE's property or designated as an NMITE parking space requires that your car should be locked at all times and you should not leave valuable items (including documents and information) in your vehicle. We are not responsible for any loss or theft from vehicles parked on our premises.

### **Postal Communication**

All post received by us will be opened, including that addressed to employees. Private post, therefore, should not be sent care of our address. No private post may be posted at our expense.

### **Friends and Relatives**

Please work to keep personal incoming and out-going telephone calls, whether on business or personal telephones, to a minimum. We request that you discourage your friends and relatives from calling on you in person or by telephone except in an emergency. Personal mobile phones should be switched to silent or vibrate during working hours and only be used in an emergency or to ensure the safe arrival home of school aged children. Excessive use of business telephones for personal calls will be considered as a disciplinary matter.

## **14. External Communications**

### **Monitoring Communications**



Please use your access to all NMITE communications systems appropriately. Personal mail, personal communications, personal e-mails, and visitors should be minimised during work hours and should not interfere with or disrupt your work or that of your colleagues.

Personal audio equipment is permitted but should not impair your ability to work effectively, nor should it affect anyone else/colleagues around you whilst working. Earphones are the preferred mode of audio equipment use.

Noise cancelling headphones may be useful in open plan areas to reduce external noise but should not be used if they are identified as a health and safety risk.

Monitoring: Please be aware that we do monitor all communications for security purposes and therefore any of your communications may be opened and read. Any inappropriate use of NMITE property or facilities will be discussed with you and may become a disciplinary matter.

We also monitor some of our premises by means of CCTV and access to computers via security codes and passwords.

All communications must remain appropriate. Please keep in mind our core values and ensure that the content and tone of your communications remain respectful at all times. Please also be aware that taking images of fellow employees, students/or members of the public without their consent, using any device, is a breach of that individual's right to privacy and could, in certain circumstances, constitute harassment.

Finally, please also be aware that comments and information posted on the internet and Social Media (Twitter, LinkedIn, Facebook, Instagram, Snapchat or any other social networking sites) may be viewed by your colleagues, managers, students and other external people with an awareness or interest in NMITE and you must abide by our values and levels of courtesy and privacy in line with our policies. Any communication that might bring NMITE, or its employees or students into disrepute or negatively reflect other relevant external organisation's will be addressed through our Disciplinary Procedure. Please refer to our Social Media Policy for further information.

### **Media and Publicity**

Although we are proud of NMITE and want to share our new concepts with the external environment, please do not approach or interact with any approaches or queries from the media or make any comments or public appearances yourself on behalf of NMITE, or in relation to any aspect of NMITE or its business without explicit authorisation from our Press/internal communications and social media representative or directly from our Chief Executive.

If you are approached for information or a comment on any matter, you should politely refer this to the CEO. Breach of this rule is regarded as gross misconduct.



We expect you not to do or say anything, in work or outside of work, which could lead to the disclosure of confidential information, contravention of data

protection rules, or that could harm the interests, reputation or public image of NMITE.

### **Working for Others**

Some people make a personal choice to work for more than one employer. If you are working or would like to work for another person, business or organisation please discuss this with your line manager before you begin any assignment. Ordinarily your manager will approve this unless we believe that your activities could conflict with our interests or affect your ability to perform your duties.

If we feel it is not in NMITE's interests to agree your request, your manager will inform you of this decision and our reasons.

### **Acceptance of Gifts**

You are expected to preserve your objectivity and independence and to act with integrity at all times. Therefore, you should never accept gifts or hospitality which conflict, or could reasonably be conflicting, with this requirement. This is a matter of judgement given in each circumstance rather than absolute value involved and it is accepted that modest gifts at Christmas and similar do not come within the scope of the prohibition of this clause. Gifts or gratuities from external parties should be politely refused. If circumstances do not permit you to refuse the gift without causing offence or discomfort, you should accept the gift or gratuity and promptly hand it to your manager to be dealt with.

These issues are dealt with more fully in our **Anti-Corruption and Bribery Policy**.

