

HR EMPLOYEE ADVISORY NOTE – SEPTEMBER 2018

This Employee Advisory Note provides details of several new or recently revised employment policies. Please take time to read this advisory note which summarises key points from each of the new/revised policies. Full versions of these and all other employment policies are available from your line manager, our intranet and website or the HR team. Details of how to access these can be found at the end of this advisory note.

SOCIAL MEDIA AND MOBILE DEVICES POLICY *NEW*

This policy is in place to provide you with clear guidelines on the acceptable use of mobile devices and social media in the workplace (including what type of behaviour/activity will be considered as misconduct) and to set standards of good practice in the use of social media.

- **Use of Social Media**

You are personally responsible for any content you publish on social media – you should be aware of and consider the fact that your content is in the public domain and on record for a long time. Anything you post (comments, photographs etc.) should be respectful and appropriate, because you can never be sure who will see it. We recommend that you are particularly careful when making comments relating to your work or your colleagues. Guidance on how to avoid conflict between your personal use of social media and your employment with Tayside Contracts can be found in the policy.

- **Use of Social Media at Work**

For work purposes – you are encouraged to follow and utilise Tayside Contracts’ official Twitter page to promote the organisation in a positive manner.

For non-work purposes – you should only log on to personal social media accounts outside your normal working hours (for example during lunch breaks or before or after your working day). This applies regardless of whether you are using your own or Tayside Contracts’ equipment/device (PC, tablets, mobile phones etc.).

- **Use of Personal Mobile Devices at Work**

During working time use of personal mobile devices should be kept to a minimum to ensure there is no adverse impact on your ability to carry out your role, no disruption to your colleagues and/or no impact on your productivity and safety at work. While limited use of devices in order to make/receive short phone calls or sending text messages during the working day may be acceptable, this depends on the type of work you are doing. Your manager will decide if/when you are permitted to use your phone during working hours. If your manager thinks that you are spending too much time on your phone/device they can reasonably request that you turn it off during working hours.

- **Monitoring of Social Media**

We routinely monitor the media, including social media, for references to Tayside Contracts. If you post any content that refers to Tayside Contracts this may be picked up. If we pick up posts that concern us that have been made by someone identifiable as a Tayside Contracts employee, this will be addressed. Depending on the nature of the post you may be asked to remove or delete it, there may be a requirement to carry out further investigation and ultimately you may be subject to Tayside Contracts’ Disciplinary Policy.

WORK RELATED STRESS POLICY *NEW*

Stress and stress related conditions are an increasing problem in everyone’s lives. This policy, which is split into two parts, explains what Tayside Contracts can do if you are experiencing work related stress.

The first part of the policy is about how work related stress will be managed, including the signs of stress that you, your managers and your colleagues should be aware of and how the HSE management standards will be used to identify, assess and manage work related stress. The second part is about employee support, which explains when and how health concerns meetings should be held with you and the steps Tayside Contracts takes to protect and support you and all other employees and to encourage a positive work life balance.

FRAUD POLICY *NEW*

One of Tayside Contracts' duties is to take steps to prevent fraud occurring. Everyone employed by Tayside Contracts has a responsibility to protect the assets and reputation of the organisation and is expected to be alert to the potential for fraud.

If you work in an area where it is common that there are opportunities for fraud your manager will brief you on the particular types and ensure that you are fully aware of the procedures and controls you need to comply with. If you suspect fraud is occurring the policy details how you can report this confidentially.

ANTI-MONEY LAUNDERING POLICY *NEW*

Money laundering can be a serious problem and Tayside Contracts is committed to doing everything possible to prevent you and the organisation being exposed to money laundering. You, and every other employee, have a responsibility to be vigilant to possible money laundering, particularly if you have any cash handling responsibilities.

This policy explains the different money laundering offences and outlines the legislation that place obligations on you and Tayside Contracts regarding money laundering and names Lorna Milne, Financial Services Officer, as our Money Laundering Reporting Officer.

SICKNESS ABSENCE MANAGEMENT POLICY *REVISED*

The overall aims and the principles of this policy have not changed, but it has been split into two parts – the actual policy and a Notification of Sickness Absence and Return to Work Procedure.

The policy has been revised to make it clearer how you will be notified of any sickness absence meetings, the sickness absence 'trigger points', the aims of sickness absence meetings and the possible outcomes. The final change is that a section has been added to outline the proactive measures that Tayside Contracts takes and encourages when dealing with your sickness absence.

The Notification of Absence Procedure is separate to make it easier for you to know what to do if you are reporting sick. You must keep in contact with your manager yourself, by telephone (or in person). Emailing, texting, leaving messages or using social media are not acceptable ways for you to report a sickness absence or keep in contact during an absence.

Copies of all of these policies are available in full from your line manager, Tayside Contracts' intranet or website or from the HR Admin Team on 01382 812721 or employment.policies@tayside-contracts.co.uk.

If you have any queries on any of these policies, please speak to your line manager in the first instance or contact an HR Adviser on 01382 812721.

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk