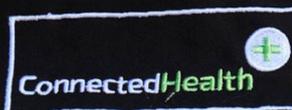


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**ConnectedHealth**

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EMPLOYEE HANDBOOK  
NORTHERN IRELAND



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# Words from the CEO ■



The most valuable resource of any organisation is its people. At Connected Health, we believe that the success of our organisation and the quality of the care we provide depends entirely on the dedication, compassion, and professionalism of our people.

Our mission is simple yet profound: to provide the highest quality of care to our clients while creating a workplace that is safe, inclusive, and empowering. We are committed to maintaining an environment free from discrimination and harassment, where everyone is encouraged to grow, learn, and reach their full potential.

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Each one of us plays a vital role in achieving this mission. Like any great team, a company is only as strong as the collective effort of its members. Team spirit cannot be bought — no amount of money can replace genuine commitment, passion, and the will to make a difference. True spirit comes from within.

It is through this shared spirit and teamwork that we continue to deliver exceptional care to our clients and their families. The quality of our service ensures their satisfaction and, in turn, the continued security and growth of our organisation. Over the years, our people have been the driving force behind our success, and I am proud of the culture we have built together — one founded on kindness, respect, and continuous improvement.

I warmly welcome you to the Connected Health team and sincerely hope that you find your time with us both rewarding and inspiring. Please take the time to read this Employee Handbook carefully. It outlines our values, standards, and expectations, and also provides practical information to help you succeed in your role.

We are delighted to have you on board. I wish you every success in your career with Connected Health and look forward to the great things we will achieve together.

**Ryan Williams, CEO**

# Company Values ■

Connected Health was established in 2013; we provide effective and efficient high quality healthcare services in the home and in the community, thereby promoting prevention and decreasing the demand for costly hospitalisation. Our 3Ts approach of talent, training and technology ensures effective connections between all of those involved so that, together, we deliver better and more responsive support in a way that measurably improves the lives of those in our care.

Our KIND Values:

The guiding principles that define who we are at Connected Health and how we work together to deliver care with compassion, innovation, and respect.

Our **KIND** values are the heartbeat of our culture:

**K - Kinetic:** We move forward together at speed. Collaboration and momentum power our success.

**I - Improvement:** Every day we ask, "What can I do today to make things better?" Small changes make a big difference.

**N - Nurture:** We nurture our teams, our clients, and our communities — building trust and support in all we do.

**D - Dignity:** We treat everyone with dignity and respect — always.

These values reflect the essence of Connected Health, a team that moves with purpose, cares deeply, and grows together. They guide our decisions, shape our culture, and ensure we make a positive impact on the lives of those we serve.

Please take a moment to reflect on what kindness means to us in our daily work.  
**If you can be anything in this world – Be Kind.**

What Can "I" Do  
to make Care better everyday?  
**INTEGRITY. HONESTY. ACCOUNTABILITY.**

**KIND**

**Kinetic**  
WE RELENTLESSLY  
MOVE FORWARD.

**Dignity**  
RESPECT  
COMPASSION  
PURPOSE.

**Nurture**  
COMPASSIONATE RELATIONSHIPS.  
CONNECTED CARE.

# About This Handbook ■

This Handbook has been drawn up by Connected Health to provide you with information on employment policies and procedures. It is important for you to read the Handbook carefully as this, together with your Contract of Employment, sets out your main terms and conditions of employment. The information covers a wide range of subjects relating to your employment and in the event that information in this Handbook conflicts with terms and conditions as stated in your Contract of Employment, the Contract will take precedence. If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with Human Resources. It is important that you do this before signing that you have read, understood and are willing to abide by all the Company's terms and conditions.

DISCLAIMER: The information contained in this employee handbook is not an employment contract, but rather is a summarised version of existing policies. Connected Health reserves the right to modify this employee handbook from time to time according to their sole discretion without notice. If a more detailed explanation of any policy in this handbook is needed, employees should consult with their supervisor/manager.

# Equality, Diversity and Inclusion ■

## Statement of Policy

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The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on any unlawful grounds. Connected Health has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. The Company will ensure that the policy is circulated to any agencies responsible for its recruitment and a copy of the policy will

be made available for all employees and made known to all applicants for employment. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity. The Company will maintain a neutral working environment in which no worker feels under threat or intimidated. Discrimination is unacceptable and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

## Recruitment, Selection and Career Development

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Connected Health will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and career development will be made on merit. If you have any specific needs, the Company will accommodate and support you as far as practicable. All decisions relating to this will be made within the overall framework and principles of this policy. Job descriptions, where used, will be in line with this equality, diversity and inclusion policy. Job requirements will be reflected accurately in any person specifications.

The Company will adopt a consistent, non-discriminatory approach to the advertising of vacancies. The Company will not confine its recruitment to areas or social media sources that

provide only, or mainly, applicants of a particular group. All applicants who apply for jobs with the Company will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate. Short listing and interviewing will be carried out by more than one person where possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature. The Company will not reject any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

# Employment, Training and General Rules ■

## Contract of Employment

Every employee will be issued with the Contract of Employment which the copy will be given to the employee and a copy will be retained

electronically. Your terms and conditions will give you specific details regarding your role and entitlements.

## Training

All mandatory training covers Regulation and RQIA Minimum Standards.

### Induction Training

All new members of staff will receive induction training on commencing the twelve (12) weeks of the induction process.

The mandatory induction training is as follows:

- First Aid / BLS
- Moving and Handling
- Safeguarding People in Need of Protection (Including Children)
- Challenging Behaviour and Restraint
- Health and Safety at Work, inc; COSHH, Fire Safety (Safe and Healthy working practices)
- Infection Control
- Food Hygiene & Food Safety
- Medication management
- GDPR / Data Protection
- Management of records, whistle blowing and complaints management
- Supervision and Appraisal
- Continence Management
- Management of Dysphasia
- Dementia Awareness
- Palliative Care and End of life care
- Pressure Ulcer Awareness
- Falls Prevention and Management
- Managing Service Users Money
- Mental Capacity Act inc DoLs

### Ongoing Training

Ongoing role related training will be provided.

**Field Based Roles:** As an employee, you will be advised of your renewal date warning and will be given two weeks to complete your training. If you do not complete the required training within this time frame you will be given a one-week extension. If you still are non-compliant and have not completed the training, then you may be removed from the rota for four weeks after the renewal date until the training is completed.

## Dress Code/ Uniform

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Employees represent Connected Health and we would expect that employees' appearance should be appropriate at all times. Uniforms must be kept clean and presentable.

### Office Staff

You should wear your Connected Health branded shirt (top) with business attire for example trousers/skirt and shoes. **Your ID Badge must be worn at all times.**

**Your ID badge must be worn at all times.**

In the interest of Health and Safety jewellery must be kept to a minimum, only stud earrings, wedding ring/band is permitted to be worn. Hair must be tied back. Artificial nails/long are deemed to be inappropriate, this is especially important when providing personal care to a client.

