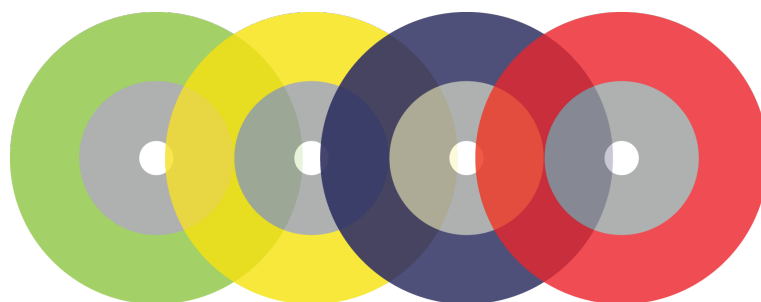


Busnes Cymdeithasol Cymru
Social Business Wales

[/businesswales.gov.wales/socialbusinesswales](http://businesswales.gov.wales/socialbusinesswales)



Wales Co-operative Centre
Canolfan Cydweithredol Cymru



PEMBROKESHIRE
WEIGHTLIFTING

Employee Handbook

November 2018

Busnes | Business
Cymru | Wales



Llywodraeth Cymru
Welsh Government



Cronfa Datblygu
Rhanbarthol Ewrop
European Regional
Development Fund

While every effort is made to keep the contents of this document current, Pembrokeshire Weightlifting reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in this Employee Handbook with or without prior notice to employees.

Any policies, rules and procedures which are non-contractual are denoted by a “*”. Failure to abide by the policies and procedures contained in this Handbook may result in disciplinary action up to and including dismissal. Where there is a conflict between the Contract of Handbook and Employee Contract, the Contract of Employment shall have precedence.

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Handbook reviewed by the Director November 2018, review date November 2019.

Joining the Company

Welcome to Pembrokeshire Weightlifting

Pembrokeshire Weightlifting has been in existence since 2013. It was originally funded by Sport Wales and a number of local organisations, and benefits from the support of its partner, Pembrokeshire Leisure. The organisation is currently classed as a not for profit social enterprise and was established as a company limited without share capital in May 2016.

Pembrokeshire Weightlifting club is open to all and is particularly keen to engage those who are disadvantaged in some way, such as being disabled, having learning needs or a physical or mental disability.

One of its unique features is that of the ability of the club's coaches to connect with its members regardless of their abilities, backgrounds or social situation. It offers a supportive environment for everyone. Pembrokeshire Weightlifting prides itself on being able to develop the confidence and social skills of its members through the club's activities.

It already has a track record of changing attitudes and perceptions, in particular of those who come from disadvantaged groups through competitive weightlifting, powerlifting, sport conditioning, and other fitness and social activities.

Opportunities are provided for Pembrokeshire residents of all ages to enjoy and benefit from recreational and competitive weightlifting, disability powerlifting, sports conditioning and other health and fitness routines, as well as social activities.

Purpose:

- Community Participation
- Community Health and Well-being
- Active Volunteers
- National and International Successes.

“Delivery of a range of weightlifting, Disability powerlifting, health and fitness programmes to individuals of all ages and from all backgrounds, in particular those who are disadvantaged, to improve their health, social interaction, fitness and well-being, and achieve excellence in the sports of weightlifting and powerlifting.”

Values

- Inclusivity: being open to all.
- Excellence: striving to achieve the highest standard possible.
- Focus: committing to improvement
- Partnership: working together
- Openness: being transparent and accountable to communities

Vision

“People of all ages, from all walks of life and with challenging personal issues engaging in weightlifting, disability powerlifting and strength conditioning as a way of maintaining healthy lifestyles and ensuring their well-being”.

What it means to work here

There is a unique feature for employees to connect with members regardless of their abilities, backgrounds or social situation. Employees gain in their own well-being and job satisfaction by being a part of a supportive environment where everyone has opportunities to develop confidence and social skills through the club's activities.

Employees play a key part in changing attitudes and perceptions, in particular of those who come from disadvantaged groups through competitive weightlifting, powerlifting, sport conditioning, and other fitness and social activities. Employees benefit from a continuous development programme and excellent connections with a wide variety of local and national organisations.

Ethics

Inherent within all professional organisations is the potential for conflicts of interest, harassment, abuse of power, and other forms of unethical practice.

Through the establishment of a Code of Ethics, Pembrokeshire Weightlifting has defined a set of guidelines to promote and protect the spirit of the sport, safeguard the best interest of the participants, and establish and maintain standards of behavior.

The Code is not intended to serve as a set of rules, but rather, to outline general principles and guidelines of aspirational virtues and proper ethical behaviour for all members, volunteers, staff and any other individuals and organisations that chose to be members of Pembrokeshire Weightlifting.

The definition of ethical behavior is having an understanding of the difference between right and wrong and at all times choosing to do what is right. This definition should be applied at the *individual* level to those within the Pembrokeshire Weightlifting umbrella: employees, volunteers or individuals who represent Weightlifting Wales within the community at large, as well as the *corporate* level pertaining to the actions of Pembrokeshire Weightlifting, as an organisation.

Ethical considerations are **integral**, not optional, elements of all sports activities and apply to all levels of participation. Pembrokeshire Weightlifting encourages all members to acknowledge and follow ethical guidelines and demonstrate integrity by voluntarily agreeing to adhere to this code.

Participation in the sport of Weightlifting and Powerlifting is a powerful vehicle for a participant's personal growth and development, teaching the value of respect, fairness, teamwork, communication, responsibility, truthfulness, non-discrimination, honesty and integrity. These values serve as the core ideals for the Pembrokeshire Weightlifting Code of Ethics.

Respect

A key component of ethical behaviour is **respect**, which is defined at the individual, team and corporate levels. Individuals should value the opinions, views and roles of others who

work to further the aims of the organisation. All should safeguard the dignity, privacy and freedom of individuals regardless of their race, color, creed, socio-economic status, age, gender, religion, sexual orientation, disability or nationality.

Respect defines the value that Pembrokeshire Weightlifting, as an organisation, places on honoring the history of the sport, and demonstrates the regard it shows to the partners that have come together to form Pembrokeshire Weightlifting to further the growth and development of the sport.

Fairness

Fairness is making decisions without favoritism or prejudice. Pembrokeshire Weightlifting firmly believes that the concept of fairness is fundamental to sport. Anything that creates an unfair advantage violates the spirit, as well as the integrity, of the sport of Weightlifting.

Teamwork

Teamwork is defined as a cooperative or coordinated effort on the part of a group of individuals who work collectively in the interest of a common goal.

Communication

Communication is an attempt by individuals to create shared understanding. Communication is an active 'two-way street,' requiring a balance of articulating, listening, writing, reading, observing, questioning, analyzing, and evaluating. Communication is verbal, nonverbal, or written, sent through various media, and transmits a thought provoking idea, gesture, or action. Pembrokeshire Weightlifting members, employees and those individuals or groups representing Pembrokeshire Weightlifting, should communicate with clarity, honesty, timeliness, and openness. Communication should include all pertinent information shared transparently with all appropriate recipients. Clear, honest, timely communication allows collaboration and cooperation to occur, building a stronger game and community for sport.

Conflict of Interest

A conflict of interest is present in any instance in which the actions or activities of an individual representing or acting on behalf of Pembrokeshire Weightlifting could result in actual or perceived personal gain or advantage, and/or have an adverse effect on the interests, aims or integrity of Pembrokeshire Weightlifting. Individuals who represent and serve Pembrokeshire Weightlifting, at all levels have a duty to disclose any business or financial interest or personal obligation that may, actually or perceptually, affect the independence of their judgment. There are more specific guidelines on conflict of interests in Weightlifting Wales policies and procedures.

Legality

All members of Pembrokeshire Weightlifting, its staff, and volunteers are obligated to comply with all applicable rules and policies. Violation is not tolerated. Pembrokeshire Weightlifting reserves the right to review such violations, which may result in disciplinary action or withdrawal of member status.

Pembrokeshire Weightlifting has a duty to provide positive influence over sports administrators, programmes, officials, coaches, and lifters. The goal of Pembrokeshire Weightlifting, in creating the Code of Ethics is to promote sportsmanship and character by

teaching, advocating, modelling and enforcing ethical principles, while preserving the integrity of the sport.

By becoming members of Pembrokeshire Weightlifting, individuals and organisations agree to comply with the aspirational guidelines set out in the Code of Ethics. Pembrokeshire Weightlifting encourages others involved with the sport of Weightlifting to adopt and follow these important guidelines.

Code of Conduct

1. Introduction

This document is Pembrokeshire Weightlifting (PWL) code of conduct, which offers guidance on good practice for everyone involved in the sport of weightlifting, whether they be PWL staff, individual members, coaches, officials or volunteers.

Pembrokeshire Weightlifting expects all employees to comply with rules and regulations and to conform to PWL code of conduct at all times. If these rules are disregarded or the employee behaves wrongly in some other way Pembrokeshire Weightlifting may discipline employees. Disciplinary action can consist of formal verbal warning, written warning, a final written warning, and dismissal or, in the case of gross misconduct, summary dismissal.

The code of conduct is divided into four sections:

- Rights: which outlines the basic rights of individuals to take part in the sport of weightlifting.
- Relationships: which offers guidance on personal relationships in sport, in particular those between coaches, or others in positions of influence and lifters
- Personal Standards: which outlines the standards of personal conduct and behaviour expected within the sport at all levels
- Professional Standards: which details the commitment to best practice and ongoing professional development expected of officials, coaches, volunteers and all others in positions of authority within Weightlifting Wales.

2. Rights

It is essential that all people involved in weightlifting recognise and ensure that everyone has an equal right to participate in the sport.

Issues

Pembrokeshire Weightlifting members, staff, coaches, officials and volunteers should:

- Make every effort to make weightlifting a sport where everyone is treated as an individual and which is open and available equally to all members of society.
- Make every effort to ensure that weightlifting in all its forms offers the individual the opportunity to participate without fear or harassment. Where a participant experiences fear, harassment or bullying, the individual has a right to make a complaint and for that complaint to be heard and acted upon in accordance with the relevant policy
- Respect the right of individuals to consult with other coaches and experts.
- Encourage everyone to have a balanced lifestyle, therefore protecting their welfare both outside and within the sport.

Actions

Pembrokeshire Weightlifting members, staff, coaches, officials and volunteers should:

- Ensure that all individuals in weightlifting are, at all times, treated with respect.
- Not discriminate against an individual for any reason, whether it is race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.
- Challenge discrimination in whatever forms it takes.

- Always behave with discretion when discussing individuals, athletes or coaches and avoid engaging in descriptions or publicly criticising them in a way which they may find demeaning.
- Communicate with each other in a way which reflects respect and care.

3. Relationships

Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should build relationships within the sport which are open and honest and founded on mutual trust and respect.

Issues

- Members, coaches, staff, officials and volunteers must not behave in any way which involves or could be construed as abuse of any kind, whether it is sexual, physical, emotional, neglectful or bullying. The welfare and best interests of everyone involved with the sport should be respected and promoted at all times. Individuals should be empowered to be responsible for their own decisions.
- Members, coaches, staff, officials and volunteers must always take action if they have concerns about an adult's behaviour towards a child.
- When coaching is offered, it is important to clearly define the level of expertise, services and any fees involved.