## **15. When It's Time to Leave**

### **Leaving Us**

Of course, we hope that you remain with us as part of the NMITE family and enjoy your time working here for some considerable time. However, if you do decide to leave us, you should put your resignation in writing, clearly confirming that you are resigning your post, giving us the appropriate notice as indicated in your contract of employment (and detailed in the table below) and confirming the date you would like your employment to end. Your manager will then discuss any specific arrangements with you regarding the hand-over of your duties.

<b>Job Grade</b>	<b>Notice period (months)</b>
A	1
B	1



C	3
D	3
E	3
F	3
G	6
H	6

In most cases you will work out your notice period as usual, although we may ask you to take any outstanding Annual Leave entitlement during this time.

If you are leaving, or considering leaving, because of something you are not happy about at work, we would ask you to discuss this with your manager or HR as soon as possible so that we can try to address the matter before you make a final decision.

You will be asked to attend an Exit Interview with HR prior to your departure. The information you provide during the interview will be used purely to assess the circumstances and to identify potential problem areas. You are asked to fully co-operate with this and provide us with honest feedback, in order for us to gain valuable insight and make any positive changes.

If you need a reference from us, please ask your prospective employer to contact HR directly. References will usually consist of a brief factual statement setting out the dates you were employed by NMITE and the position(s) you held. We would not normally provide you with a reference more than 3 years after you have left our employ.

### **Final Payments**

You will usually receive your final salary at the normal time in the month in which you leave us. However, if the payroll run has already taken place at the time that you notify us of your leave date, or there are other prohibitive reasons for not making the pay run, your final salary will normally be paid in the following month. You will also receive your final pay slip and your P45 from Finance in due course and should contact the Finance Director if you have any queries once you receive these.

Adjustments will be made to your final salary for Annual Leave overage or underage and deductions may be made if any sums are due to us.

### **Dismissal**

We do not dismiss anyone without good reason and no such decisions are taken lightly or without discussing the situation with the employee concerned prior to making any final decision.

The main reasons we may consider dismissal include, for example, where we believe that someone is not capable of performing their role, where they are guilty of misconduct, where attendance levels have been unacceptable, or where we simply do not have sufficient work or resources to sustain the continuing presence of a position.



In most cases, if we decide to dismiss you, you will be entitled to notice or pay in lieu of notice, although you would not be entitled to any notice if you were dismissed for Gross Misconduct. Examples of Gross Misconduct are set out in our Disciplinary Policy & Procedure.

### **Temporary Contracts**

If you have been employed on the basis that your employment will continue until a certain event occurs, or for a specified period of time, your employment will come to an end automatically as and when that event or date does occur. Your departure in such circumstances will not be regarded as a dismissal. We will always be willing to consider the possibility of alternative employment with us if you would like us to do so.

### **Once You Have Left Us/Continuing Obligations**

You may have continuing obligations with us for a period after your employment has come to an end. These will relate to your contractual obligations following employment regarding clauses such as full confidentiality with respect to all aspects of your work at NMITE and all non-solicitation and non-competition clauses that cover your employment. We expect you to honour these legal obligations if they apply to you and either your line manager or HR will discuss these with you before you leave and answer any queries you might have.

### **Returning to Us**

You are welcome to re-apply for a role with us at any time and your job application will be considered alongside any other applications we receive. However, please bear in mind that it is very unlikely that your application would be successful where the reason you left related to any misconduct on your part.

### **Additional Information & Guidelines**

Operational handbooks/guidelines for specific departments can be found on Sharepoint, to include the following:

- Assessment Handbook
- MEng in Integrated Engineering Programme Handbook

## **16. Staff Privacy Notice**

### **Data Controller: NMITE**

NMITE collects and processes personal data relating to its employees to manage the employment relationship and relating to its students and their education with us. The organisation is committed to being transparent about how it collects and uses that data and to meeting its obligations under data protection laws.

### **What information does the organisation collect?**

The organisation collects and processes a range of information about you.





This includes:

- information required about you for management reasons, payroll, training, next of kin/emergencies, pensions and benefits;
- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependents and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record (if applicable);
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including annual, holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether you have a disability for which the organisation needs to make reasonable adjustments;
- visual images or photographs of employees and other staff for records, and to identify a person as a member of NMITE staff to others, both inside and outside the organisation.
- photographs, videos, CV details and quotes/by-lined articles to be used for NMITE marketing and communication purposes.