### On Ground Staff / Nurses

Your uniform will consist of a Connected Health branded tunic (black tunic for Care Assistants, white tunic for Nurses) / polo shirt with trousers and appropriate plain shoes (fully covered).

## Personal Protective Equipment (PPE)

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Any PPE that is issued by Connected Health must be worn at the relevant time and by the direction of your Line Manager. Failure to comply or to wear PPE as directed may result in disciplinary action.

## Smoking

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It is illegal to smoke/vape in enclosed or substantially enclosed workplaces and the Company has a policy that prohibits smoking throughout the entire workplace with no exceptions.

removed or covered with a jacket. On returning to work, appropriate steps should be taken to ensure any smell of smoke is removed (i.e. using hand sanitiser or fragrance) before entering a service user's home.

This policy applies to all employees and visitors to the premises. Smoking/vaping must not take place in uniform, which should be

Failure to comply with this policy will result in disciplinary action.

## Probationary Period

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Every employee joins Connected Health on an initial probationary period of six months.

Line Manager. If you have not met the required standards to perform in your role Connected Health and your Line Manager will liaise with you directly to support you in your role.

During this period your work performance, conduct and your suitability to undertake the role will be monitored and assessed.

Any continuous period of absence of four weeks or more will suspend your probationary period until you return to work.

On successful completion of your probationary period, you will receive a notification from your

## Performance Reviews

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All staff will normally attend a performance review (and additional supervisions for field-based roles) discussion with Management regularly. Our policy is to monitor your work

performance continuously so that we can maximise your strengths, and help you to overcome any possible weaknesses.

## Performance Improvement

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If we have any concerns about your performance, we will normally work with you to help improve it informally first. This may include providing you with training or an improvement plan, meeting with you and monitoring your performance.

We understand that it can be difficult to have discussions about performance improvement. We aim to deal with any performance issues

sensitively, constructively and where possible, in confidence.

However, it is important for our business that our employees perform to a satisfactory standard. If an informal approach to improving performance is unsuccessful, it may result in formal action, which will be managed using the disciplinary procedure.

## Breaks

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Please refer to your Terms and Conditions of your Employment.

## Time Keeping

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You should ensure that you arrive at your place of work sufficiently early to be ready to commence work at your specified start time. If you are unable to get to work on time you must contact your Manager to inform them of your

expected time of arrival and to explain the circumstances. For salaried staff, you will be expected to work the time back. However, if you arrive consistently late, disciplinary action may be taken.

# Absence From Work ■



## Notification of Absence

If you need to be unexpectedly absent from work due to sickness or any other reason apart from annual leave, you need to follow the correct notification of absence procedure.

- You should call your Line Manager to notify them about your absence
- You must call as soon as possible and at least **two hours** before the start of your shift on the first day of your absence.
- Texts and emails will not be accepted and treated as a failure to follow the correct notification of absence procedure and may lead to disciplinary action
- Only you, must call your Line Manager, only in exceptional circumstances may someone call on your behalf.



## Self-certification and Sick Lines

A self-cert must be produced when the sickness absence is three days to seven days. A medical certificate can be obtained from GP to cover longer periods of absence. You must send a copy of these certificates to the HR email account. Failure to produce appropriate documentation on time and in line with payroll cut off will delay your payment until the next payroll.



## Statutory Sick Pay (SSP)

The Company is responsible for paying SSP to you if you are eligible. The maximum period for which SSP is payable is 28 weeks in one period of sickness absence and is paid at a rate specified by law. As with other earnings, SSP is subject to the deduction of

income tax and all other normal deductions. We will inform you if you are not eligible for SSP. SSP is paid in respect of qualifying days on which you are unable to work through sickness. Qualifying days are those days on which you would normally work. Generally SSP is not payable for the first three qualifying days of sickness which are known as "waiting days", but this may not always be the case if you are absent on more than one occasion within a short period of time. SSP is only paid when the period of sickness is four or more consecutive days. If you are not eligible for SSP, you will receive an SSP1 form from your Payroll Department. This form will allow you to claim SSP from your local government directly. It is your responsibility to complete and submit this form to the relevant bodies. Please note, if you are absent in the week leading up to pay day (normally the last Friday of each month), the Company reserves the right to stop and re-calculate any payment due to you on pay day and process the payment as quickly as possible afterwards. This may be in the form of a payment by cheque. If you need to leave work before your normal finishing time or take time off during normal working hours, you must obtain authorisation from Management. Any failure to comply with the above procedures will be dealt with under the Company's disciplinary procedure. The Company will monitor and review the attendance levels of all employees on a regular basis, including lateness. In deciding whether to take further action in respect of sickness absence, the evidence of a medical certificate may not be sufficient, and the Company may seek alternative medical information. If your attendance level or

timekeeping does not improve despite previous informal discussions and reasonable adjustments (where applicable), or you have an unacceptable level of absence or lateness that is impacting on the efficient and effective running of the Company, then this will result in disciplinary action. Unacceptable absence and/or lateness is defined as:

**Periods of absence/lateness:**

- Three or more periods of absence/lateness in a rolling six-month period, or;
- Five or more periods of absence/lateness in a rolling twelve-month period.

**No. of days of absence/lateness:**

- Five days of absence/lateness or more in a rolling six-month period, or;
- Ten days of absence/lateness in a rolling twelve-month period.

**Other patterns or trends:**

- Where an unacceptable absence trend is identified e.g. repeated absence linked to weekends, holidays, bank holidays etc.

As a result, a warning may be issued and added to your file. Subsequent warnings may result if there is no improvement in your attendance or timekeeping. If you receive a final written warning, any further absence or lateness following this warning may result in further disciplinary action, which could result in dismissal from the Company.

could undertake. If it's likely that you cannot return to your role and that no further reasonable adjustments can be made to allow for a successful return, or that your ongoing absence is having an impact on the Company, then we might terminate your employment. This would be on the grounds of ill health. We don't take these decisions lightly and it would be our last resort. If we do terminate your employment, we'll write to you as soon as possible to confirm it and explain why. You'll be able to appeal against the decision if you want to. You'll be given contractual notice or a payment to make up for your contractual notice.



Adverse Weather Conditions

In the event of extreme adverse weather conditions, e.g. heavy snow or flooding, you are expected to make every reasonable effort, including the use of alternative means of transport, to arrive at work at your scheduled start time. If you decide that the weather conditions are sufficiently severe to prevent you from travelling to work and arriving safely you may choose to:

- Take the day(s) as annual leave,
- Take the day(s) as authorised unpaid leave of absence.
- Work from home if possible and if authorised by your Manager

In either case, you must telephone your Area Manager (for field-based staff) or your Line Manager (for office based staff) before your scheduled start time and inform them of the option you wish to take. If the Manager is not available, you must ensure that another senior person is notified.