Actions

If a relationship is developing between a coach and an athlete they are coaching, then the athlete should immediately be transferred to another coach. It is the duty of coaches and other Pembrokeshire Weightlifting officials to know and understand PWL's policies and procedures in this regard. It is equally important to follow the reporting procedures laid down by PWL if an individual has a concern – failing to act is not acceptable.

Other forms of association within the sport, should involve and consult members at all levels in decision-making processes. Members, coaches, staff and officials must respect all participant opinions concerning their participation in weightlifting.

Equally, participants at all levels should be encouraged to take responsibility for their own development and actions within the sport and be aware of and respect the Technical Regulations under which weightlifting competitions are conducted. Where decisions are made concerning a participant's involvement in the sport, whether it be with a coach or other person in a position of responsibility, care must be taken to include the participant in the decision-making process except during competitions when this process is governed by the Technical Regulations.

Coaches or other persons in positions of responsibility should keep participants and/or their parents/guardians informed of the requirements of the sport, both physical and where appropriate, financial. An understanding of the potential for conflicts of interest and a willingness to resolve them is also important.

Pembrokeshire Weightlifting has a zero tolerance policy towards fraud, bribery and any form of dishonesty in any aspect of our sport. Pembrokeshire Weightlifting will uphold all laws relevant to countering bribery, fraud and corruption in all aspects of our sport. No matter where the organisation, its staff, members (including volunteers) or agents operate, it and they must abide by the laws of the UK, including the Bribery Act 2010, in respect of conduct both at home and abroad.

Bribery and corruption are punishable for individuals by up to ten years imprisonment and or an unlimited fine, and if PWL is found to have taken part in corruption it could also face a fine and be excluded from certain opportunities as well as suffering damage to its reputation.

PWL could also attract liability under the Bribery Act 2010 if a person associated with it is found to have paid a bribe on its behalf, and PWL did not have adequate procedures in place to prevent such conduct. PWL therefore takes its legal responsibilities very seriously. Likewise fraud may lead to civil and/or criminal proceedings.

4. Personal Standards

Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should demonstrate proper personal behaviour and conduct at all times. They must be fair, honest and considerate to participants and other individuals involved in the sport and must attempt to provide positive role models for others in the sport at all times.

Actions

- It is essential to act within the Technical Regulations and the spirit of weightlifting at all times and behave with respect, displaying control, dignity and professionalism at all times.
- Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers must be prepared to familiarise themselves with issues relating to the use of performance enhancing drugs and banned methods in sport and co-operate fully with UK Sport and WW's policies in this area. Coaches and officials have a responsibility to provide education and guidance on these issues.
- Coaches and clubs should maintain previous levels of interest and support for an athlete when they are injured or sick.
- High standards of behaviour are expected of everyone within the sport, whether it be of language, manner, appearance or punctuality. Quality preparation and presentation are also important aspects of coaching and educational work.
- People in positions of authority or influence, or who may be considered role models, should not smoke, drink alcohol or use recreational or performance enhancing drugs whilst involved with the sport or its participants in any way.

5. Professional Standards

To maximise the enjoyment and benefits of sport, minimise the risks to participants and competitors and ensure safe and correct practice, all officials, coaches and others in positions of authority within the sport, must attain a high level of competence through qualifications and a commitment to ongoing training and must support and implement the codes of conduct and policies of PWL.

Issues

Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should strive to provide a safe environment that maximises the enjoyment and benefits of sport and minimises risks to participants and competitors, thus helping them to achieve their goals. Safe and correct practice must be carried out and promoted at all times.

Officials, coaches and others in positions of authority within the sport should at all times strive to be professional and accept responsibility for their actions. They should make an ongoing commitment to provide participants and competitors with a quality service.

Beyond that, they should actively promote the positive benefits to society of participation in weightlifting. They should contribute to the development of their own field of expertise or responsibility by exchanging knowledge and ideas with others and by gaining appropriate PWL (or other approved body) qualifications.

Actions

- Members, coaches, staff, officials and volunteers should follow Pembrokeshire Weightlifting guidelines.
- Participation in PWL's competitive events should only go ahead with full observance of the technical regulations governing the sport in general and the individual disciplines within the sport.
- Coaching sessions, in particular, should be progressive and appropriate.
- Whenever a coach is advising a participant, they should recognise and accept when it is appropriate to refer them to another coach or specialist.
- Coaches and officials should seek to attain the highest level of qualification available and maintain an up-to-date knowledge and understanding of technical developments within sport, and of other issues which may have an influence their participants or their own professional ability.
- Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should be aware of the social issues and how sport can contribute to local, regional or national initiatives. Every opportunity to recruit people into the sport or to use weightlifting as an educational tool should be taken.
- Coaches should identify and contribute to initiatives which will improve the standards and quality of coaching, both in weightlifting and other sports. By operating in an open and transparent fashion with each other, coaches can benefit from shared knowledge and experience.
- When involved in coaching, or any other area of specialist knowledge or expertise, individuals should look to take an analytical approach, including identifying their professional needs. They should be committed to participating in continuous professional development, through both training and experience.
- Anyone engaged in positions of responsibility within weightlifting should be aware of the need to manage their lifestyle and commitments to the sport, to avoid burn-out, stress or a lowering of standards which may impact on themselves or others.
- It is vital that no one in PWL, at any level, assumes responsibility for any role which they are not qualified or prepared for. Above all, they should not mislead others as to their level of qualification or competence.

6. Miscellaneous

Dress Code

- Appropriate dress should be worn depending on the nature of the tasks to be performed. Employees should aim to present a positive and professional image of Weightlifting Wales.
- Variations on the above may be acceptable for employees from different cultural backgrounds.
- If you are uncertain about whether something is appropriate, please speak to your line manager.

Equal Opportunities Policy

Introduction

Pembrokeshire Weightlifting is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee or volunteer receives unlawful less favourable treatment on the grounds of age, gender, colour, disability, ethnic minority, parental or marital status, nationality, religious belief, political belief, social status and sexual preference. Pembrokeshire Weightlifting will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly.

Scope

Pembrokeshire Weightlifting are required by law not to discriminate against our employees and to recognise our legal obligations under the Equality Act 2010. For the purpose of this policy we will refer to the following terms and definitions:

- Equality is about equal treatment. It aims to ensure that everyone gets the same opportunities and treatment.
- Diversity aims to recognise, respect and value people's differences. It is about valuing everyone as an individual.
- Equal Opportunities is about the law and how it is applied in addressing barriers which individuals might face in accessing training, employment and access to services. The law only intervenes when it is clear that legislation is the only way to deal with discriminatory acts.

Types of discrimination

- Direct Discrimination - this means treating someone less favourably than you would treat others in the same circumstances on certain prohibited grounds. This also includes discrimination based on perception of the person or relating to their association with a person on the grounds of the protected characteristics.
- Indirect Discrimination - this occurs when, although a practice, rule or requirement condition is applied equally to all, it has a disproportionate and detrimental effect on one particular group because fewer members of that group can comply with it. This type of discrimination is unlawful where it cannot be objectively justified i.e. it is a proportionate means of achieving a legitimate aim.
- Harassment - refers to unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- Victimisation - this occurs when someone is treated less favourably than others because he or she has raised a claim of discrimination or harassment against WW in the past.

Positive Action

Pembrokeshire Weightlifting may take positive action or introduce special measures for any group which is currently under-represented in any aspect of the work done by Pembrokeshire

Weightlifting. Positive action is not the same as positive discrimination, which can be regarded as preferential treatment of member of a minority group and is not permitted by law.

Protected Characteristics

The Equality Act 2010 refers to Protected Characteristics:

- Age - discrimination because of their actual or perceived age. For example, a requirement for job applicants to have worked in a particular industry for ten years may disadvantage younger people.
- Disability - Under the Equality Act 2010 a person is classified as disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities. WW are also obliged to make reasonable adjustments to accommodate a worker with a disability, including adjustments to working arrangements or physical changes to the premises or equipment.
- Gender - discrimination because of their actual or perceived sex. For example, a requirement that job applicants must be six feet tall could be met by significantly fewer women than men. In very limited circumstances, there are some jobs which can require that the job-holder is a man or a woman. This is known as an 'occupational requirement'.
- Gender Reassignment - discrimination based on gender re-assignment, whether actual or perceived. This may include implementing a procedure that forces individuals to disclose that they have undergone gender reassignment.
- Pregnancy and Maternity - Discrimination as a result of being pregnant or taking maternity or adoptive leave.
- Race/Ethnicity - Discrimination on grounds of race, colour, nationality, and ethnic or national origins. For example, requiring all job applicants to have GCSE Maths and English: people educated in countries which don't have GCSEs would be discriminated against if equivalent qualifications were not accepted.
- Religion, Belief and Culture - Discrimination because of any religion, religious or philosophical belief, or lack of belief. Whilst WW are not obliged to give employee's time off or facilities for religious observance, but will try to accommodate this whenever possible.
- Sexual Orientation - Discrimination because of actual or perceived sexual orientation, including lesbian, gay and bisexual individuals, as well as discrimination against heterosexual people. WW will ensure that all conditions of service, benefits and opportunities are open to all regardless of their sexual orientation.
- Marriage and Civil Partnerships - Same-sex couples who register as civil partners have the right to equal treatment with married couples.
- Political belief or affiliation.

We are committed to addressing discrimination against, and to promoting the inclusion of people regardless of these protected characteristics, within Pembrokeshire Weightlifting and its activities. This will be achieved by identifying and removing barriers and making reasonable adjustments where required.

Implementation

Pembrokeshire Weightlifting undertakes to do the following:

- a copy of this document will be available to all staff, members and volunteers of Pembrokeshire Weightlifting;
- all employees, members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy;
- we will take measures to ensure that Pembrokeshire Weightlifting employment practices are non-discriminatory;
- no job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination;
- a planned approach will be adopted to eliminate barriers which discriminate against particular groups; and
- We will ensure that consultants and advisers used by Pembrokeshire Weightlifting can demonstrate their commitment to the principles and practice of equality and diversity.

Complaints

Pembrokeshire Weightlifting policy on Anti-Bullying, Harassment, Victimisation and Discrimination * provides a detailed guide to the process of raising concerns or making a complaint of bullying, harassment, victimisation and discrimination. Concerns can be raised whether you are personally affected by the unwanted actions or as a third-party witnessing bullying, harassment, victimisation and discrimination.

Monitoring

Pembrokeshire Weightlifting will regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis, and will inform employees and members of the impact of this equality and diversity policy.

Responsibilities

The Board will have overall responsibility for the implementation of this equality policy. All employees must also take personal responsibility for translating this commitment into action throughout the organisation.

Our commitment

Pembrokeshire Weightlifting will appoint, train, develop, reward and promote on the basis of merit and ability.

All employees have personal responsibility for the practical application of Pembrokeshire Weightlifting's equal opportunities policy, which extends to the treatment of job applicants, employees, clients, customers, suppliers and visitors.

Special responsibility for the practicable application of Pembrokeshire Weightlifting's equal opportunities policy falls upon directors, Managers and supervisors involved in the recruitment, selection, promotion and training of employees.

