



# FIRST STOP CENTRE

## EMPLOYMENT POLICY

### 1. INTRODUCTION

1.1 First Stop Centre exists to help disadvantaged people to gain social integration, personal fulfillment and an increasing individual sense of worth. It is consistent with its aims that the employment of staff should reflect the values of equity and support that embody the services offered by the Centre. It is the policy of First Stop Centre to recruit, retain and train employees in a way that discriminates between people solely on the grounds of their suitability and potential for, and performance in, conducting the work required. It is the policy of First Stop Centre also to maintain this supportive ethos among its staff, in their attitude towards visitors and with other staff.

### 2. EQUALITY IN EMPLOYMENT

2.1 First Stop Centre will not discriminate between people in the following ways:

- In the arrangements made for deciding who is offered a job
- In the terms on which the job is offered
- In deciding who is offered the job
- In the pay, benefits, facilities or services offered to employees
- In the provision of opportunities for promotion or training
- In the termination of employment
- On the grounds of sex or marital status
- On the grounds of race, colour, nationality, or ethnic or national origins
- On the grounds of disability.

2.2 First Stop Centre provides social services to its visitors, some of whom will be elderly people, mentally or physically disabled people, or alcohol or drug misusers. Therefore, under the terms of the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, First Stop Centre is entitled to consider the convictions of those applying for employment which, for other purposes, are 'spent' under the provisions of the Act.

### 3. EMPLOYMENT PRACTICE

3.1 First Stop Centre aims to provide a safe and supportive working environment for its staff. The following practices will apply.

- All monthly paid staff will be given a written contract of employment and a job description
- Staff will not work alone during opening times, save in exceptional circumstances
- Staff will not be required to work in excess of 50 hours per week.



- Staff will be encouraged to take their full quota of holiday time off
  - Staff will not be required to work in conditions that endanger their health or safety
- 3.2 Out of consideration for the stress levels and personal safety of staff, where possible a minimum staffing level of two people in the building will be maintained by the temporary employment of replacement staff during periods of holiday leave or by the urgent recruitment of replacement staff when a staff member leaves.
- 3.3 The safety of staff will be furthered, as far as possible, by the maintenance of staffing levels, a good working relationship with the police, and the provision of an alarm system. Staff will receive formal support and supervision on an individual basis, with regular visits from members of the Management Committee as well as having weekly staff meetings and supervision. Refer also to Staff Support and Supervision Policy.

#### **4. RECRUITMENT PROCEDURE**

- 4.1 This procedure applies to monthly paid staff. Casual staff are recruited at the discretion of the Centre Manager.
- 4.2 A vacancy, whether for a new post or to replace an existing staff member, shall be subject to the agreement of the Management Committee, who shall also decide the level of remuneration to be attached to the post. This will normally be in line with the National Joint Council local authority rate.
- 4.3 The vacancy shall normally be advertised both internally to First Stop staff and externally in the appropriate media. In exceptional circumstances, advertising a vacancy may not be necessary. Interested parties shall be invited to request an information pack including details of how to apply.
- 4.4 The vacancy shall be specified by a Job Description detailing the scope and responsibilities of the post. The essential and desirable skills and attributes of the person sought to fill the vacancy shall be described separately in a Person Specification.
- 4.5 A shortlist of candidates from among those applying shall be drawn up by comparing applications with the Person Specification. Shortlisted candidates shall be invited to an interview at First Stop Centre.
- 4.6 An interviewing panel shall be convened normally comprising at least one member of the Management Committee and the Centre Manager. Interviews shall be conducted on the basis of the Job Description and the Person Specification.
- 4.7 All shortlisted candidates shall be informed of the outcome of their application within a week of decisions being made about them.
- 4.8 Papers relating to the application and interview of unsuccessful candidates shall be destroyed upon appointment of the successful candidate.



4.9 All new staff shall undergo a period of induction training, including an introduction to the working methods and the Policies and Procedures of First Stop Centre.

## **5. STAFF REVIEWS**

5.1 All monthly paid staff will be given an annual performance review (staff appraisal). Each review will be an evaluation of the performance of the staff member in conducting the work specified in their Job Description. Possibilities for training will also be discussed.

5.2 Reviews will normally be conducted by the Centre Manager, whose conclusions will be reported to the full Management Committee. Unless there is good reason otherwise, discussions about staff will be conducted by the Management Committee in the absence of any staff members.

5.3 All staff have an induction period, followed by a 6 month probationary period with reviews after 3 and 6 months.

5.4 The review of the Centre Manager will be based on the report of a member of the Management Committee.

5.5 The review of staff working under the management of the Centre Manager will be based on the report of the Centre Manager working in collaboration with a member of the Management Committee.

5.6 All staff have access to training and will be encouraged to accept training to ensure their personal growth. (See also Training and Development Policy).

## **6. DISCIPLINARY PROCEDURE**

6.1 It is anticipated that most problems will be resolved by informal discussion, formal disciplinary action being taken only when the causes are persistent or serious. Staff will be liable to disciplinary action in respect of the following matters (this is not an exhaustive list).

- Conduct incompatible with the aims of First Stop Centre, including gross misconduct, violence, theft, racial and sexual discrimination or harassment
- Failure in performance, such as failure to keep working hours, and inadequate work
- Failure to follow policies and procedures
- Being found guilty, by a court, of an offence which would have prejudiced initial employment
- A substantiated complaint by a visitor or grievance by another member of staff.

6.2 The formal disciplinary process is set out in the Disciplinary Policy.