Long Term Absence or Ill Health

Long term absence is classed as any absence of over four weeks in duration. If you are unable to return to your current role in full due to medical reasons, the Company will look at what reasonable adjustments can be made. Also, the Company will look at whether or not there are any other roles you



### AWOL (Absence without leave) and Unauthorised absence

You have a duty to be at work during your agreed working hours unless authorisation has been given for your absence. You must inform your Manager if you are unable to attend work as a result of illness or any other unforeseen circumstances, by following the absence notification procedure. If after initial investigation a period of unauthorised absence or AWOL is identified, your pay will be deducted accordingly for any period of unauthorised leave or AWOL, and the disciplinary procedure will be followed. Any period of AWOL or unauthorised absence without good reason, is deemed gross misconduct.



### Jury Service and Attendance at Court as a Witness

If you are called for jury service or as a court witness, you will be granted unpaid leave of absence and you should claim for loss of earnings from the court. You will normally be given a form from the court asking for confirmation of your normal salary, which should be completed by the Company.



### Time off for dependants

You will be allowed to take reasonable time off work without pay to deal with an emergency involving a dependant. The amount of time off which is allowed will depend on the circumstances. If a dependant is ill or injured, reasonable time off will be given to deal with the emergency – this does not mean that you will be allowed to take time off to look after the dependant personally.



### Other Special Leave

Other special leave requests (such as armed forces leave, voluntary work or any other leave) should be discussed and agreed (or not) on a case by case basis with your Line Manager. Such leave will normally be unpaid, and any payment will be at Senior Management discretion.



### “Family Friendly” Rights

The company supports Family Friendly rights and Information on the current statutory provisions relating to the following is available from Human Resources, with whom you should raise any queries.

- Maternity/Paternity/Share Parental Leave
- Leave and pay on the adoption of a child.
- Unpaid parental leave and parental bereavement leave



### Compassionate Leave

An individual's reaction to bereavement varies greatly. You should discuss the circumstances with Management and agree on appropriate time off. Each circumstance and request will be viewed with compassion. A proportion of the time off will normally be paid in the event of the death of an immediate family member (i.e. child, spouse/partner, sibling or parent) only. However, payment is discretionary and not compulsory. Also, unpaid time off may be granted to attend the funeral of a close relative or friend. However, you will not normally be granted the whole day off. Any additional time off and time off for any other reason may be requested as a holiday or unpaid leave, but is not guaranteed.



## Annual Leave

Please refer to your Terms and Conditions of your Employment for details.

To apply for annual leave you need to submit a holiday request form to your Line Manager. Your holiday request needs to be submitted at least six weeks before the planned leave unless it is for single days when one week's notice is normally required.

There are set periods each year when you are required to take your holiday. These are one week during Winter (between 8th January to 30th April), two weeks during Summer (between 1st May to 31st August) and one week in Autumn (between 1st September to 8th December).

Holidays will not be granted between 08th December and 08th of January.

No more than two employees will normally be allowed to take holidays at any one time. Requests for more than two consecutive weeks of holiday leave will not be approved, with exception of special circumstances.

Your annual leave application may not be approved if submitted too late, or other members of staff already booked the same dates as your request. If your annual leave application has been denied and you take a sick leave for the dates you requested as annual leave this may lead to disciplinary actions against you.

If the Company refused your holiday request because of business needs, the Company is not responsible for any

financial commitments made by you before authorisation.

### Carrying over holidays to the following year

You must take your full holiday entitlement during the holiday year. Holidays may not be carried forward into the next holiday year, nor will you receive payment for holidays not taken.

### Adjustments to holidays

On the commencement of your employment, you will be entitled to holiday leave in proportion to the holiday year remaining on the date when your employment began.

On leaving you will be entitled to holiday leave in proportion to the holiday year worked on the date when your employment ended. If you have been paid for more holidays than your entitlement then the balance will be deducted from your final payment. If you have been paid for fewer holidays than your entitlement then the balance will be paid to you with your final payment.

### Bank Holidays

Please refer to your Terms and Conditions of your Employment for details.



## Appointments

If you need to be absent from work to keep a medical, dental or another essential appointment, prior permission should be obtained from your Line Manager. Such absences are normally unpaid. Payment for absences of this nature will be with the exception (such as specialist or hospital appointments) and at the discretion of the Company. Proof of hospital appointments must be provided, and a copy given to your Line Manager to process. Hospital/ Consultant appointments will be given a reasonable time (Max 3 hours). All other appointments must be made outside of working hours where possible or during a period that causes the least disruption to your shift. You must also pre-book this time off with your Line Manager in advance giving at least 48 hours' notice.

All field-based employees must work one weekend on one weekend off.

- The employee must complete the flexible working application via contacting the Human Resources department.
- Your request will be reviewed and if necessary we will meet with you to discuss in detail.
- If an agreement is made, a proposed commencement date will be given,

You can only make one request in any 12-month period for your contract of employment to be varied and, if the Company grants your request, the variation will be a permanent change to your contract of employment.



## Flexible Working

If you have at least 26 weeks of continuous service with the Company you have a statutory right to ask for your Contract of Employment to be varied. Any request for a variation must relate to:

- the hours you are required to work,
- the time when you are required to work, or
- the place where you are required to work (i.e. at home or at any place of business operated by the Company).

On receipt of your formal request, the Company will arrange to meet with you to discuss it.

# Wages, Salaries and Benefits ■



## Payments

All employees are paid by BACS payment.



## Payslips

At the relevant payment interval you will receive a payslip giving details of all payments and deductions e.g. gross pay, income tax, national insurance, etc.



## Overpayments and Deductions

If you are overpaid for any reason you are required to notify the person who pays the wages.

The amount of overpayment will normally be deducted from the following payment but if this would cause hardship, alternative arrangements to repay may be made.

Any failure to report an overpayment may result in disciplinary action. If any deductions or amendments to pay are to be made, you will be given reasonable notice of any such deductions or amendments prior to them being made.



## Income Tax

In compliance with the law, you will receive a P60 each year detailing earnings and payment of income tax and National Insurance.

This document should be kept in a safe place.



## Pension

In line with current legislation, you will automatically be enrolled into a pension scheme at a future date to be confirmed.

If you have any queries about your enrolment or if you wish to opt out of the scheme, speak to your Human Resources Department.



## Statutory Payments

The following statutory payments will be made available to you if necessary.

- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Parental Pay
- Statutory Adoption Pay
- Statutory Parental Bereavement Pay
- Statutory Redundancy Pay

For further information regarding the above payments or to discuss your personal circumstances in confidence you can contact your Human Resources Department.

Updated information regarding the above payments can also be found on your local government website and Company will pay in accordance with legislation.



## Benefits

A list of benefits can be obtained from your Human Resources Department.



## Claiming and Accounting for Expenses

If you incur or anticipate incurring legitimate expenses on the Company's behalf there are various methods of reimbursement and/or advance funding.

Claims can only be made for expenses incurred wholly in respect of business purposes.

All expenses must be claimed for in detail and backed up by VAT receipts for

the relevant items. Claim forms should be submitted to Accounts as soon as possible.

If you are issued with a Company credit or fuel card all expenditure must be accounted for. All receipts including VAT receipts must be submitted to Accounts as soon as possible.