Pembrokeshire Weightlifting's grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against. The harassment complaints procedure set out in this policy is available to any employee who believes that he or she may have been harassed. Employees will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and serious incidents of harassment will be treated as gross misconduct. Allegations of discrimination which are not made in good faith will also be considered as a disciplinary matter. Confidential records of ongoing matters dealt with in accordance with this policy will be kept.

In the case of any doubt or concern about the application of this policy in any particular instance, consult a Manager.

Pembrokeshire Weightlifting will keep under review its policy, procedures and practices on equal opportunities.

Equal Opportunities Code of Practice

Pembrokeshire Weightlifting has introduced this equal opportunities policy as a commitment to make full use of the talents and resource of all its employees and to provide a healthy environment which will encourage good and productive working operations within the organisation. This code of practice describes how the policy is to be applied throughout Pembrokeshire Weightlifting.

Pembrokeshire Weightlifting is particularly concerned that equality of opportunity is maintained in the following areas:

- recruitment and selection;
- promotion, transfer and training;
- terms of employment, benefits, facilities and services;
- grievances and disciplinary procedures;
- dismissals and redundancies.

Recruitment and Selection

The following principles should apply whenever recruitment or selection for positions takes place:

- individuals will be assessed according to their personal capability to carry out a given job;

- assumptions that only certain types of person will be able to perform certain types of work must not be made;
- any qualifications or requirements applied to a job which have or may have the effect of inhibiting applications from certain types of person should only be retained if they can be justified in terms of the job to be done;
- recruitment solely or primarily by word of mouth should be avoided if its effect is or may be to prevent certain types of person from applying;
- selection tests should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for the work;
- selection tests should be reviewed regularly to ensure they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism;
- applications from different types of person should be processed in the same way;
- written records of interviews and reasons for appointment and non appointment should be kept;
- questions should relate to the requirements of the job; if it is necessary to assess whether personal circumstances may affect job performance, this should be done objectively without questions or assumptions being made which are based on stereotyped beliefs about certain types of person;
- where Pembrokeshire Weightlifting's arrangements for recruitment and selection put disabled people at a substantial disadvantage due to a reason connected with their disability, reasonable adjustments to the arrangements should be made to eliminate or if that is not reasonably practicable, reduce the disadvantage unless objectively justified;
- no decisions regarding recruitment or selection should be made by a person who has not read and understood this policy.
- As general rule no candidates will be asked to complete a Health Questionnaire or provide details of their health or fitness prior to the selection process. Health related questions can only be asked in the following circumstances:
 - To decide whether the employer needs to make reasonable adjustments for the person to attend and participate in the selection process
 - To decide whether an applicant can carry out a function that is essential (intrinsic) to the job, i.e. heavy lifting.
 - To monitor the diversity of people making applications for jobs to ensure that advertisements for vacancies are reaching under-represented groups.

- To take positive action to assist disabled people; i.e. ask if someone is disabled to enable Pembrokeshire Weightlifting to guarantee interviews for disabled applicants.
- For the employer to assure themselves that a candidate has the disability where the job genuinely requires the jobholder to have a disability, i.e. a mental health counsellor vacancy requires someone with personal knowledge of the condition.

Promotion, Transfer and Training

The following principles should apply to appointments for promotion, transfer and training:

- assessment criteria and appraisal schemes should be carefully examined to ensure that they are not unlawfully discriminatory;
- assessment criteria and appraisal schemes should be monitored and, where such criteria or schemes result in predominantly one group of workers gaining access to promotion, transfer or training, they will be checked to make sure this is not due to any hidden or indirect discrimination;
- promotion and career development patterns will be monitored to ensure that access to promotion and career development opportunities in particular groups of workers are not unjustifiably being excluded;
- traditional qualifications and requirements for promotion, transfer and training, such as length of service, and age, which may discriminate against certain groups of workers shall be reviewed and will only continue to be applied if genuinely justified;
- policies and practices regarding selection for training, day release and personal development should not result in an imbalance in training between groups of workers unless this is objectively justified;
- where Pembrokeshire Weightlifting's arrangements in relation to promotion, transfer or training put disabled workers at a substantial disadvantage for a reason connected with their disability, reasonable adjustments to the arrangements should be made to eliminate or, if that is not reasonably practicable, reduce the disadvantage unless objectively justified.

Terms of Employment, Benefits, Facilities and Services

The following principles shall apply to terms of employment, benefits, facilities and services:

- the terms of employment, benefits, facilities and services available to workers should be reviewed regularly to ensure that they are provided in a way which is free from unlawful discrimination;
- part-time workers should receive pay, benefits, facilities and services on a pro-rata basis to their full-time comparator unless otherwise objectively justified;
- where Pembrokeshire Weightlifting's arrangements relating to terms of employment, benefits, facilities and services put disabled workers at a substantial disadvantage due to a reason connected with their disability, reasonable adjustments to the arrangements should be made to eliminate

or, if that is not reasonably practicable, reduce the disadvantage unless otherwise objectively justified;

- pay and bonus criteria, policies and arrangements should be carefully examined and monitored, and if it appears that any group of workers are disadvantaged by them they will be checked to make sure that this is not due to any hidden or indirect discrimination.

Grievances, Disciplinary Procedures, Dismissals and Redundancies

Workers who, in good faith, bring a grievance (or assist another to do so) either under this policy or otherwise in relation to an equal opportunities matter will not be disciplined, dismissed or otherwise victimised for having done so;

Any group of workers will not be disciplined or dismissed for performance or behaviour which would be overlooked or condoned in another group unless there is genuine and lawful justification for this;

Redundancy criteria and procedures will be carefully examined to ensure that they do not operate in an unlawfully discriminatory manner;

The provision of voluntary redundancy benefits will be equally available to all workers concerned unless there is a genuine and lawful justification for doing otherwise.

Welsh Language Policy

Pembrokeshire Weightlifting aims to comply with relevant legislation, provide a high standard of customer care, and recognise the value and significance of the Welsh language.

Context

We recognise the main provisions of The Welsh Language (Wales) Measure 2011, which gives the Welsh Language official status in Wales.

A proportion of Pembrokeshire Weightlifting's workforce, which is made up of paid staff and volunteers, are Welsh speaking and will use our best endeavours to communicate bilingually.

Policy

Pembrokeshire Weightlifting welcomes correspondence in either Welsh or English. When practicable the reply will be made in the same language as the initial correspondence.

The telephone will be answered in a way accessible to both Welsh and English speakers. When a Welsh speaker is not available to conduct a conversation, the situation will be explained, an apology will be given, and the caller will be asked to continue the conversation in English.

Pembrokeshire Weightlifting is committed to encouraging its workforce to develop Welsh language skills.

Monitoring

The implementation and further development of the Welsh Language Policy will be reviewed on a regular basis.

Training Policy

Pembrokeshire Weightlifting recognises that its greatest asset is its employees and that training and development are central to good employment practice to enable employees to develop their potential and so to improve their ability to do their job, and to aid career development.

Pembrokeshire Weightlifting is committed to equal access to training and will not discriminate in the access that is given to training, development or promotion opportunities.

Staff are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.

Subject to available funding and resources, Pembrokeshire Weightlifting will provide appropriate support to staff to attend learning activities, although this is not a contractual right of employees.

It is Pembrokeshire Weightlifting's policy to support training in order to improve the performance of employees in their present posts and to develop them so that they are capable of progression within the organisation.

Pembrokeshire Weightlifting undertakes to identify training needs, and these can be examined in a number of ways:

Organisational Needs

These are training needs that have implications across the organisation, regardless of occupational boundaries. Such needs might arise through changes in legislation, the introduction of new technology, new working methods or procedures, etc. They also encompass the needs of all new entrants to understand Pembrokeshire Weightlifting policy and procedures (i.e. induction and Health & Safety training).

Individual Needs

Individual needs will include training to assist the individual in areas other than skill or knowledge (i.e. attitude). Individual needs also embrace career planning to assist the individual's development and his/her ability to progress within the organisation. Individual needs are best identified through the means of appraisal.

Qualification Training

In order to meet identified training needs, it is Pembrokeshire Weightlifting's policy that, wherever possible, employees should be sponsored to obtain recognised qualifications.

Methods of Training

Training needs can be met in many different ways. The best-known methods include short courses, day release, block release, evening classes, correspondence courses and "open learning".

Recoupment of Training Costs

In circumstances where Pembrokeshire Weightlifting funds training for the employee by an outsider and the employee subsequently leaves the business, within 12 months of the ending of the course such funds will be recoverable by Pembrokeshire Weightlifting from the employee as a debt direct from his/her final salary. The terms for recovery of such money is outlined in the employee's Contract of Employment.

General Policies

Timekeeping

- (a) It is the responsibility of all employees to attend punctually at their place of work in accordance with the Terms and Conditions of their employment.
- (b) Persistent lateness which materially reduces the length of the working week will be considered to be a breach of contract and may lead to disciplinary action.

Company Equipment

Employees are not allowed to use any of Pembrokeshire Weightlifting's property outside of their normal duties without permission. No records or equipment can be taken off of company premises unless in the course of your duties.

Telephone Calls

Employees must be reasonable in their use of Pembrokeshire Weightlifting telephones for personal matters.

Personal mobile phones may be kept on during working hours but their use must not unreasonably interfere with the normal duties that the employee is required to perform in accordance with the contract of employment.

You may reasonably use the Company's Wi-Fi with your Personal Mobile Phone once authorisation has been obtained from your Manager. If given, this authorisation can be withdrawn by the Company at any time.

Notification of Criminal Record and DBS check

Your employment with Pembrokeshire Weightlifting is subject to your truthful disclosure of any criminal convictions that you may have. (You do not need to disclose any convictions that have been spent under the Rehabilitation of Offenders Act 1974 as amended by the Legal Aid, Sentencing and Punishment Act 2012).

You are also obliged to bring to the attention of Pembrokeshire Weightlifting any criminal conviction that you are the subject of during your employment with us and which is not spent under the Rehabilitation of Offenders Act 1974.

All employees are required to undertake an enhance DBS check.

New Employee Induction

The formal welcoming process, or "employee induction," will normally be conducted by a senior employee and includes an overview of Pembrokeshire Weightlifting.

Personnel Records and Administration

The task of handling personnel records and related administration functions at Pembrokeshire Weightlifting has been assigned to the Directors. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Bank details to enable payment of salary
- Personal contact details
- Next of kin details

All medical records, if any, will be kept in a separate confidential file.

Change of Personal Data

Any change in an employee's personal information including but not limited to name, address, telephone number and next of kin details needs to be reported in writing without delay to the Directors.

Building and Equipment Security

You must ensure the security and safe keeping of Pembrokeshire Weightlifting's premises, vehicles and property at all times, including equipment hired in.

Negligent or reckless action or inaction which results in financial loss or possible financial loss to Pembrokeshire Weightlifting shall lead to disciplinary action.

You must at all times ensure that the security of other employees, visitors, premises, equipment and assets are maintained.

Pembrokeshire Weightlifting reserves the right to search your person and property.

Personal and Company Property

You are responsible for your personal property. Pembrokeshire Weightlifting will not accept any liability for any loss or damage you may incur to personal property including vehicles.

During the course of your duties you may come into contact with Pembrokeshire Weightlifting's and its clients' equipment and property. It is your responsibility to ensure that such equipment and property is maintained and used properly and sensibly. Damage caused through neglect or misuse may render you liable for the cost of repairs or replacement.