The organisation may collect this information in a variety of ways. For example, data might be collected through application forms or CVs; obtained from your passport or other identity documents such as your driving license; from forms completed by you at the start



of or during employment (such as new starter forms, payroll details or bank detail forms, benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

Data might be collected from third parties, such as references supplied by former employers, information from credit reference agencies and possibly information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in your personnel file, in the organisation's management systems such as BOX, and in other IT systems (including CRM, server or cloud based and the organisation's email system).

### **Why does the organisation process personal data?**

NMITE needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check Visas, your entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable you to take periods of leave to which you are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

Processing employee data allows the organisation to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;



- operate and keep a record of other types of leave (including annual leave, maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

### **Who has access to data?**

Your information may be shared internally, including with HR, recruitment and finance teams (including finance/payroll), your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

In appropriate circumstances, the organisation shares your data with third parties to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

The organisation also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits and the provision of occupational health services.

The organisation will not transfer your data to countries outside the European Economic Area.

### **How does the organisation protect data?**

**NMITE** takes the security of your data seriously. We have internal policies in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.



Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organizational measures to ensure the security of data.

### **Retention of your personal data**

The GDPR and DPA 2018 require that personal data should be kept for no longer than is necessary for the purposes for which the personal data are processed (except in certain specific and limited instances).

Please contact [the NMITE Registrar](#) for further information.

### **Your Rights as a Data Subject**

As a Data Subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact HR.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

### **What if You Do Not Provide Personal Data?**

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

### **Automated Decision-Making**

The organisation does not use automated decision-making processes for recruitment. Should it do so at any time in the future, employment decisions will not be based solely on any automated decision-making.



### **Your Employment Files**

We will keep your Employment File and any other information we may have about you in HR for up to 3 years after your employment has come to an end.



Please read and sign the below

### 17. Employee Receipt Declaration

I confirm that I have received, understood and agree to the details provided in this Employee Handbook and understand that the hard copy version of this handbook provided may be superseded or updated online from time to time. I understand that it is my responsibility to ensure that I use the most up to date version for guidance on the contents.

Signed:.....

Name:.....

Date:.....

#### Privacy Policy declaration

I have read and received the enclosed Privacy policy and understand its contents.

Signed:.....

Name:.....

Date:.....

*This page will be scanned and stored in your Employee File.*

<b>Author of Policy</b>	Samantha Lewis, Director of People & Operations
<b>Equality Impact Assessment (Equality Analysis) completed</b>	N/A
<b>Date Policy (Re)Approved</b>	08/2023
<b>Version Number</b>	10.0
<b>Approval Authority</b>	Executive Board



<b>Date of Commencement</b>	With immediate effect
<b>Amendment Dates</b>	V4.0: Nov 2019 V5.0: 05/02/2020 V6.0: 27/04/2020 V7.0: 17/08/2020 V8.0: 21/09/2020 V9.0: 04/06/2021 V10.0: 21/06/2022
<b>Reason for update</b>	Additional information added regarding departmental handbook.
<b>Date for Next Review</b>	01/08/2025
<b>Related Policies, Procedures, Guidance, Forms or Templates</b>	Grievance Resolution Policy & Procedure Disciplinary Policy & Procedure Smoking Policy Alcohol & Substance Misuse Policy Equality, Diversity & Dignity in the Workplace Policy Health & Safety Policy Flexibility when Working from Home Policy Travel & Expenses Policy Data Protection Policy Performance Management Policy Assessment Handbook Meng in Integrated Engineering Programme Handbook
<b>Policies/Rules Superseded by this Policy</b>	N/A
<b>Summary of changes made to this version</b>	Amend to typos Amend to role/title Amend to Expenses to include the use of Xero Amend to Annual Leave - Increased the carry forward allowance to 10 days. 5 days standard allowance and additional up to 5 days, which are to be taken by 31 <sup>st</sup> December in that holiday year.