## Sign on Bonus

Sign on bonuses are applicable to all external positions through the company and will only be paid after an employee has been actively working for 3 consecutive months. Any time out of work for leave of more than a week (except for annual leave) will not count as actively working, for example, if an employee is out on sick leave for more than a week, this will not count towards actively working and therefore the sign on bonus will be delayed until they reach the three months of actively working.

If an employee is returning to the business after resigning, a period of one year must have lapsed between leaving and joining to be eligible for the sign on bonus.

Sign on bonuses are not applicable to internal positions.

The sign on bonus amounts may vary from time to time and according to area applied for. The amount will be disclosed with the employee at the time of interview/through the recruitment process. Sign on bonuses are not a contractual right and the company may decide to remove these at any stage.



## Recommend a Friend

You can make a recommendation for someone you know to work in Connected Health and earn £100 for every successful recommended candidate.

The £100 payment will be made at the end of month 3 of the new employee's employment.

Refer a friend bonuses are applicable to all external positions and will only be paid after the new employee has been actively working for 3 consecutive months. If the employee has any time out of work for leave of more than a week (except for annual leave), this will not count as actively working, for example, if an employee is out on sick leave for more than a week, this will not count towards actively working and therefore the refer a friend bonus will be delayed until they reach the 3 months of actively working.

Refer a friend bonuses are not applicable to returning employees who have previously worked for the organisation, they are only applicable to new employees who have never worked for the organisation before in any capacity.

The new employee must state at the time of the recruitment process and interview stage that they have been referred to the company and state the person who has referred them. No admission of refer a friend after the recruitment process has been completed, will be accepted.

Refer a friend bonuses are not

applicable to internal positions.

The refer a friend bonus amount may vary from time to time and according to area applied for. The amount will be disclosed with the employee at the time of interview/through the recruitment process. Refer a friend bonuses are not a contractual right and the company may decide to remove these at any stage.



## Induction Training Payment

Field-Based Domiciliary Care Care Staff Only:

An induction training payment will be made to all new employees. This will be made at the national minimum wage amount.



## Shadowing Payment – Domiciliary Employees Only

Field-Based Domiciliary Care Staff Only:

Shadowing Payments will be made at the national minimum wage amount. Terms and Conditions apply, for further information regarding this please contact your Line Manager.



## Bike to Work Scheme

This benefit is available through salary sacrifice and you can choose bikes from participating local or corporate retailers.

**Subject to eligibility.**

# General Information

## Communication

All employees will be given a copy of this handbook at the beginning of their employment with the Company. After that time a copy will always be available on request.

The Company will take every step to communicate to all employees with respect to its products, services, and plans for the future, etc. It also encourages employees to express their views in terms of suggestions and opinions.

Staff Survey's will be sent out by the Company at planned intervals. These surveys provide each employee the opportunity to give feedback, opinion and views on different aspects of their job role and the company.

All statutory notices, vacancies, internal information and all other matters of general interest will be notified to you on the company newsletter, verbally, by electronic communication (i.e., email, social media) or in writing.

The Company recognises your right either to join or not to join a trade union of your choice. The Company has no recognition agreement with any union and as a result union officials will not be allowed on the premises except for the purpose of representation at a disciplinary or individual grievance meeting or any associated appeal meeting.

Employees may use the Company's telephone system for local calls within reason and in cases of personal emergency. If possible, authority should be sought from Management before the call is made and if not as soon as possible, afterwards. The cost of excessive private calls

made from the Company's mobile phones must be reimbursed to the Company.

Personal mobile phones should be switched off or placed on silent during working hours and for field-based staff they should not be used in service user properties at any time, unless in case of emergency.

All posted mail delivered to the Company is normally opened centrally even if it is addressed as personal or has confidentiality marking.

Therefore, no personal mail should be sent to the Company without permission (e.g., 'signed for' parcels) or personal mail sent out using the Company's system.

Your first point of contact for any queries or concerns should be your Line Manager. For employment related queries and or company policies/processes, contact your Human Resource Department. If you have any pay related queries, contact your Payroll Department and they will respond to you with the relevant advice and guidance.

Connected Health advocates an open-door policy.

## Insurance whilst on Company Business

The company's employer's liability insurance covers all employees for injury or death from an incident whilst working in the company. This is only payable when the company is found to negligent in its role as an employer.

## Change of Personal Circumstances

You must always advise the company in writing when you have made a change in personal circumstances that will affect your personnel record. Examples include details of your address, telephone number, emergency contact, bank details and any qualifications. You must seek authority from the company if you wish to take additional employment. In order to work more than the average 48 hours in a week you must sign an individual waiver form.

## Company Vehicles

The use of Company vehicles requires express approval from Management and the private use of commercial vehicles requires further authorisation. Unauthorised passengers must not be carried in commercial vehicles, nor may any vehicle be used for personal gain.

For insurance reasons, drivers must have a full driving licence. Once the use of a vehicle has been approved you must ensure that the vehicle is kept clean and tidy, in a roadworthy condition, and that all normal engine and vehicle inspections are carried out at the designated intervals. If you have an incident involving a vehicle, whether or not personal injury or vehicle damage occurs, you must make a full written report of the incident.

All driving accidents will be investigated and if an investigation shows you to be at fault, you will be subjected to disciplinary action. The Company also reserves the right to recover the insurance excess (£500) from you or the cost of the repairs if this is less than the excess. A payment plan can be arranged, at your request, for the payments to be made over an agreed period. If you leave prior to any agreed deduction being repaid in full, then the remaining amount will be deducted from any monies owed to you.

You must produce your driving licence before permission to use a vehicle is first given and it

must be produced at regular intervals, thereafter, as notified by us.

Any type of driving conviction/penalty points or summons must be reported immediately to your Line Manager, and you agree to allow us to access your online driving licence information. You must comply with all statutory regulations and or Company regulations regarding the recording of daily mileage, journeys undertaken and driving hours.

Whilst you may find it necessary to use a mobile phone during the course of your work, the Company prohibits the use of handheld mobile phones while driving and will not be liable for any fines or penalties incurred by you using a Company mobile phone unlawfully. On termination of your employment, you must return the vehicle to our premises. It is an express term in your contract of employment that failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you.

Employees operating company vehicles must have a minimum of two years' driving experience.

## Employee Wellbeing

We know that happy employees do great things, therefore, Connected Health wants to embrace wellbeing and happiness into their employees' day-to-day experience. We are focused on providing various activities which have a positive impact on employees in our organisation. Our efforts are aimed at improving the welfare of our employees by designing a well-being programme. This involves various one-time initiatives and projects, along with our permanent employee benefits such as the lounge of an App Informed Minds. For more information and instructions on how to download the app, please contact your Line Manager.

## Health and Safety

Connected Health will do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, as they come into contact with our activities and any foreseeable hazard or danger. All employees have duties under Article 8 of the Health and Safety at Work (Northern Ireland) 1978 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation so that it can comply with the legal requirements placed upon it and in the implementation of H&S policy.