Company property is allowed for Company business only. Abuse of this privilege will be taken seriously by Pembrokeshire Weightlifting and could in certain circumstances lead to dismissal.

All Company property must be returned on termination of contract and at any time during your employment at the discretion of Pembrokeshire Weightlifting. Pembrokeshire Weightlifting reserves the right to make a deduction from your wages/salary in respect of your failure to promptly return property.

Visitors in the Workplace

For safety, insurance, and other business considerations, only authorised visitors are allowed in Pembrokeshire Weightlifting's premises or on site. Any exceptional request for a relative, friend or professional advisor to visit you at your work place should be made to Pembrokeshire Weightlifting.

Alcohol and Drugs

You must not consume alcohol or illegal drugs, *including psychoactive substances (formally known as 'legal highs')*, within working time or attend work whilst under the influence of alcohol or illegal drugs. The only exception to this is that you are permitted to consume a small amount of alcohol during Company social events.

Pembrokeshire Weightlifting reserves the right to undertake random alcohol and drug testing in order to fulfil this policy. Non-compliance with this section will be classed as gross misconduct.

Sports and Other Games

You must not engage in any sports, games or other horseplay on Company property during working hours.

Gambling and Collecting of Money

You must not engage in gambling or the collection of money from other employees or customers for any reason unless prior authority has been granted by your Manager (unless it is part of your work duties).

Mail, Parcels and Other Personal Deliveries

You must not arrange or allow mail, parcels or other personal deliveries to be delivered to or collected from your work place unless you have had prior permission from your Manager.

Dress Code and Hygiene

Employees of Pembrokeshire Weightlifting are expected to present a clean and professional appearance while conducting business, in or outside of the premises. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Pembrokeshire Weightlifting's reputation or image is not acceptable.

Failure to wear the appropriate uniform, if provided, may lead to disciplinary action and will entitle the Company to send you home to change, without pay.

Company's Facilities

The Company's facilities including but not limited to computers, fax machines, printers, photocopiers and franking machines are to be used for business purposes only unless prior permission has been obtained from your Manager. Use of email, internet and telephones is dealt with under a separate Policy within this Employee Handbook.

Company Sponsored Events

During Company sponsored events e.g. Christmas Party, employees are required to follow Company rules and procedures as if they were in the working environment. Failure to behave in the proper manner will render the offending employee liable to action under the Disciplinary Procedure which may include dismissal.

Holiday Entitlement

Annual Leave

Employees are entitled to 28 days of annual leave, including public and bank holidays, pro rata which can be taken by agreement with Pembrokeshire Weightlifting. The leave year will run from April 1st until March 31st.

Part time employees are entitled to annual holiday entitlement on a pro rata basis.

In the first and final years of employment, employees are entitled to holiday on a pro rata basis. Where this produces a fraction of a day's entitlement, this fraction will be rounded-up to the nearest half a day. Holidays do not accrue during any notice period which is paid in-lieu.

Payment will not be made in lieu of holidays not taken, except in the case of termination of employment.

Holidays MUST be arranged by agreement with the Management who will work on the basis 'first request, first granted', so holiday dates should be arranged and agreed at the earliest opportunity and with a minimum of two weeks' notice. No more than one person from each section can be on leave at any time.

In the event that the Company has to refuse a holiday request because of business needs, the Company is not responsible for any financial commitment made by you prior to authorisation. You are therefore advised not to book holidays with tour operators, travel agents, hotels or passenger carriers, etc., until your holiday request form has been authorised.

Pembrokeshire Weightlifting may require you to take a holiday at any time by giving you twice the notice of the length of holiday that it requires you to take.

Pembrokeshire Weightlifting may decide to reduce opening hours over the Christmas and New Year period or other set periods and it is important that you retain sufficient holiday to cover this. You will be informed of this arrangement as soon as is practicable.

Although every effort will be made to arrange holidays to suit an employee's preference, Pembrokeshire Weightlifting reserves the right to ask the employee to change or cancel his/her proposed holiday dates to maintain effective services.

A maximum of two weeks holiday at a time is allowed, unless agreed by Pembrokeshire Weightlifting.

Unpaid holiday leave may be agreed by the management in exceptional circumstances.

If you have been absent because of an illness or injury for a long time, we reserve the right to ask you to take any holiday that has accrued whilst you have been away before you start working again.

Sickness during Holidays

An employee who falls sick or is injured during a period of holiday or shortly before a planned holiday should in the first instance get in touch with his/her line manager as soon as possible (preferably by telephone). This is to advise the manager of the situation and alert him/her to the fact that the employee may wish to apply for replacement holiday leave under this policy.

If the employee is overseas when he/she falls ill or is injured, he/she must make sure that medical evidence is obtained from a qualified medical practitioner confirming the illness or injury and the total period of incapacity due to the illness or injury.

Holidays Accruing During Long-Term Sickness Absence

An employee who is absent on sick leave will continue to accrue his/her full statutory holiday entitlement. However, contractual holiday entitlement over and above the minimum statutory holiday entitlement provided for by the Working Time Regulations 1998 will not accrue during any paid or unpaid period of sick leave once an employee has been continuously absent for a period of 1 week (usually 5 working days).

An employee on long-term sick leave is required to apply to take his/her accrued holiday entitlement before the end of the holiday year in which it is accrued when possible. If this is not possible then the employee will be allowed to carry forward any unused entitlement from one year to the next and this must be taken within a reasonable time.

Pembrokeshire Weightlifting will not usually allow an employee to take his/her holiday entitlement while on sick leave. An employee is required to acquire the approval of all holiday dates in accordance with normal company policy. At Pembrokeshire Weightlifting's entire discretion, it may waive the need for the employee to comply with normal notice requirements or any other applicable company policy.

If the employment is terminated before an employee returns from sick leave, he/she will receive a payment in lieu of any accrued but untaken statutory holiday entitlement for the holiday year in which the employment is terminated.

In all circumstances holidays cannot be accrued during sick leave over a period of more than 18 months.

Absence Policy

Sick Leave and Absence Reporting

In the event of absence on account of sickness or injury you must personally inform a Director (text messages and emails will not be considered acceptable in this regard) the reason for your absence as soon as possible before your scheduled start time on your first day of absence.

Any unauthorised absence must be properly explained on the first occasion, and, if the absence continues, you must keep Pembrokeshire Weightlifting fully informed. You will be required to contact Pembrokeshire Weightlifting on a daily basis during the first week of any absence and weekly thereafter.

In respect of absence lasting 7 or fewer calendar days you are not required to produce a medical certificate unless specifically so requested by Pembrokeshire Weightlifting but must complete Pembrokeshire Weightlifting's self-certification form "Absence Record Form" on return to work from such absence.

In respect of absence lasting or expected to last more than 7 calendar days you must no later than on the eighth calendar day of absence provide Pembrokeshire Weightlifting with a medical certificate stating the reason for absence and thereafter provide a like certificate each week to cover any subsequent period of absence.

You must inform Pembrokeshire Weightlifting by 4.30pm on the working day before the day you intend to return to work.

In the case of periods of linked sickness (those which last four or more days each and are eight or fewer weeks apart), you may be required to provide the Company with a medical certificate rather than self-certifying.

Pembrokeshire Weightlifting reserves the right to require you to undergo a medical examination by a doctor nominated by Pembrokeshire Weightlifting and to provide blood, urine or other like specimens for analysis as necessary.

Failure to comply with the above certification and notification procedures may result in disciplinary action.

You must reimburse Pembrokeshire Weightlifting for any sick pay paid if you recover compensation as the result of an accident or injury from a third party's insurance.

If, on a medical certificate or "fit note", your doctor recommends any adjustments to your duties, hours or working conditions to facilitate the employee's return to work, you are required to cooperate with the employer with regard to the possible implementation of such changes, notwithstanding the fact that the advice on a fit note is not binding on the employer.

Return to Work Meeting

Pembrokeshire Weightlifting has a policy of monitoring sickness absence and an employee who is sick for one day or more will be asked to attend a return to work meeting. This is to ensure that there are no underlying work-related issues that could be affecting the individual's health or wellbeing and to discuss the Fit Note and examine any

reasonable adjustments that can be made by the management to assist the employee member, this could be:

- A phased return to work
- Altered hours
- Amended duties and/or
- Workplace adaptations

These meetings will be held face to face but under exceptional circumstances may be held over the telephone.

Sick Pay

In the event of absence through illness Pembrokeshire Weightlifting will provide Statutory Sick Pay.

The main features of the scheme are:

- The first three days of incapacity are unpaid (called 'waiting days')
- Further sickness is paid at the SSP rate per week for up to 28 weeks
- Once SSP is exhausted, an employee normally transfers onto benefits paid directly by the Department for Work and Pensions

Any payments beyond these levels are at the sole discretion of Pembrokeshire Weightlifting.

If you do any work at all, however briefly, before becoming ill, then the day will not count as a day of incapacity for SSP purposes.

General Conditions of Sick Pay Benefits

Pembrokeshire Weightlifting must be satisfied the absence/illness is genuinely attributable to illness, accident or industrial injury.

Sickness payments will not apply to absences concerning domestic circumstances or any other non-illness circumstances.

If you are absent from work as a result of an accident and you are successful in recovering damages from a third party, then you will be obliged to repay any sick pay received during the period of your absence from work.

Other Absences

Appointments to attend the Doctor, Dentist etc. should be carried out in your own time. Where this is not possible appointments should be made at the start or the end of the working day. There is no right to be paid whilst attending such appointments unless it is covered under the Maternity Policy.

If you are required to serve on a jury, you should notify your Manager and produce the official notification without delay.

You may be requested by Pembrokeshire Weightlifting to apply to the Court for your Jury Service to be either postponed or delayed if it is considered that your absence will cause substantial problems to the business. A failure or refusal to make an application when requested will be dealt with under the Disciplinary Procedure.

Whilst on jury service, you are entitled to claim allowances from the court covering fares, subsistence, and loss of earnings (up to a specific amount). You should claim the full amount owed.

If you are discharged early from Jury duty you must contact your Manager to enquire whether you are required to attend work.

Public Duties

You are entitled to reasonable unpaid time off during working hours to perform duties associated with certain positions, such as Justices of the Peace, members of local authorities and statutory tribunals.

Our Standards and Procedures

No Smoking Policy in the Workplace

The Health Act 2006 has outlawed smoking in all enclosed or substantially enclosed structures or vehicles in the workplace.

The law is designed to ensure protection from second hand smoke for all employees, service users, customers and visitors. Exposure to second hand smoke increases the risk of lung cancer, heart disease and several other serious illnesses. Tobacco smoke contains over 4,000 chemicals; many of which are toxic and over 50 are known to cause cancer.

The new regulations place a legal onus on all managers and employees to ensure the workplace is smoke-free. Failure to comply with the new law is a criminal offence:

- **Smoking in smoke-free premises or work vehicles** – a fixed penalty of £50 imposed on the person smoking or a maximum of £200 if convicted in court.
- **Failure to display no-smoking signs** – a fixed penalty of £200 on whoever manages or occupies the smoke-free premises or vehicle, or a maximum fine of £1,000 if convicted by a court.
- **Failing to prevent smoking in a smoke-free place** – a maximum fine of £2,500 imposed on whoever manages or controls the smoke-free premises or vehicle if convicted in court.

Smoking is totally forbidden by law on Company premises including Company vehicles. The time that you take when smoking should be taken from your break times, you should therefore if applicable clock in and out when leaving to take a smoking break. Smoking includes cigarettes, pipes, vaping and e-cigarettes.

This policy applies to all employees, consultants, contractors, customers or members or visitors.

Overall responsibility for the implementation of this policy rests with a Director, however, all employees are required to adhere to and support the implementation of this policy.

Appropriate 'no-smoking signs' will be clearly displayed at the entrances to and within the premises and in all smoke-free vehicles.

You should only smoke in designated areas, as specified by the Company.

If you are found smoking on the Company's premises, with the exception of designated areas, you will be committing a serious offence and may also be acting unlawfully. If you are found to be breaking this Policy, you will be subject to disciplinary action up to and including dismissal.

*If you wish to receive help to give up smoking, we recommend that you contact the NHS Smoking Helpline on 0800 169 0169.

Confidentiality Policy

Confidential Information

You should not at any time during your employment (except so far as is necessary and proper in the course of your employment) or at any time after your employment has terminated disclose to any person any information as to the practice, business dealings or affairs of Pembrokeshire Weightlifting or any of Pembrokeshire Weightlifting's customers or any other matters which may have come to your knowledge by reason of your employment.

Upon termination of your employment you will return all notes, records and information; however that material is stored, to Pembrokeshire Weightlifting.

Records & Documentation

Supervision, appraisal and other meetings covering personal matters will be treated in strict confidence. Pembrokeshire Weightlifting also expects confidentiality from employees and makes it a requirement in all contracts to adhere to the confidentiality policy and abide by the code of practice for data management.

Email, Internet and Social Media Policy

Introduction

Pembrokeshire Weightlifting views the Internet and the use of email as an important business tool. The purpose of this policy is to protect the quality and integrity of Pembrokeshire Weightlifting's electronic communications and to provide employees with standards of behaviour when using them. This policy sets out guidelines for email and internet use by all employees to encourage the correct use of email and the Internet in the business environment. Any breach of this policy or misuse of electronic communications may constitute a serious disciplinary matter and may lead to dismissal.

Policy

It is the policy of Pembrokeshire Weightlifting to encourage the use of its electronic mail and internet services to share information, to improve communication and to prohibit unauthorised and improper use of these means of communication. Use of the internet and email facilities is permitted and encouraged where such use is suitable for business purposes and supports the goals and objectives of Pembrokeshire Weightlifting and is to be used in a manner that is consistent with Pembrokeshire Weightlifting's organisational values and as part of the normal execution of an employee's job responsibilities. Those who use Pembrokeshire Weightlifting's Internet and email services are expected to do so responsibly and must comply with this policy. Personal use of email internet facilities is restricted as set out below in "Personal Use".

General principles

The following principles apply to all electronic communications sent by employees and all use of the internet if using Pembrokeshire Weightlifting's access accounts or equipment. It also applies to employees' use of individual access accounts accessed via Pembrokeshire Weightlifting equipment.

Access

Pembrokeshire Weightlifting reserves the right to designate those employees to whom it will provide access to the Internet and electronic mail services, and may revoke access at any time to persons who misuse the system. Pembrokeshire Weightlifting's computer equipment and systems must only be accessed and operated by those authorised to do so. Unauthorised use, intentional interference with the normal operation of the network or failure to comply with this policy will be regarded as gross misconduct and may lead to dismissal and possible criminal prosecution.

Internet access is controlled and Pembrokeshire Weightlifting reserves the right to prevent access to any sites it deems unacceptable. Any employee attempting to evade the controls instituted will be suitably disciplined and may be dismissed in appropriate circumstances.

Viruses

All computers should use authorised and current anti-virus protection software. No unauthorised anti-virus software should be installed, transmitted or downloaded.

Security

All software downloaded to a Company computer must be approved by a employee responsible for IT systems before installation to assure compatibility with software already installed on the computer. Problems may arise when unauthorised software is installed which is not compatible with the approved software. All disks or storage media containing files worked on at home must be virus checked before use.

Employees must not download software or electronic files without implementing virus protection. All files attached to external email as well as files downloaded from the Internet must be scanned. Users must report suspected incidents of software viruses or similar contaminants from email attachments and/or downloads from the Internet immediately to a employee responsible for IT systems.

Passwords, encryption keys and other confidential information relating to Pembrokeshire Weightlifting's systems must not be transmitted over the internet or by email.

Monitoring

By accessing the Internet and electronic mail services through facilities provided by Pembrokeshire Weightlifting the user acknowledges that Pembrokeshire Weightlifting can monitor and examine all individual connections and communications. Pembrokeshire Weightlifting respects the privacy of internet and email users and will not routinely inspect, monitor, log, track or disclose email or Internet access activities without good cause.

Pembrokeshire Weightlifting may deny access to the internet and its electronic mail services, and may inspect, monitor, log, track or disclose email or internet access activities in, but not limited to, the following circumstances:

- If there are substantiated reasons to believe that violations of the law and/or this policy have taken place which provide Pembrokeshire Weightlifting with good cause or;
- A bona fide complaint is received in relation to misuse of email or internet access.

Prohibited Use

Employees must not view, store, transmit, upload, download or intentionally receive communications, web pages, files or documents that are or could be interpreted as intimidating, harassing or illegal or containing hostile, degrading, sexually explicit, pornographic, discriminatory or otherwise offensive material.

Employees must not send unsolicited emails, or email messages to multiple recipients without their consent nor use email for personal gain nor represent personal opinions as those of Pembrokeshire Weightlifting.

Confidentiality

Email can be inadvertently sent to the wrong address. It may also be read by someone other than the intended recipient. Caution must be exercised when communicating proprietary, confidentially sensitive information or information relating to Pembrokeshire Weightlifting when using email systems and users should ensure that such information is property encrypted and that they have the authority to send it.

No client-related information should be sent over any public computer system without the prior written consent of the client or customer.

Copyright

Employees must adhere to all intellectual property and copyright law. Employees must not upload, download or otherwise transmit any copyrighted materials belonging to parties outside Pembrokeshire Weightlifting without the copyright holder's written permission.

Personal Use

Pembrokeshire Weightlifting's email and internet systems may not be used for personal purposes during normal working hours. Occasional use for personal reasons is allowed outside working hours subject to the terms and conditions of this policy. The use of web-based email systems such as "Hotmail" and "yahoo" is encouraged to avoid Pembrokeshire Weightlifting email accounts being used. Personal external email sent via a Company access account should clearly indicate that it is a personal communication and unrelated to Pembrokeshire Weightlifting. Users are expected to respect and not abuse the privilege of personal email and specifically must not:

- use Pembrokeshire Weightlifting's email systems, content and mailing lists for personal gain,
- directly or indirectly interfere with the operation of email services, and cause unwarranted or unsolicited interference with the use of email systems by others
- interfere with employment duties, or other obligations of Pembrokeshire Weightlifting; or
- burden Pembrokeshire Weightlifting with noticeable system congestion and/or additional costs.

Records arising from personal use of email will be treated no differently from other email when applying this policy in respect of confidentiality, privacy, disclosure and technical administration.

No device (mp3 player, mobile phone, etc) should be connected to company systems without the prior approval of the management team. No personal files should be stored on Company systems.

No personal or private emails should be sent using Company email addresses.

For the avoidance of doubt, the Company retains ownership and has the right to access an employee's business email account.

Contracts

Employees should be aware that contracts which bind Pembrokeshire Weightlifting can be created on the internet or by email. Employees must not enter into contracts or subscribe for, order, purchase, sell or advertise for sale any goods or services on the internet or by email, unless with the express authorisation of Pembrokeshire Weightlifting.

Security

Passwords must be kept confidential and changed every 60 days in accordance with the default IT password expiry period. Sequential passwords (E.g. Password1, Password2 ...) should not be used.

Confidential information sent by E-Mail to either internal or external addresses must be password protected.

Screens should not be left open and unattended. All computers should be set up to enter screen saver mode after 5 minutes of inactivity and prompt for a password upon resuming.

We must be kept aware of all passwords used on the Company Computer and you must not change any passwords without communicating them the manager.

Disciplinary

Any breach of this policy may be subject to disciplinary action, up to and including dismissal and may result in criminal prosecution.

Social Networking Sites

The Company defines social media as websites and applications that allow users to create and share content and/or take part in online networking. The most popular sites include Facebook and Twitter. This policy also covers personal blogs, any posts you might make on other people's blogs, and to all online forums and noticeboards.

The Company respects an employee's right to a private life. However, the Company must also ensure that confidentiality and its reputation are protected. It therefore requires employees using social networking websites to:

- refrain from identifying themselves as working for the Company, apart from professional networking sites such as LinkedIn;
- ensure that they do not conduct themselves in a way that is detrimental to the Company; and
- take care not to allow their interaction on these websites to damage working relationships between members of staff and clients of the Company.

You must take personal responsibility for your social media content. Always identify yourself and make it clear your opinions are your own and you are not speaking on the Company's behalf. You might consider doing this in a disclaimer. It is your duty to protect the Company's interests and you must not publish anything that could directly or indirectly damage these or compromise the Company's reputation.

You must always show respect to others when using social media. You must never criticise the Company, our clients, suppliers, business associates, your colleagues or anybody else you come into contact with professionally.

You are obliged to respect Company confidentiality at all times and not to use social media to comment on sensitive business matters.

You must never air grievances about the Company or any of its activities on social media. You should use our internal process if you want to make a complaint, raising it first with your manager. If the issue remains unresolved, you must then follow the formal grievance procedure.

The Company's own Social Media accounts, including their Facebook and Twitter account are only to be used by the authorised persons.

Breach of the Company's policies as they relate to social networking sites will entitle the Company to take disciplinary action against you, up to and including dismissal.

Contacts and client lists (including those contained on personal LinkedIn pages) remain the property of the Company.

Adverse Weather Policy

Pembrokeshire Weightlifting recognises that there may be occasions when staff suffer severe difficulties in attending the work place due to exceptional weather conditions or serious disruption to the transport system. In such circumstances every reasonable effort should be made to obtain alternative transport to work.

If an employee is not able to safely reach their place of work they should contact their manager as soon as possible to discuss the circumstances. The points that will need to be considered are:

- The reason for the disruption
- The distance involved
- The prevailing weather conditions
- The time of day
- The member of staff's individual circumstances

If the disruption lasts for more than one day, members of staff are expected to speak to their manager on a daily basis.

Where the manager accepts the transport difficulty as a justifiable reason not to attend work, one or more of the following arrangements will apply:

- Employees who can work at home should do so; if they choose not to then they should take annual leave or unpaid leave.
- Those who live within walking distance of work who could get in but choose not to and cannot work from home, should take a day's paid annual leave or unpaid leave.
- If an employee is unable to attend their normal place of work but can reach another base within the organisation they should do so and will be paid for their normal contracted hours.
- An employee who normally travels to work by road (car or public transport) and is unable to do so because of the weather or other disruption outside of their control and cannot walk or cycle to work may be given paid leave for their shift at the discretion of the senior management team.
- As an alternative to employees taking unpaid leave or annual leave, it may be possible for the lost time to be made up through working an alternative day/shift or through extended hours.

Note: If a member of staff has made every reasonable attempt to attend work at their normal starting time and arrives later than normal, they will be paid for their contractual hours, provided they arrived within their normal working hours.

School closures

If a member of staff is unable to get into work because their children's school is closed, this will be covered by the Dependent Leave Policy.

The use of Mobile Phones whilst Driving

It has been illegal to use a hand-held mobile phone whilst driving since 2003 and recent legislation has seen the penalties increased for so doing to a £200 fine and six penalty points on your licence.

The use of phones in cars also falls under several general motoring laws and the police will now routinely check phone records to see if the driver was on a call when an accident occurred.

Although it is recommended that all cars where the driver is expected to use a mobile phone should be fitted with a hands-free kit, this does not eliminate the dangers of distraction that can be caused.

Even with a voice recognition system and single number dialing, the very act of taking calls and speaking while driving can lead to a loss of concentration.

As an employer committed to good practice and the safety of our staff, it is therefore our policy that **NO** calls will be made or taken by members of staff whilst driving on our behalf. This applies to vehicles owned by the organisation or the private vehicles of individuals.

Instead, staff members are expected to find a safe place to pull in before making calls or listening to messages and ringing callers back. Under no circumstances are mobile phones to be used whilst a vehicle is in motion.

There are no exceptions to this policy and staff can expect to face disciplinary action if found to be acting in contravention of this policy.

Bribery, Gifts and Hospitality Policy

Advance approval from management is required before you accept or solicit a gift of any kind from a client, including hospitality, unless it is a small tip. Employees are not permitted to give unauthorised gifts to clients.

Should any employee or associated person be in doubt when receiving or issuing gifts and hospitality they must refer the issue to senior management.

Employees are not permitted to either offer or receive any type of bribe and/or facilitation payment.

All employees are encouraged to report any suspicion of corruption or bribery within Pembrokeshire Weightlifting in accordance with the Whistleblowing Policy.

If an employee or associated person is found guilty of giving or receiving a bribe, he/she will be subject to disciplinary action and may be found personally criminally liable and be responsible for bearing any related remedial costs such as losses, court fees or expenses.

***Please refer to full Anti-Fraud, Bribery and Corruption Policy.**

Data Protection Policy

Introduction

The Pembrokeshire Weightlifting needs to hold and use information about its employees, job applicants, clients/customers, prospective clients/customers, members, suppliers, volunteers, technical officials and parents of youth members in order to carry out its business. Where the information stored constitutes personal data that relates to a living individual, we are obliged to comply with the requirements of the Data Protection Act (DPA), as amended.

This Policy sets out what data will be retained and how this data will be managed.

Data Protection Principles

- Under the DPA, Pembrokeshire Weightlifting is required to ensure that personal data is:
 - processed fairly and lawfully;
 - processed only for specific purposes;
 - adequate, relevant and not excessive;
 - accurate and kept up to date;
 - kept for no longer than is necessary;
 - kept in accordance with your rights; and
 - kept securely and not transferred outside the European Economic Area unless an adequate level of protection for your rights is in place.

In essence, this means that we aim to tell you, in writing, what information we hold about you, the legal reason we hold it, as below, from whom we have obtained it, to whom we will disclose it, where the data is being transferred to (if outside the UK), how the data is to be protected, and the retention period of the data.

Personal Data, and the legal reasons why we hold it

The following are the legal options for holding your data:

- You give your consent
- Processing is necessary for the implementation and performance of a contract with you
- Compliance with a legal obligation
- Processing is necessary to protect the vital interests of yourself or another person
- The data is necessary for the performance of a task carried out in the public interest
- The data is necessary for the purposes of legitimate interests pursued by the controller (likely to be the Company holding the data) or a third party (could be someone acting on the Company's behalf).

Employment

Much of the personal or sensitive personal data stored by an organisation will relate to employment.

In terms of employment, these are the reasons why we keep and process data:

- considering your suitability for employment;
- administration of the payroll;
- provision of employee benefits and equipment;
- compliance with legal requirements;
- performance monitoring;
- absence management;
- in connection with disciplinary matters;
- to establish your training and/or development requirements;
- to establish a contact point in an emergency.

Sensitive Personal Data

In addition, Pembrokeshire Weightlifting may hold, use and otherwise process sensitive personal data. Sensitive personal data is, according to the DPA, personal data which consists of the following:

- your racial or ethnic origin;
- your political opinions;
- your religious or similar beliefs;
- your membership or otherwise of a trade union;
- your physical or mental health or condition;
- your sexual life;
- your commission or alleged commission of any offence; or
- proceedings relating to such an offence.

We envisage processing sensitive personal data in the following circumstances:

- information relating to your physical or mental health or condition, for health monitoring purposes, assessing your suitability for work and for equal opportunities monitoring;
- information relating to your racial or ethnic origin where relevant to any application for a work permit and for equal opportunities monitoring;
- information relating to your membership or otherwise of a trade union for the purpose of undertaking consultations with employees where we are required to by law;
- information relating to your commission or alleged commission of any offence and proceedings relating to such an offence where appropriate for determining your suitability for employment initially and on an ongoing basis. A high level of security will be in place for this type of data and limited access will apply.

Obligations relating to your Personal Data

Personal data and sensitive personal data will be held, both manually and on computer. Such data shall only be kept for as long as necessary, in accordance with legislation and the Company's Data Retention Policy.

In order to enable us to comply with the obligation to keep data up to date, you are required to immediately notify Pembrokeshire Weightlifting of any changes to your personal details including, without limitation, any changes to your name, address, emergency contacts and bank details.

Obligations relating to the Personal Data of Others

Pembrokeshire Weightlifting will not make use of, divulge, or communicate to any person, any personal data or sensitive personal data relating to any third parties, including without limitation the following:

- applicants for employment (successful and unsuccessful);
- employees and former employees
- other individuals who are doing work or have done work for the Company

Breach of this requirement will be treated very seriously and, where appropriate, disciplinary action will be taken against the relevant employees. You should also be aware that, in certain circumstances, someone making an unauthorised disclosure of personal data, could be committing a criminal offence.

Pembrokeshire Weightlifting will carry out a Data Protection Impact Assessment when implementing new technology or dealing with processing involving high risk for individuals.

Data Subject Rights

The DPA gives employees certain rights in connection with personal and sensitive personal data which relates to them.

These are your rights in relation to your personal data:

- to be informed of what data we hold, why we hold it and where it came from. This will be explained at the point of requesting the information.
- to make a subject access request and (subject to certain legal exemptions) to receive copies of your personal data which we hold. If you wish to exercise this right, you must make a request in writing to a senior member of staff. There will normally be no charge for providing the information you have requested and it will normally be provided within one month from the date of request.
- to have any inaccurate data corrected or erased.
- to restrict processing.
- data portability.
- to object to the data being held and processed. This may, however, not result in us withdrawing our holding and processing of the data.
- to withdraw consent under certain circumstances.
- Other rights in relation to automated decision making and profiling.
- to lodge a complaint with a supervisory authority.

Where Pembrokeshire Weightlifting decides to use an external data processor, this will be detailed in the written contract. This will ensure that both sides understand their responsibilities.

Data relating to children may require the parents' consent.

Pembrokeshire Weightlifting is obliged to report data breaches within 72 hours. Disciplinary action will be taken against you should you not report a breach immediately you are aware one has occurred.

Vehicle and Expenses Policy

Private Vehicle Policy

Employees who are not Company car holders will be paid a mileage allowance in the event of them having to use their own motor vehicle to travel on Company business. The amount of the mileage allowance will be as agreed from time to time and communicated to you. You must ensure that you have appropriate insurance for business use and the cost of this will be borne by you. In order to recover mileage allowance, you must maintain accurate records of your mileage. You must also ensure that your vehicle is at all times kept in a safe and lawful condition.

Notification

An employee whose job is in any way dependent on him/her being able to drive must notify a Director of the Company immediately in the following situations:-

- if he/she is charged with any driving offence;
- if he/she suffers any disablement which may result in disqualification from driving.

Loss of Driving Licence/Disqualification from Driving

The loss of your driving licence/your disqualification from driving may lead to the termination of your employment in circumstances where alternative arrangements are, in the opinion of the Company, impracticable. Any alternative employment which may be offered (if available and suitable) to avoid dismissal will be at the rate of pay and conditions relating to the job offered.

Parking/Speeding Fines

It is the Company's policy to abide by parking and speeding restrictions. The cost of car parking tickets/speeding fines will not be met by the Company, including those incurred whilst on Company business. Tickets/fines will be paid by you.

Car Allowance

In the event that you receive a Car Allowance this is paid at the discretion of the Company, and it is not a contractual right. In the event that you are absent from work due to illness for more than 4 weeks, then the Company is entitled to cease payment of any Car Allowance that maybe payable.

Company Vehicle Policy

Set out below is the Company's vehicle policy. It is applicable to those employees who have been allocated a Company vehicle ("Company vehicle holders") and any individuals who are authorised to drive Company vehicles as part of their duties including users of pool vehicles ("Company vehicle drivers"). It forms part of your terms and conditions of employment. Without prejudice to the Company's general discretion at any time to make changes to this Employee Handbook, the Company reserves the right at any time to make changes to the Company's Vehicle Policy. The Company's Vehicle Policy, any other rules, policies and procedures of the Company relating to the Company vehicles and the terms of the insurance policy relating to Company vehicles, as any or all of the foregoing may be amended from time to time, must be complied with by Company vehicle holders and Company vehicle drivers.

Eligibility

The provision of a Company vehicle is at the discretion of the Company. The type of vehicle provided to an employee is subject to the overall discretion of the Company.

Notification

Any Company vehicle holder and/or Company vehicle driver must notify a Director of the Company in writing immediately in the following situations:-

- i) if he/she is charged with any driving offence;
- ii) if he/she suffers any impairment which may result in disqualification from driving;
- iii) if he/she is involved in any form of accident involving a Company vehicle;
- iv) if a Company vehicle is damaged in any way.

Expenses

The Company will be responsible for the purchase of all fuel for use in a Company vehicle for business purposes. When purchasing such fuel, the Company fuel card must be used, if one is provided. If you are found using fuel for unauthorised personal use at the expense of the Company, you may face disciplinary action that could result in your dismissal without notice for gross misconduct.

If you are issued with a fuel card it must only be used for authorised purchases and any misuse of the card may result in disciplinary action that could lead to your dismissal without notice for gross misconduct. In the case of private fuel, this is your responsibility and the Company fuel card must not be used.

No mileage allowance is payable by the Company for business journeys undertaken in Company vehicles.

Compliance

Company vehicle holders and, where appropriate, Company vehicle drivers, agree and undertake that they shall:-

- i) produce a valid driving licence to a Director of the Company before allocation and for further inspection every 6 months, or otherwise may be required at any time;
- ii) take good care of the vehicle;
- iii) procure that the provisions and conditions of any policy of insurance are observed;
- iv) drive in a manner unlikely to cause excess wear and tear;
- v) comply with all instructions and regulations from time to time given by the Company with regard to motor vehicles;
- vi) ensure servicing is carried out regularly and in accordance with the manufacturers recommendations;
- vii) ensure regular checks are carried out on the Company vehicle on such items such as tyres and oil, water and other fluid levels;
- viii) keep the interior and exterior of the vehicle clean;
- ix) repay to the Company the cost of repairing any damage to the vehicle (other than normal wear and tear) for which you are responsible whether to the inside or outside of the vehicle. This may be done by direct deductions from your wages/salary or any other method acceptable to the Company.

- x) If the vehicle is left unattended, it should be secured and locked. When there is no authorised driver in the driving seat, the ignition keys should be removed from the ignition and kept safely by the person responsible for the vehicle. Serious negligence which causes unacceptable loss to the Company will lead to disciplinary action and may result in your dismissal without notice for gross misconduct.
- xi) No fixtures, such as aerials, roof racks, towing apparatus or stickers, may be attached to any of our vehicles without prior written permission. No change may be made to the manufacturer's mechanical or structural specification of the vehicle.

Withdrawal of Company Vehicle during Employment

The provision of a Company vehicle is at the discretion of the Company, as is the granting of permission to drive a Company vehicle. Accordingly, the Company has the right to withdraw the provision of a Company vehicle and/or to change the make and model of vehicle and/or to alter the rules, policies and procedures relating to Company vehicles. The Company has the right to withdraw a Company vehicle from a Company vehicle holder without giving you any notice, compensation and/or damages. Accordingly, the Company has the right to the immediate return of the Company vehicle. However, if the Company deems it appropriate, you will be given advance notice of the requirement to return the Company vehicle.

Without prejudice to the Company's general discretion at any time to withdraw permission to drive a Company vehicle from a Company vehicle driver and/or withdraw a Company vehicle from a Company vehicle holder, set out below is a non exhaustive list of the situations where the Company will, if it deems appropriate/necessary, withdraw permission from a Company vehicle driver and/or withdraw a Company vehicle from a Company vehicle holder:-

- i) if a Company vehicle holder/driver does not comply with the Company's vehicle policy (as amended from time to time) or any other rules, policies and procedures of the Company relating to Company vehicles (as amended from time to time);
- ii) if a Company vehicle holder/driver does not comply with the terms of the insurance policy relating to Company vehicles (as amended from time to time);
- iii) if a Company vehicle holder/driver makes a false declaration in relation to his record in respect of traffic offences;
- iv) if a Company vehicle holder changes job or there is a change in the nature of the job to the extent that a vehicle is no longer required to fulfil the requirements of the job;
- v) if there is a business need for this to occur;
- vi) if a Company vehicle holder/driver is disqualified from driving;
- vii) if a Company vehicle holder/driver is convicted of any driving offence, including but not limited to, careless or reckless driving;
- viii) if a Company vehicle holder/driver is charged or convicted of any drink driving offence;
- ix) if a Company vehicle holder/driver drives or intends to drive a Company vehicle while unfit to drive due to the consumption of alcohol and/or drugs, whether or not you have been charged by the police;

- x) if a Company vehicle holder/driver is, in the opinion of the Company, involved in an unacceptable number of accidents;
- xi) if a Company vehicle holder/driver has any medical condition or is receiving medical treatment either or both of which prohibit driving;
- xii) if a Company vehicle holder is absent from work on medical grounds for a continuous period of four weeks. In such situations the Company vehicle should be returned to the Company's premises for the remainder of the absence;
- xiii) if a Company vehicle holder/driver does not have a driving licence or is not entitled to hold a driving licence, for whatever reason;
- xiv) if a Company vehicle holder/driver offers or gives a lift to a hitch-hiker.

Save as provided below, in the event of an employee being notified that the Company vehicle is being withdrawn, the vehicle should immediately be returned to the Company's premises. If the Company gives you advance notice of the withdrawal of the Company vehicle, you must return the Company vehicle by the expiry of that notice. The Company vehicle must be returned to the Company's premises in an undamaged, clean and roadworthy condition. You will be responsible for any damage to the vehicle (other than normal wear and tear), whether to the outside or to the inside of the vehicle. You will be required to pay to the Company the cost of repairing any damage. This may be by deduction from your wages/salary or any other method acceptable to the Company.

Return of the Company Vehicle on the Termination of Employment

On the effective date of termination of a Company vehicle holder's employment, the Company vehicle holder must return the Company vehicle and all keys and documents relating thereto, to the Company, in an undamaged, clean and roadworthy condition.

In the event of the Company vehicle holder being paid a payment in lieu of notice, the Company vehicle holder must immediately return the Company vehicle and all keys and documents relating thereto, to the Company, in an undamaged, clean and roadworthy condition. In such circumstances you will not be entitled to claim compensation or damages from the Company for not having the benefit of the Company vehicle during the un-worked notice period.

In the event of a Company vehicle holder resigning and being notified by the Company that he is not required to work his notice you must immediately return the Company vehicle and all keys and documents relating thereto, to the Company, in an undamaged, clean and roadworthy condition. In such circumstances you will not be entitled to claim compensation or damages from the Company for not having the benefit of the Company vehicle during the un-worked notice period.

Use Outside the UK

Employees must not, without the prior written permission of a Director of the Company, take or use any Company vehicle outside England, Wales or Scotland. In the event of the Company's permission being granted, where the use of the vehicle outside England, Wales or Scotland is for personal use, any fuel and additional insurance costs are to be borne by you.

Other Drivers

Employees of the Company may drive Company vehicles provided that, before driving the Company vehicle:-

- i) they produce a valid driving licence to a Director of the Company; and
- ii) they obtain the express permission of the holder of that Company vehicle;
and
- iii) they have the permission of a Director of the Company;

Persons not employed by the Company (excluding spouses or partners of Company vehicle holders) are not permitted to drive any Company vehicle, unless they have the written permission of a Director of the Company.

Spouses and partners of Company vehicle holders may drive a Company vehicle provided that:-

- i) they produce a valid driving licence to a Director of the Company; and
- ii) they obtain the express permission of the holder of that Company vehicle;
and
- iii) they have the permission of a Director of the Company;

Accidents and Loss of Property

All accidents involving Company vehicles are to be reported to a Director of the Company immediately.

If any employee is responsible for more than one motor accident involving a Company vehicle or van in any twelve month period, then any excess due will be payable by that employee personally, unless otherwise agreed by a Director of the Company.

The Company does not accept liability for any personal property lost or stolen from a Company vehicle nor does it accept any liability for any damage to such property.

If you are involved in a road traffic accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the keeper of the vehicle, the registration number of the vehicle and the name of the insurance company, to any person having reasonable ground to require such information. It is important that you give no further information.

If for some reason it is not possible to give this information at the time of the accident, the matter should be reported to the police as soon as possible, but within 24 hours of the occurrence.

In addition, in the case of an incident involving injury to another person or to a notifiable animal, you are responsible for notifying police of the occurrence. The accident must be reported to a police station or to a police officer within 24 hours. If you are not then able to produce an insurance certificate, you must, in any event, produce it in person within 5 days after the accident, to such police station as you may specify at the time of first reporting the accident.

For security reasons, insurance certificates are held by the office.

All accidents must be reported to your line manager as soon as possible and at least within 24 hours, even if there appears to be no consequence. You will then be expected to complete an accident report and co-operate with any resulting investigations.

Drink and Drug Driving

The Company prohibits driving whilst under the influence of alcohol or illegal drugs, no matter how small.

Replacement Policy

The replacement of Company vehicles is subject to the discretion of the Managing Director.

Loss of Driving Licence/Disqualification from Driving

The loss of your driving licence/your disqualification from driving by reason of a driving conviction or otherwise, may lead to the termination of your employment in circumstances where alternative arrangements are, in the opinion of the Company, impracticable. Any alternative employment which may be offered (if available and suitable) to avoid dismissal will be at the rate of pay and conditions relating to the job offered.

Parking/Speeding Fines

It is the Company's policy to abide by parking and speeding restrictions. The cost of parking tickets/speeding fines incurred whilst on business will not be met by the Company, including those incurred while on Company business. Tickets/fines will be paid by you.

Smoking

Smoking is strictly prohibited in all Company vehicles.

Tracking

The Company reserves the right to fit and maintain a tracking system in any Company vehicle.

Mobile Phones

Using a mobile phone whilst driving is strictly prohibited unless a legal hands free system is used. If you are fined for using a mobile phone while driving you will be responsible for the fine. If you are found to have driven while using a mobile phone by the Company you may face disciplinary action.

Expenses Policy

In order to regulate and control the expenses and benefits available to employees rules have been drawn up. It is important that the rules are adhered to. The Company depends upon your honesty and integrity. Breach of the Company's policy on expenses will result in disciplinary action being taken, which could result in dismissal. If you are in any doubt about the extent or meaning of the rules set out below, you should talk to the Administration Manager.

All agreed expenses which are necessary and properly incurred by you in the carrying out of your duties will, subject to the approval of a Director of the Company, be refunded by the Company on production of vouchers, invoices or receipts. All payments should be supported by vouchers, invoices or receipts with VAT registration numbers. Expenses will be reimbursed either:

- Direct into your bank account;
- By cash/cheque;
- Through the payroll.

If you are issued with a Company Credit Card you must use the card to pay for expenses where appropriate, and produce vouchers, invoices or receipts in respect of the expenses.

Entertainment Expenses

Only if you have been authorised by a Director of the Company to incur expenses in entertaining customers or potential customers or promoting the Company, will you be entitled to recover such expenses from the Company.

Entertainment expenditure should be maintained at a reasonable level at all times and should not exceed, without written consent from a Director of the Company, any budget or allowance previously set by a Director of the Company.

Any invoice for reimbursement of entertainment expenses must be presented to a Director of the Company and must be accompanied by a statement giving details of the persons being entertained and the Company or business represented.

Subsistence Expenses

Where you are travelling and staying away from home, reasonable accommodation and subsistence costs will be met by the Company upon production of original receipts, invoices or vouchers with VAT registration numbers. You should operate within preset allowances.

Telephones

You may be supplied with mobile telephones on a needs only basis, if approved by a Director of the Company. If you are issued with a mobile telephone, the Company will reimburse you the cost of business calls made on the mobile telephone, subject to the production of the itemised telephone bill to a Director of the Company. It is the Company's policy to discourage personal telephone calls on mobile telephones. You will be responsible for the costs of such calls, where it is deemed unreasonable.

Family Friendly Policies

Maternity Pay & Leave Policy

We recognise that pregnancy should not be considered a condition which disadvantages a woman in the normal course of her job. To this effect, we will ensure that we treat a pregnant woman with fairness, flexibility and support in order to ensure that her pregnancy remains as trouble-free as possible.

All women employees are entitled to maternity leave and are legally protected, having:

- the right to return to work after taking maternity leave.
- the right to keep the benefit of all other terms and conditions of employment, except for pay, including accrued holiday entitlement, continuity of employment and an automatic entitlement to return either to the same job or to an equivalent job.

Notification Procedure

Any female employee wishing to take either the ordinary period or additional period of maternity leave should notify the Management of her planned date of commencement of maternity leave no later than the 15th week before her baby is due, unless this is not reasonably practicable.

Note that the female employee is not required to provide notification of her intention to exercise her right to return to work.

