

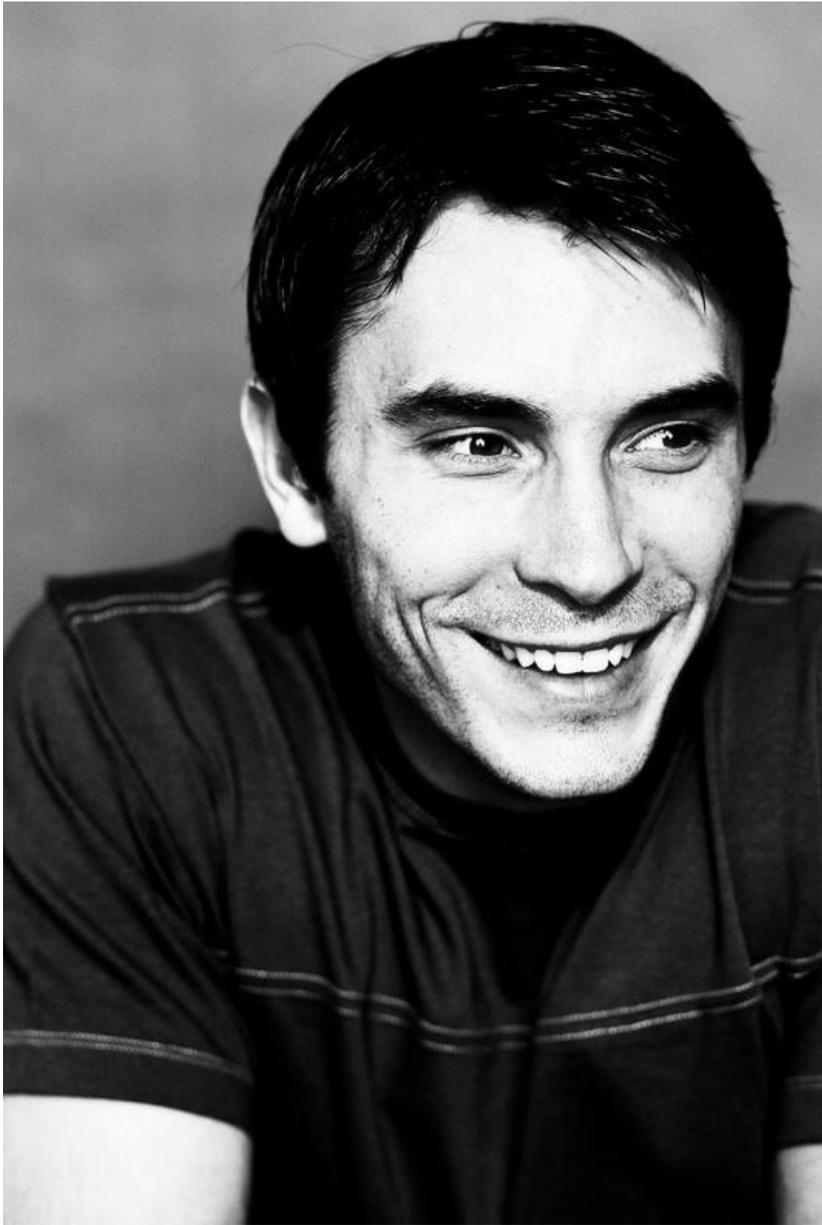
A guide to working for The Hextol Foundation

This guidebook tells you about things you need to know when you're working for the Hextol Foundation:

- 1 Staying healthy and safe**
- 2 No smoking**
- 3 What to do if you have an accident at work**
- 4 Behaviour is important**
- 5 Personal safety is important**
- 6 Working days**
- 7 If you have an appointment**
- 8 If you are ill**
- 9 Keeping information private**
- 10 If you break the working rules**
- 11 If you have a complaint**
- 12 Your work agreement**

If you think of other things that should be in this guidebook, tell your Supervisor and we will put them in.

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1 Staying healthy and safe

It is very important that we all work together in a way that is healthy and safe.

The company has to keep to the government rules about Health and Safety At Work. These are shown on a poster in the office.

Your Supervisor must show you how to get out of the building if there is a fire.

Once a year, they must organise a practice for you for leaving the building in an emergency.

Your Supervisor and Manager have been trained to give first aid, if you have an accident. And a First Aid box is kept wherever we are working – in our office or outside it.

You should never pick up anything that you think is too heavy. Always get help.

2 No smoking

Smoking is not allowed in our offices or in any other building we are working in.

3 What to do if you have an accident at work

If you injure yourself while you are at work, you must tell your Supervisor or Manager straight away.

The Supervisor must get the right help for your injury.

A First Aid box is kept wherever we are working – in our office or outside it – in case of any accidents.

After you have been helped, your Supervisor must record what happened in the Accident Reporting Book and explain what happened to your parents or carers.



4 Behaviour is important

We want working to be enjoyable for everyone – so everyone should always be polite and considerate towards each other.

You must not be rude to other workers.

And you must not hit or harm anyone else.

Always try to be as helpful as possible.

5 Personal safety is important

If you ever feel unsafe about working somewhere, or with someone, or travelling to or from work, you should tell your Supervisor or Manager.

Your Supervisor and Manager will try to find a way to make it safe, so that you can continue working happily with us.

6 Working days

You should agree the days you work and the days you take off work with your Supervisor.

They will use this agreement to plan who comes to work each day, to make sure we have enough people working.



7 If you have an appointment

Tell your Supervisor as soon as you know that you will need to start work late or go to a doctor or dentist or other appointment while you are at work.

Your Supervisor will make sure that you leave in time to get there.

8 If you are ill

If you don't feel well on a day when you are expected to be at work, you should phone your Supervisor as early in the morning as you can.

Our office phone number is 01434 605253.

If you can't phone them yourself, ask someone else to phone them for you.

The Supervisor will phone you, if you don't turn up for work, to check that you are alright.

9 Keeping information private

Our policy is to keep all personal information confidential.

That means we will not tell anyone else any personal information about you without your okay.

That includes your address, phone numbers, email address, age, pay, health or care needs.

This applies to you, too. If you know this information about someone else that you work with, you should not tell it to anyone without getting their okay first.

10 If you break the working rules

We will not be pleased if you do any of these things:

- Refuse to work in co-operation with other members of staff
- Don't do your work properly
- Turn up for work very late
- Don't turn up for work when you're supposed to be there (unless you're ill)
- Break the confidentiality rules
- Behave badly towards other people

If you do, your Supervisor will talk to you about what happened. You and your Supervisor will work out a plan to make sure it doesn't happen again.

If it does happen again, the Manager will talk to you, with an enabler, about it. The Manager will help you work out another plan to stop it happening again.

If this doesn't stop it happening either, you will be asked to leave the company.



11 If you have a complaint

If you are unhappy about something that has happened at work, you should speak to your Supervisor to see if it can be sorted out.

If it is something that your Supervisor has done which you are unhappy about, you should speak to the Manager about it.

If you feel you are still unhappy about this, after speaking to your Supervisor or your Manager, you can write to the Manager to make a complaint. The Manager will then meet you with an enabler, to try to fix the problem.

12 Your work agreement

We will ask you to sign a Work Agreement when you start working with us.

This is to help everyone know what,

- You are committing to when you work for the Hextol Foundation
- We are committing to in supporting you while you are at work.

For your notes:

Our office phone number is 01434 605253.



A LOCAL CHARITABLE ENTERPRISE.