## Vaccinations

Those working in a field-based role and providing personal care to our service users there may be a risk of being exposed to biological hazards such as blood, etc., because of the nature of the work. The Company encourages employees both domiciliary and agency who may be exposed to biohazards to have the following vaccinations, although this is not compulsory: Tetanus, BCG, Typhoid, Polio, Hepatitis B, Hepatitis A, Diptheria, Covid 19.

As of 1st January 2017, all domiciliary Care Assistants must be screened for Tuberculosis, Measles, German Measles and Chicken Pox.

## Hygiene

Overalls/uniforms, including head covering where provided, must be worn at all appropriate times. Any cuts or sores on the hand or arm must be covered with an approved dressing. If you are suffering from an infectious or contagious disease or illness, or have a bowel

disorder, boils, skin or mouth infection, you must seek advice from your GP before commencing work. Contact with any person, suffering from an infectious or contagious disease must be reported before commencing work.

## Display Screen Equipment (DSE)

All reasonable steps will be taken by the Company to secure the health and safety of employees who work with display screen equipment (DSE). Whilst the use of DSE carries no undue risks to health, the Company recognises that some employees may have genuine reservations and concerns. An assessment will be carried out to determine whether or not an employee who works on DSE is a "user" within the meaning of the health and safety legislation. A user is someone who habitually uses the equipment as a significant part of his or her work and where continuous spells at the workstation of an hour or more are encountered. For designated users, the Company will:

- Attempt to incorporate changes of tasks within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure suitability for the task and provide any additional training necessary
- Arrange, on request, for the provision of initial eyesight tests and thereafter, as may as necessary
- Arrange for the free supply of any corrective appliances (glasses) that were required specifically for working with DSE.

# Conduct

## Conduct at work

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The Company expects all employees to behave in a normal and reasonable manner. The following list provides examples of the type of conduct that the Company would expect:

- To be punctual for the start of work and to keep within the break times
- To give regular attendance at work and to minimise all absenteeism
- To be courteous, helpful and polite to all those with whom you have contact
- To devote all your time and attention, whilst at work, to the Company and ensure that all its property including confidential

information, records, equipment, information technology, etc., is kept safe and used correctly

- To comply with all the Company rules and regulations and to observe and perform all the terms of your employment as set out or referred to in your Contract of Employment
- Not to be involved with any company, client or agent who is in direct competition with the Company. You are expected to devote all your loyalty to the Company.

## Conduct outside of working hours

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Normally the Company has no jurisdiction over employee activity outside working hours. Behaviour outside working hours will only become an issue if the activities adversely affect the Company.

Adverse publicity, bringing the Company name into disrepute, or actions that result in loss of faith in the Company, resulting in loss of business, or loss of faith in the integrity of the individual, will result in the disciplinary procedure being instigated.

The detriment suffered by the Company will determine the level of misconduct and it will also determine which disciplinary stage is most appropriate to suit the circumstances. If the actions cause extreme embarrassment or serious damage to the Company's reputation or image, a decision may be taken to terminate the employment. The Company's procedures covering disciplinary hearings and appeals still applies.

# Company Facilities and Amenities ■



Unless specified to the contrary in your Contract of Employment, the benefits and facilities in this section are discretionary and may be withdrawn or altered by the Company at any time.

## Car parking (Head Office)

Head Office in Belfast has limited parking due to the number of office staff and other organisations that work in the building. Alternative parking arrangements are available. Please liaise with your Line Manager for details. The Limavady, Coleraine, Armagh, Newtownabbey, Ballymena, Magherafelt and Lisburn office have free parking available on site. Our East Belfast office has no parking facilities. Please be advised you may need to park in residential areas or local car parks.

## Food and drink facilities

On-site facilities are provided for the convenience of all employees. Please ensure that all facilities are left in a clean and tidy condition after use. Care must be taken when using hot/electrical equipment and you must adhere to all health and safety rules concerning their use. Please note that for health and safety reasons personal portable electrical appliances must not be brought onto the premises.

# Disciplinary ■

## Purpose

The Company firmly believes that the fairest way to resolve any problems relating to conduct or performance is to have a well-structured disciplinary procedure. The procedure is designed to help and encourage all employees to achieve and maintain the Company's standards of conduct, attendance and performance and should be looked upon as a corrective process. Please read the following principles and procedures carefully as they form an important part of your terms and conditions of employment:

## Principles

Apart from an informal letter of concern, you have the following rights in relation to disciplinary action:

- To be informed of the allegations of misconduct or poor performance to be addressed at any disciplinary hearing,
- To be accompanied by a work colleague or by an accredited trade union official,
- To appeal against any disciplinary action.

## Investigation Process

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On occasion it may be necessary for the company to conduct an investigation meeting to clarify a particular incident or occurrence prior to any potential disciplinary hearing. The purpose of this investigatory meeting is to establish the facts about a particular incident or occurrence, and the details of which will remain completely confidential.

The investigation will be carried out by a designated member of the Management team or, if necessary, in the case of any possible conflict of interest, an agreed third party. In either case, the person nominated will have appropriate training and experience and be familiar with the procedures involved. The designated investigator will meet with you and

any witnesses or other relevant persons individually. The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. This investigation meeting itself should not be interpreted as a disciplinary hearing as no disciplinary sanction would ever be issued on foot of an investigatory meeting. Instead, the facts established in an investigatory meeting may be used to identify whether or not a formal disciplinary hearing ought to be conducted.

You will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case at a disciplinary hearing.

## General

You will receive a formal invite to attend a disciplinary hearing by your Human Resources Department.

You will always be given as much information as possible regarding the allegations of misconduct, or any documentation detailing the shortfall in performance or capability that will form the basis of the disciplinary hearing. You will also be given fair and reasonable notice of the date and time of the hearing and whenever possible the disciplinary hearing will be held during your normal working hours. Any disciplinary action will only be taken after a full

investigation of the facts, and if it is necessary to suspend you for this period of time, you will receive your normal rate of pay.

The Company reserves the right to vary the disciplinary procedure dependent on either the seriousness of the allegations of misconduct or capability to be addressed, or if you only have a short amount of service. It also reserves the right to call on a third party to assist with the disciplinary process. If you are a short service employee or are still within the probationary period, you may not be issued with any warnings before dismissal.

## Right to Representation

You have the right to be accompanied by a fellow employee, or Union Official who may act as a witness, at all stages of the formal disciplinary process;

## Procedure

Disciplinary action taken against you will be based on the following procedure:

Offence	Number of Occasions			
	First Occasion	Second Occasion	Third Occasion	Fourth Occasion
<b>Minor Misconduct</b>	Formal Warning Verbal Warning	Written Warning	Final Written Warning	Dismissal
<b>Major Misconduct</b>	Written Warning	Final Written Warning	Dismissal	
<b>(Either option may be used)</b>	Final Written Warning		Dismissal	
<b>Gross Misconduct</b>	Dismissal			

## Formal Verbal Warning

In the case of conduct, attendance or performance not reaching the required standard, the problem will be discussed with you at a disciplinary hearing where you will be given the opportunity to offer a satisfactory

explanation. If the explanation is unsatisfactory, you will be issued with a formal verbal warning. The topics discussed at the meeting will be confirmed in writing to you and the verbal warning will remain on your file for six months.

