



## **Main Terms and Conditions of Employment**

### **Eligibility to work in the UK**

Your employment with Amaze is subject to eligibility to work in the UK.

### **Criminal Convictions**

You are required to disclose any criminal convictions that are not spent in accordance with the Rehabilitation of Offenders Act 1974, which may be relevant to your employment. In addition, if your employment or occupation is listed as an exception under current legislation relating to the rehabilitation of offenders, any convictions which may be relevant to your employment must be disclosed. Details of such convictions should be notified to the Chief Executive of Amaze.

### **Salary**

Your salary will be paid to you monthly in arrears through the BACS system directly to your bank or building society account. Your pay slip will be sent to you either on paper to your place of work or electronically to the email address you specify.

Any overpayment made to you in error would normally be recovered by Amaze, including by deductions from subsequent salary payments. Such action would not be taken without prior discussion with you regarding the sum(s) to be deducted.

Subject to satisfactory service and if your post is on a scale with more than one spinal column point, you will receive an annual increment which is payable on 1 April each year until the maximum of the scale is reached. If this scale includes a performance bar you will be informed of the criteria and process for moving beyond this scale point. You must have at least six months' service in your post before you are entitled to your first increment.

### **Hours of Work**

The standard working week is 35 hours for full time staff. Your actual working hours will be arranged in consultation with you. Amaze reserves the right, after consultation with you, to vary your normal working hours to enable revised service requirements to be met.

To accommodate operational requirements and the varied nature of work undertaken, Amaze operates a flexitime system. Flexible hours are allowed in accordance with the requirements of the post and by prior agreement with the line manager. With agreement of your manager you may accrue time off in lieu for specific/time limited pieces of work to not exceed your total weekly hours. Time off in lieu should be taken within four weeks except by prior agreement with your manager.

At times additional work may be available and offered to the employee as additional hours at rate agreed with the employee.

Any employee wishing to engage in any form of additional paid work with another employer or organisation should seek permission from their line manager if they believe their combined working hours exceed 48 hours per week for monitoring purposes under the Working Time Regulations.

Staff whose daily working time is over six consecutive hours are entitled to receive an unpaid rest break of a minimum of 20 minutes, which should not be taken at the beginning or the end of the day. These meal breaks and any other breaks taken do not form part of your



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working week. No member of staff will be required to work in excess of 48 hours per week averaged over a 17 week period. This 17 week period excludes periods of leave including annual leave, maternity leave and sickness absence.

### **Place of Work**

You may be required to work at any reasonable location where Amaze is undertaking its business.

### **Holidays**

In addition to your stated annual leave entitlement you will receive a paid holiday on or in respect of the statutory public holidays applicable in England, local discretionary holidays and days when Amaze is closed in the interests of efficiency. The holiday year is from 1 April to 31 March and you will be expected to take your entitlement during this period by arrangement with your manager. All leave including paid public holidays is calculated on a pro rata basis for part time employees.

In the year in which your employment commences or terminates, your holiday entitlement will accrue on a pro-rata basis for each completed month of service. On the termination of your employment, you may receive payment for any holiday accrued but not taken. This will be at the discretion of your manager. Alternatively, you will be required to repay any holiday taken in excess of your accrued entitlement. Where possible, the amount will be deducted from your final salary/wage payment. Where your final salary/wage payment is less than the amount owed, you will be invoiced for the residual amount.

All requests for annual leave must be authorised by your line manager.

### **Period of Notice**

Your appointment can be terminated, except if you are dismissed for gross misconduct or subject to a shorter notice period during induction, by either side giving 4 weeks' notice unless a longer period has been specified in your offer of appointment. You should note that the amount of notice you are entitled to receive, as specified in your offer of appointment, may be overridden by the Employment Rights Act 1996 which entitles you to receive not less than one week's notice of termination of employment for each year of continuous service, up to a maximum of twelve weeks. You are entitled to receive the longer of these two periods of notice. If you wish to terminate your employment you should send written notice of resignation to your manager.

During any period of required notice Amaze reserves the right not to assign any work to you and is entitled to restrict your access to its premises, although this will not affect your right to receive your normal pay and other contractual benefits.

### **Probationary Period**

The first 3 months of your employment will be a probationary period, during which you will have regular meetings with your manager to assess your progress and plan the next stage of your development in the job. Amaze reserves the right to extend the probationary period if required. Failure to complete the probationary period satisfactorily may result in the termination of your employment.

During your probationary period your employment may be terminated by either side by giving the required written notice as specified in your offer of appointment. Notice periods for staff



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who do not have sufficient continuous service are shorter during the probationary review period.

### **Pension Scheme**

After your probationary period, all eligible employees will be automatically enrolled into our preferred, contributory pension scheme and Amaze will make a contribution of up to 5%.

Further details about the pension scheme can be obtained from the Financial Controller.

### **Maternity, Paternity, Adoption, Parental, Compassionate, Family and Carers Support Leave, and Time off for Public Duty Provisions**

Full details of these schemes and other leave are given in the Amaze policy folder.

### **Policies and procedures**

You are required to familiarise yourself with Amaze's policies and procedures as outlined in the policy folder and adhere to their requirements, in addition to those policies and procedures specifically mentioned in these terms and conditions. Amaze will update and add to these policies and procedures from time to time and will inform you of any changes. Failure to comply with any policy/procedure may result in disciplinary action and dismissal.

### **Health Requirements & Sickness Absence**

Subject to the provisions of Amaze's sick pay scheme and its procedures for sickness absence, you are contractually entitled to time off with pay if you are absent from work due to illness or injury. Full details of the scheme and procedures are available in the policy folder.

### **Confidentiality and Impartiality**

In the course of your duties you may have knowledge of, or access to, information which is confidential to Amaze. It is a term of your employment that this confidentiality must be respected and you are required to read and sign Amaze's confidentiality statement. Confidential information must not be published or divulged other than to an authorised person. In cases of doubt about what is confidential or who is authorised, the employee should consult their line manager. You must not use or attempt to use any confidential information for your own purposes; or to obtain or attempt to obtain any financial advantage (direct or indirect) from the disclosure of confidential information. Failure to adhere to this requirement may result in the appropriate disciplinary action being taken.

All confidential records, documents, and other papers, including copies or extracts, made or acquired by you in the course of your employment are the property of Amaze and must be returned to it when your employment terminates.

You are also expected to meet the requirements of Amaze's impartiality policy as given in the policy folder.

### **Equalities**

Amaze has an equalities policy as outlined in the policy folder and employees are expected to familiarise themselves with and co-operate in its implementation. Amaze has a commitment to provide appropriate training, support and consultation to this effect.



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### **Staff Appraisal & Development**

Amaze's staff appraisal and development scheme is outlined in the policy folder. You are required to contribute to the process, both in relation to yourself, and in relation to any staff for whom you are responsible. Appropriate guidance and training will be made available. You will be expected to attend or complete such courses or training or to obtain such relevant experience as may be deemed appropriate in connection with your work at Amaze.

### **Disciplinary Procedure**

Amaze expects the work performance and also the conduct of all employees to comply with and to conform to these conditions of service at all times. If these conditions are disregarded or requirements not met, Amaze has the right to discipline the employee concerned. Such cases will render the employee liable to the processes outlined in the disciplinary procedure which may involve dismissal. If it is necessary for disciplinary action to be taken against you, the steps to be followed will be those contained in the procedure detailed in the policy folder. If gross misconduct is suspected or where operational stability is at risk, the employee may be suspended on full pay, while the matter is investigated.

### **Capability Procedure**

Amaze's capability procedure covers cases of incapability or when an employee is no longer able to meet their contractual requirements on grounds of ill health. In conjunction with an appraisal and development scheme, Amaze will handle such matters in as sympathetic and sensitive a manner as possible. If it is necessary for the capability policy to be invoked, the steps to be followed will be those contained in the procedure detailed in the policy folder.

### **Redundancy Procedure**

If it is necessary to consider dismissing you for reasons other than the failure successfully to complete your induction period, the termination of a fixed-term contract or through application of the disciplinary or capability policy, the procedure to be followed will be in accordance with the redundancy policy detailed in the policy folder.

### **Grievance Procedure**

If you have a grievance relating to your employment, you have the right to express it in accordance with Amaze's grievance procedure which is detailed in the policy folder.

### **Trade Union Recognition**

Amaze recognises the value of trade union membership. Employees are welcome to join a union of their choice or not to join any union. Amaze has an informal agreement with UNISON as a union that has experience of working with community and voluntary sector employers and staff. Employees may take time off for union activities; this should be agreed with the line manager but no reasonable request will be refused.

### **Health and Safety**

Amaze has a health & safety policy as outlined in the policy folder and employees are expected to co-operate in its implementation. Employees' actions and work conditions should comply with all appropriate health & safety legislation, to provide and maintain a working environment which is safe for all staff & without risk to health.



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### **Travel and expenses**

If you are required to travel on Amaze business or incur expenses on Amaze's behalf, you are entitled to the reimbursement of expenses as agreed with and approved by your line manager. Further details are given in the policy folder.

### **Further Information**

The policy folder is accessible within the Amaze shared folders.