## Written Warning

A written warning will be issued following a disciplinary hearing where there is a current formal verbal warning on your file and sufficient improvement has not been made or where the

misconduct or poor performance is serious enough to warrant the Company by passing the formal verbal warning stage. A written warning will remain on file for 12 months.

## Final Written Warning

If there is still insufficient improvement in your conduct, or if your performance is still unsatisfactory, you will be asked to attend a further disciplinary hearing. If no satisfactory explanation is offered for the lack of improvement, you will be issued with a final written warning that will remain on file for 12

months. If the misconduct is sufficiently serious to warrant only one warning but is not sufficiently serious to justify dismissal, a final written warning will be issued. You will be informed in your final written warning that any further misconduct or failure to meet the required standard will result in your dismissal.

## Dismissal

Dismissal will normally result if you still fail to achieve the standard of conduct or performance required by the Company. You will be given every opportunity to offer an explanation for your failure to meet the required standards at a final disciplinary hearing. As with all previous stages of the disciplinary procedure you will be offered the right to be accompanied and the right to appeal against the decision. If you are dismissed, you will be provided, as soon as is

reasonably practicable, with the reasons for dismissal, the date on which your employment will terminate and details of how you may appeal. In exceptional circumstances, the Company reserves the right, as an alternative to dismissal, to impose a penalty of suspension without pay for up to a maximum of five working days, together with a final written warning that will remain on file for 12 months.

**NB** The Company reserves the right to deduct from pay the cost of any damage or loss to property or goods, which after a disciplinary hearing was found to have been caused by your negligence or vandalism.

## Gross Misconduct

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Gross misconduct will result in summary dismissal, which means you lose your right to notice or pay in lieu of notice. Here is a list of offences that are normally regarded as "gross misconduct". It is not exhaustive, but it describes the kind of offence that can result in summary dismissal.

- Deliberate failure to comply with the published rules of the Company, including, safeguarding, security, health and safety, equal opportunities, the duty of candour, the Internet and those covering cash handling etc.
- Deliberate falsification of records.
- The committing of offences against current discrimination legislation whilst acting on behalf of the Company.
- Fighting or assaulting another person including physical violence or bullying.
- Using threatening or offensive language towards service users, visitors or other employees.
- Deliberate acts of unlawful discrimination or harassment.
- Bringing any item which could be classed as a weapon onto the work premises, including any item that has a blade or point or any firearm unless for work related reasons.
- Your work performance becoming affected through your consumption of alcohol, taking drugs and/or illegal substances, substance misuse (e.g. solvent abuse); you taking legal highs and/or psychoactive drugs and/or drugs covered by the Misuse of Drugs Act 1971 ('controlled drugs') when these are not prescribed; or your failure to follow medical instructions on prescribed medication.
- Possession of alcohol with the intention to consume at work, or the illegal use, dispensing, distribution, possession, sale or offer to buy any drugs at work, which includes controlled drugs, 'legal highs' or substances such as solvents where it is known, or could reasonably be known, to be for use as a means of achieving an altered state of mind or consciousness.
- Borrowing money or property from any service user.
- Being in unauthorised possession of our property or service users' property.
- Obscene behaviour.
- Behaviour likely to bring the Company into disrepute.
- Wilful and deliberate damage to or misuse of Company property.
- Refusal to carry out reasonable duties or instructions.
- Sleeping whilst on wakeful duties.
- Conviction on a criminal charge that is relevant to your employment with the Company.
- The misuse including use for personal gain, of confidential information in the course of working for the Company.
- Undertaking private work without permission
- Unauthorised unpaid leave and AWOL.
- Being involved with any company, client or agent who is in direct competition with the Company without permission
- Theft or fraud
- Wilful misrepresentation at the time of appointment including:
  1. Previous positions held
  2. Qualifications held
  3. Falsification of date of birth
  4. Declaration of health
  5. Failure to disclose a criminal conviction/caution within the provisions of the Rehabilitation of Offenders Act.

- Wilful misrepresentation at any time during employment in connection with qualifications held.
- The negligent or deliberate failure to comply with the requirements of the organisation's policy & procedure concerning medicines.
- Any act or omission constituting serious or gross negligence/or dereliction of duty.
- Serious failure to abide by the Code of Conduct and Practice issued by the Northern Ireland Social Care Council, Nursing and Midwifery Councils and NISCC a copy of which is available for inspection in the office and included in the company handbook.

**The above examples are illustrative and do not form an exhaustive list.**

## Disciplinary Appeal

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At each stage of the disciplinary procedure, you will be given the right of appeal. If you wish to exercise your right of appeal, you should put your reasons in writing to the individual named in the Disciplinary outcome letter within five days of receiving written confirmation of the disciplinary decision taken against you. You will need to explain why you feel the decision is

unfair, or inappropriate in relation to the matters addressed at the disciplinary hearing.

If you have any new information or evidence to support your appeal, please give details in full and include the names of any witnesses you may wish to call to support you in your appeal.

## Grievance

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A grievance procedure is quite simply a way for all employees to discuss any problems, or air their views on any dissatisfaction that relates to their work.

An informal discussion can often resolve matters, but if you wish to raise the grievance formally, it should be done in the following way.

Submit your formal written grievance to your Manager or Human Resources (as appropriate) who will make every effort to hear your grievance within five working days. If you feel that you need help in putting your point of view across, you may ask a work colleague or an accredited trade union official to be present to help you explain the issue you are raising. If you are not satisfied with the outcome of your meeting, tell the person who dealt with your grievance that you wish to take the matter

further and intend to appeal against the outcome.

Submit your formal written appeal to the individual named in the Grievance outcome letter within five days of receiving written confirmation of the grievance decision, including an explanation of why you are dissatisfied with the original decision. Every effort will be made to hear your appeal within five working days and you may ask a work colleague or an accredited trade union official to be present to help you. Although the Company will always be willing to try to resolve your grievance as amicably as possible, a decision reached at the appeal stage is final.

Please note that the Company reserves the right to call on a third party to assist in resolving grievances.

# Bullying and Harassment

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The Company will not tolerate any form of harassment or bullying.

The Company intends to provide a neutral working environment in which no one feels threatened or intimidated. The working environment will be kept free from any flags, emblems, football strips, badges, graffiti, or any other material likely to be a safety hazard, provocative, offensive, intimidating, or in any way likely to cause discomfort or unease for any employee, customer, supplier or visitor.

This applies to festive, religious, sporting or any other occasions. Employees must not discriminate or cause offence or apprehension of a religious or political nature to any particular employee or group of employees. Failure to comply with this policy will be treated as a serious breach of discipline resulting in the appropriate disciplinary action being taken. Harassment is a discriminatory act and is also a criminal offence. It is very difficult to define as it can take many forms, but in the main it takes the form of unwanted behaviour by one employee towards another, for example:

- Patronising or belittling comments
- Comments about appearance/body/ clothes
- Leering or staring at a person's body
- Unwelcome sexual invitations or pressure
- Promises or threats, concerning employment or conditions, in exchange for sexual favours
- Displaying offensive or sexually explicit material
- Touching, caressing, hugging or indecent assault
- Please remember the test is that the behaviour is **UNWELCOME, UNINVITED AND UNRECIPROCATED.**

Bullying is also difficult to define. Obvious examples are:

- Threats of or actual physical violence
- Unpleasant or over repeated jokes about a person
- Unfair or impractical work loading.

If you encounter a problem of this nature, it is vital that you make the person responsible aware that his/her remarks or conduct are offensive to you. This should be done in a simple, straight forward way. It is recognised that complaints of harassment or bullying are often of a sensitive or worrying nature and that it may be difficult to speak directly to the other employee involved. If this is the case, you should put your request in writing and hand it to the harasser or bully. When or if the informal approach fails or if you believe that the harassment or bullying is of a very serious nature you must bring the matter to the attention of your Manager or Human Resources (as appropriate). If possible, you should keep notes of the harassment or bullying so that the formal complaint can be investigated, including the date, time and whereabouts of the act. If you make a formal complaint it will be dealt with under the grievance procedure and all possible actions will be taken to separate you from the alleged harasser or bully. If the alleged harasser or bully is a service user or visitor steps will be taken to relocate you. If you bring a complaint of harassment or bullying you will not be victimised for having brought the complaint. However, following a full investigation, if the Company has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action under the Company's disciplinary procedure. The Company's appeal procedures apply to appeals against decisions made under the equal opportunities and discrimination policy and the harassment.

# Summerised Company Policies ■

Full policies can be obtained by contacting your Human Resources Department.

## GDPR

Connected Health is committed to data protection and data privacy. With the General Data Protection Regulations (GDPR), we constantly review our business operations to understand the way we handle data and the way in which we use it to provide our services and manage business operations.

We hold personal data on all our employees to meet legal obligations and to perform vital internal functions. Our privacy notice details the personal

data we may retain, process and share with third parties relating to your employment and vital business operations.

Connected Health is committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

## Information Technology

Employees must keep their passwords confidential and must not disclose them to any other party.

Employees are not permitted to load any software on to the Company's computer system without prior permission from Management.

On the termination of employment, or at the Company's request, employees must return all information that they have in a computer compatible format

to a nominated member of staff.

All information, programs and systems created by employees during the course of their employment with the Company will remain the property of the Company.

Employees are not permitted to play computer games or non work related apps in Company time or on Company terminals or laptops.

## Email

The Company gives designated employees access to an email facility in order to improve business communication and efficiency. This is the primary purpose of this facility and although personal emails are permitted, the primary purpose of this facility should be remembered. The Company would ask its employees not to abuse the facility.

With this in mind it is important that emails are not used to spread gossip or to distribute information, jokes or graphics that are or could be said to be, any of the following:

- Sexist or sexual in nature
- Racist or otherwise discriminatory
- Obscene
- Offensive
- Defamatory
- Malicious and/or unacceptable nature
- Otherwise conflicting with the interests of the Company.

The distribution of chain letters by email is also expressly forbidden.

Employees must not use emails to distribute information that is confidential in nature, unless the permission of the customer and/or Management has been given in advance.

Employees must not use emails to distribute anything that is copyright protected or to pursue or promote personal business interests. If in doubt, guidance should be sought from Management. Messages sent by email could give rise to legal action against the Company. It is therefore important that thought is given to the content of all emails and that hard copies are taken when necessary.

The Company reserves the right to retrieve messages in order to assess whether the facility is being used for legitimate purposes, to retrieve information following suspected computer failure or to investigate alleged acts of wrongdoing. The Company will not, however, monitor emails as a matter of course. Misuse of the email facility will result in disciplinary action.

## Internet Use

Employees have a duty to use the Internet responsibly. Employees must not access or display any sites or pages that are sexually explicit or offensive. Any breach of this rule may result in dismissal.

If an employee receives information from, or accesses any such site unintentionally, the computer must be closed down or disconnected from the

network and Management must be informed immediately.

Although sensible and limited personal use of the Internet is permitted, the Company reserves the right to take disciplinary action against employees where their use amounts to an abuse of this rule, such as excessive downloading or streaming to computers or mobile devices.

## Social Networking

Only designated staff members may access and update the Company's social media pages. You should not post any comment or image on our sites.

However, you are encouraged to 'like' or 'share' Company posted social media content posted with friends. Outside of this positive promotion, the use of social networking sites for personal purposes during working time or on Company terminals or laptops is not permitted and is a breach of Company rules. Employees using social networking sites away from work must ensure that, if adding personal news items, they do not include reference to

the Company by name or by photograph, or to any employee, client, customer or any other person or organisation connected with the Company, or any of their relations or friends. Failure to comply with this policy will be treated as a serious breach of the rules and will result in disciplinary action being taken, up to and including summary dismissal.

Any use of social networking sites that brings the Company into disrepute, or breaches the equal opportunities and discrimination policy or harassment policy, will be regarded as gross misconduct and will result in summary dismissal.

## Employee Data

We hold personal data on all our employees to meet legal obligations and to perform vital internal functions. Our employee data privacy notice details the personal data we may retain, process and share with third parties relating to your employment and vital business operations. We are committed to ensuring that your information is secure, accurate and

relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

If you would like to see a copy of our employee data privacy policy, please contact Human Resources.

Public  
Interest  
Disclosures

If you wish to report using the whistleblowing procedure, you can confidentially do so using our Whistleblowing Hotline, where the matter will be treated confidentiality in line with the whistleblowing policy.

All employees are legally protected if they make a qualifying disclosure relating to any of the above points. Anyone wishing to make a disclosure is strongly recommended to raise the issue with Management in the first instance so that, where appropriate, there is an opportunity to address the area of concern. Where an employee wishes to make a disclosure that concerns a matter that cannot be dealt with through the above procedure, they should use our 24hr Whistleblowing Hotline on 07826914698. You can also submit a concern via a confidential Microsoft Form, the link to which is in the Employee Handbook.

If you do not wish to report your concerns to your Line Manager or the Management Team, you may also take them direct to the appropriate organisation or body. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, RQIA, Health Trust, the Environment Agency, Health and Safety Executive or Social Services Department.

You can raise with the RQIA at the below:

**The Regulation & Quality Improvement Authority**  
9th Floor, Riverside Tower  
5 Lanyon Place  
Belfast, BT1 3BT

**Telephone; 028 9536 1111**

The Company recognises that discrimination is not only unacceptable, it is also unlawful. The Company's aim is to ensure that no job applicant or employee is discriminated against, directly or indirectly, on any unlawful grounds. By including this policy in the Employee Handbook, all employees are made aware that the Company will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature. All promotions will be made on merit in line with the principles of the policy.

Employees who have a disability will receive the necessary help, within reason, to enable them to carry out their normal duties effectively.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees.

### Criminal Record

Many posts within the Company are exempt, because of the nature of the work, from the provisions of:

Article 5 (2) of the Rehabilitation of Offenders (Northern Ireland) Order 1978, by virtue of the Exceptions Order 1979 as amended.

This means that for exempt posts all convictions including those that are "spent" under the terms of the Rehabilitation of Offenders (Northern Ireland) Order 1978, but excluding those that are "protected" under the Exceptions Order, will be made known to us.

Criminal record checks are carried out on relevant employees at the commencement of their employment and any subsequent safeguarding investigations or suspensions, police arrests, criminal charges or convictions must be notified to your Line Manager.

"Convictions" include convictions in a court of law, police cautions, reprimands and final warnings.

### Vetting & Barring Scheme

If your work is classed as 'regulated activity' under the above scheme we will be required to check whether or not your name is included on the Adults' List maintained by **AccessNI (NI)** as being barred from working with vulnerable groups.

In addition, if we believe that you are guilty of misconduct that has harmed or placed a member of a vulnerable group at risk of harm, we have a statutory duty to refer your name to AccessNI / DBS for possible inclusion on the Adults' List. This duty also applies in relation to ex-employees.

## Antibribery

The Company values its reputation for ethical behaviour and for financial probity and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. Its aim therefore is to limit its exposure to bribery by:

- Setting out a clear anti-bribery policy
- Establishing and implementing anti-bribery procedures as appropriate
- Communicating this policy and any relevant procedures to employees and to others who will perform services for the Company
- Undertaking appropriate due diligence measures before engaging others to represent the Company in its business dealings,
- Monitoring and reviewing the risks and the effectiveness of any anti-bribery procedures that are in place.

The Company prohibits the offering, giving, solicitation or acceptance of any bribe (whether cash or other inducement).

- To or from any person or company (wherever they are situated and whether they are a public official or body or private person or company)
- By any individual employee, agent or other person or body acting on behalf of the Company, in order to gain any commercial, contractual or regulatory advantage for the Company in a way that is unethical, or in order to gain any personal advantage (pecuniary or otherwise) for the individual or anyone connected with the individual.

## Employees' Responsibility

The prevention, detection and reporting of bribery is the responsibility of all employees and the Company is committed to:

- Encouraging employees to be vigilant and to report any suspicion of bribery
- Providing employees with suitable channels of communication and ensuring that sensitive information is treated appropriately

- Investigating instances of alleged bribery and assisting the police and other appropriate authorities in any resultant prosecution
- Taking disciplinary action against any individual(s) involved in bribery
- Any suspicion of bribery should be reported in confidence to the CEO, who has overall responsibility for bribery.

Private  
dealings with  
Clients /  
Service Users

You must not accept money or gifts from service users or their relatives without the Company's permission. Any such offers made to you must be reported to Management.

You must not agree to any request from a service user or relative to act as a witness or executor for any will or power of attorney. Any such requests must be re-directed to Management.

Statement to  
Relatives

Statements or opinions relating to a service user's physical or mental well being must only be given by designated staff.

television monitoring system. Any information obtained from systems will be used with strict adherence to the GDPR.

The Company reserves the right to use closed circuit television (CCTV) systems throughout its premises as deemed necessary and employees should expect all areas (other than those where use would contravene common decency) to be visible on a

Information will be used for the prevention and detection of crime and to ensure compliance with our policies and procedures and our legal obligations. This may include using recorded images as evidence in disciplinary proceedings.

CCTV  
Surveillance

The Company reserves the right to use closed circuit television (CCTV) systems throughout its premises as deemed necessary and employees should expect all areas (other than those where use would contravene common decency) to be visible on a television monitoring system.

Any information obtained from systems will be used with strict adherence to the GDPR. Information will be used for the prevention and detection of crime and to ensure compliance with our policies and procedures and our legal obligations. This may include using recorded images as evidence in disciplinary proceedings.

# Considering pastures new? ■

At Connected Health we value each of our employees and we hope that if are thinking about moving on from the Company that you have considered all your options before resigning.

Did you know that Connected Health have many options available to you with out having to move to another company?

We have the following options available for you to consider:

## Banking Contract

Moving to a banking contract offers you flexibility and work life balance. The criteria to move to a banking contract is as follows:

- You must be available to work at least 3 shifts per month
- Full notice given as per your terms and conditions
- You must not have any live formal warnings on file or be involved in any serious ongoing investigations at the time of your application for banking
- No conflict of interest, we will not authorise a banking request if the employee is moving to another to Domiciliary Care company.

## Seasonal Contract

Moving to a seasonal contract is a great option for those who are at university or considering further education.

A seasonal contract offers flexibility that will fit around your studing and allow you work during your down/term time.

## Agency Contract

Moving to an agency contract offers flexibility. This contract is best for those who can't offer consistent shifts but can do extra when they the have the availability.

## Relocation

Do you know that Connected Health now operates across NI and ROI. If you are relocating we may be able to facilitate your move by moving you to an area close to where you will be living.

For information on any of the above options please email -

**HR@connected-health.co.uk**

## Resigning

If you have considered all your options and you have decided to resign from Connected Health, then this is what you need to do next:

- Inform your Line Manager of your resignation.
- Send your written resignation to your Line Manager and HR.

You will be contacted by a member of the HR Team regarding your resignation.

## Notice

Details of your notice periods can be found in your terms and conditions of employment. If you are unsure about what notice you need to give you can email the HR Team.

On the termination of your employment we have the right to deduct from any termination pay due to you, any monies collected by you on our behalf and any advances of wages or any loans which we may have made to you. This is an express written term of your contract of employment.

## Return of Company Property

On the termination of your employment for whatever reason, you must return all Company property in your possession or for which you have responsibility. Failure to return all such items will result in the cost of the unreturned items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

Please ensure that you arrange the return of all company property immediately after your last working day.

## Outstanding Monies and Issue of P45

Connected Health will pay any outstanding monies owed to you including any remaining annual leave in your final pay with the company.

Your P45 will be issued shortly after your final pay with Connected Health.

# Closing Statement ■

Connected Health policies have only been touched upon briefly in this Employee Handbook. We encourage you to make your Line Manager your first resource for any questions or concerns you may have related to your job duties, work assignments, job performance, policies, or practices. If you have any questions or want more information, Human Resources is available to help you with questions or concerns. As a company, Connected Health is constantly changing for the better and we hope you continue to change with us, so if you have any ideas about how to improve our workplace, we are happy to hear them. We will always strive for fairness and equal opportunity, but, as laws and our environment change, we may revise and modify some of our policies. You will be asked to sign the form acknowledging its receipt and that you've read this handbook and that you are committed to following our policies and procedures.



ConnectedHealth

# Contact Information ■

✉ [HR@connected-health.co.uk](mailto:HR@connected-health.co.uk)

✉ [payroll@connected-health.co.uk](mailto:payroll@connected-health.co.uk)