Upon notification of pregnancy, within 28 days, the Management will:

- Arrange a formal meeting with the pregnant employee to discuss her rights and responsibilities, and continue to provide the opportunity for issues and concerns to be raised and noted.
- Write to her setting out the date on which she is expected to return to work if she takes her full entitlement to maternity leave, including details of her statutory and contractual entitlements whilst taking maternity leave.
- Conduct a risk assessment to identify risks to the pregnant employee and make work changes as necessary. This may involve altering the pregnant employee's work duties or, as a last resort, suspending the pregnant employee on full pay. (Note that entitlement to full pay may be denied if the employee has refused an offer of suitable alternative work).

Time off for Ante-natal Care

Any pregnant employee, regardless of length of service, has the right to paid time off to attend for ante-natal care, but must provide evidence of appointments if requested by the Management.

Prospective fathers and partners will be able to take unpaid time off to attend up to two ante-natal appointments (up to a maximum of six and a half hours for each appointment).

Commencement of Maternity Leave

The pregnant employee may commence maternity leave at any time from the 11th week before the expected week of childbirth (EWC). The latest date maternity leave can begin is the date of birth itself.

Maternity Leave & Pay

Rights to maternity pay are dependent upon length of service. All women are entitled up to one year off for maternity leave.

Length of Service	Ordinary Maternity Leave (26 weeks)	Additional Maternity Leave (Additional 26 weeks)	Statutory Maternity Pay (SMP)
Employed under 26 weeks at the beginning of the 15th week before the EWC	Yes	Yes	No
Employed more than 26 weeks at the beginning of the 15th week before the EWC	Yes	Yes	Yes. 39 weeks. 6 weeks @ 90% full pay + 33 weeks at the statutory rate (or 90% of average weekly earnings if this is less).

In addition, for Statutory Maternity Pay your normal weekly earnings should be above the statutory threshold, which is in force at the relevant time.

Statutory Maternity Pay is payable whether or not the employee intends to return to work.

Returning to Work

Under law, a woman may not return to work within the first two weeks of the birth of her child. After this however, she may return to work at any time within her maternity leave period, giving a minimum of 8 weeks' notice of her intention to return to work.

An employee returning from maternity leave will normally return to the job in which she was employed under the original contract of employment and on terms applicable to her if she had not been absent.

Where this is not possible, alternative employment, on similar (no less favourable) terms and conditions, will be offered.

Employees are entitled to 'keeping in touch days' to attend work for up to a total of 10 days for training etc. without losing maternity benefits.

Sickness Trigger

Maternity leave will start automatically if the employee is absent from work for a pregnancy related illness during the four weeks before the start of her EWC, regardless of when she has said she actually wants her maternity leave to start.

Paternity Leave

Prospective fathers and partners will be able to take unpaid time off to attend up to two ante-natal appointments (up to a maximum of six and a half hours for each appointment).

Ordinary Paternity Leave Entitlement

An employee whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, is entitled to two weeks' ordinary paid paternity leave, provided that he or she has 26 weeks' continuous service by the end of the 15th week before the week in which the child is expected. Ordinary paternity leave is granted in addition to annual holiday entitlement.

Ordinary paternity leave is also available to an employee whose spouse, civil partner or partner adopts a child, or where the employee is one of a couple jointly adopting a child, provided that he or she has 26 weeks' continuous service by the end of the week in which notification of the match occurs.

To qualify for ordinary paternity leave, you must also have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child or to support the child's mother.

Ordinary paternity leave must be taken in a single block of one week or two weeks within eight weeks of the birth or adoption of the child. If you are eligible to receive it, pay during ordinary paternity leave will be at the flat rate of statutory paternity pay, or at a rate equivalent to 90% of your average weekly earnings, if this figure is less than the statutory paternity pay.

You must give Pembrokeshire Weightlifting 15 weeks' written notice of the date on which the baby is due, the length of ordinary paternity leave you wish to take and the date on which you wish your leave to commence. In an adoption situation, no later than seven days after the adopter is informed of the match, you must inform your manager in writing of the date notification of the adoption occurred, the date on which the child is expected to be placed for adoption, the length of ordinary paternity leave you wish to take and the date on which you wish your leave to commence. If you subsequently wish to change the timing of your ordinary paternity leave, you must give 28 days' written notice of the new dates. You must also, if so requested, complete and sign a self-certificate declaring that you are entitled to ordinary paternity leave.

(Additional Paternity Leave Entitlement was replaced by Shared Parental Leave on 5th April 2015)

Rights during Paternity Leave

During the paternity leave period you will continue to be entitled to the benefit of all of the terms and conditions of your employment except those relating to salary. There is a separate and distinct entitlement to be paid during the leave period.

You will continue to be bound by those duties arising under your Contract of Employment which are not inconsistent with your right to be absent from work on paternity leave (e.g. the duties of confidentiality and good faith which you owe to Pembrokeshire Weightlifting).

The Right to Return after Paternity Leave

Following paternity leave you will have the right to return to the job you were doing before taking the leave, and to the same conditions.

You will not be subjected to any detriment or dismissal because you have taken, or sought to take, paternity leave.

Paternity Leave and Adoption

If you are adopting a child, you may take paternity leave, whether you are a man or a woman, provided you are not the primary carer and, therefore, provided you have not elected to take adoption leave.

To be eligible to take leave in these circumstances you must:

- have, or be expected to have, responsibility for the child's upbringing;
- be either married to, or the partner of, the child's adopter;
- have 26 weeks' continuous employment ending with the week in which the adopter is notified of having been matched with the child; and
- not be taking adoption leave in respect of the child.

You may also be required, if your Manager requests it, to provide a declaration that you satisfy the eligibility requirements for taking paternity leave. In such a case you will receive a form which you will be required to sign and return to your Manager.

You may take paternity leave from the date the child is placed for adoption up until 56 days after that date. You will remain entitled to take paternity leave should the placement be terminated due to the child's death or otherwise.

You must give to your Manager notice of your intention to take paternity leave within 7 days of being notified of having been matched with the child, or, if this is not reasonably practicable, as soon as is reasonably practicable.

If, after providing this notice, you change your mind as to the commencement date or the amount of leave you must provide at least 28 days' notice of this change or, if this is not reasonably practicable, as soon as is reasonably practicable.

Combining Paternity Leave and Parental Leave

Your right to take parental leave is not affected by your right to paternity leave. If you satisfy the conditions for each right then you may take a combination of parental leave and paternity leave.

Shared Parental Leave

Pembrokeshire Weightlifting follows the statutory policy for shared parental leave, the main details of which are set out below.

Frequently Used Terms The definitions in this paragraph apply in this policy.

Expected week of childbirth (EWC): the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

Parent: One of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father).

Partner: spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Qualifying Week: the fifteenth week before the expected week of childbirth.

What is Shared Parental Leave?

Shared parental leave allows new parents to take up to 52 weeks' leave in total on the birth of a child. Up to 39 weeks of this is paid at the statutory rate. They may be able to take this leave at the same time as each other or at different times to each other.

Eligible employees may choose to take shared parental leave instead of maternity, paternity or adoption leave (but there is no obligation to).

Eligibility

This policy applies to employees whose baby is due on or after 5 April 2015 or who have a child placed with them for adoption on or after that date. Please note that it is the due date of the child which is relevant for the purposes of establishing eligibility and not the date when the child is actually born.

You are eligible to take shared parental leave if you fulfil one of the following conditions:

- (a) you are the child's mother, and share the main responsibility for the care of the child with the child's father (or your partner, if the father is not your partner); or
- (b) you are the child's father and share the main responsibility for the care of the child with the child's mother; or
- (c) you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

In addition, you must fulfil all of the following conditions:

- (d) The child whom you are taking the leave in respect of must be due on or after 5 April 2015. Please note that it is the due date of the child which is relevant for the purposes of establishing eligibility and not the date when the child is actually born.

- (e) you must have at least 26 weeks' continuous employment with us by the end of the Qualifying Week
- (f) you must still be employed by Pembrokeshire Weightlifting in the week before the leave is to be taken
- (g) you must meet statutory minimum earning thresholds
- (h) The other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and meet statutory minimum earning thresholds
- (i) You and the other parent must give the minimum notice requirements (see below)

The connection between Shared Parental Leave, Maternity Leave, Paternity Leave and Adoption Leave

The total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity leave).

SPL is additional to the statutory right to two weeks' paternity leave. An employee who intends to take paternity leave must take it in the first 8 weeks after childbirth otherwise it will be lost. An employee will lose any untaken paternity leave entitlement as soon as they have started a period of SPL. Therefore it is usually advisable for an employee to take paternity leave first rather than going straight onto SPL. Unlike maternity leave, time spent on paternity leave does not reduce the amount of SPL available.

How the two parents can share shared parental leave and pay

SPL cannot start until at least two weeks after the child is born, after the period of compulsory maternity leave has finished. Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice giving:

- (a) your name and the name of the other parent;
- (b) if you are the child's mother, the start and end dates of your maternity leave;
- (c) if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period;
- (d) the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP or MA period taken or to be taken;
- (e) how much of that will be allocated to you and how much to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- (f) if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken);

- (g) how much of that will be allocated to you and how much to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- (h) an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- (i) declarations by you and the other parent that you meet the statutory conditions for entitlement to SPL and ShPP.

Ending Maternity Leave

If you are the child's mother and are still on maternity leave, you must give us at least eight weeks' written notice to end your maternity leave (a curtailment notice) before you can take SPL. The notice must state the date your maternity leave will end. You can give the notice before or after you give birth, but you cannot end your maternity leave until at least two weeks after birth.

You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see above) or a written declaration that the child's father or your partner has given his or her employer an opt-in notice and that you have given the necessary declarations in that notice.

The other parent may be eligible to take SPL from their employer before your maternity leave ends, provided you have given the curtailment notice.

The curtailment notice is usually binding and cannot be revoked. You can only revoke a curtailment notice if maternity leave has not yet ended and one of the following applies:

- (a) if you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, you can revoke the curtailment notice in writing up to eight weeks after it was given;
- (b) if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later;
or
- (c) if the other parent has died.

Once you revoke a curtailment notice you cannot submit a second curtailment notice, unless the revocation was given in the in circumstances in clause 6.4(n)b.

If you are the child's father or the mother's partner, you will only be able to take SPL once the mother has given one of the following notices:

- (a) a curtailment notice to her employer to end maternity leave;
- (b) if she is not entitled to maternity leave but is entitled to SMP, a curtailment notice to end her SMP

- (c) if she is not entitled to maternity leave or SMP, a curtailment notice to the benefits office to end her MA.

Evidence of Entitlement

You must also provide on request:

- a. A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); and
- b. The name and address of the other parent's employer (or a declaration that they have no employer).

Notifying us of your SPL Dates

Having opted into the SPL system you will need to give a period of leave notice telling us the start and end dates of your leave. This can be given at the same time as your opt-in notice, or it can be given later, as long as it is given at least eight weeks before the start of your leave. You must also state in your period of leave notice the dates on which you intend to claim shared parental pay, if applicable.

If your period of leave notice gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.

You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL.

Notifying us of your SPL Dates Procedure for Requesting Split Periods of Leave

In general, a period of leave notice should set out a single continuous block of leave. We may, in some cases, be willing to consider a period of leave notice where the SPL is split into shorter periods (of at least a week) with periods of work in between. It is best to discuss this with your manager and HR in advance of submitting any formal period of leave notices. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

You must submit a period of leave notice setting out the requested pattern of leave at least eight weeks before the requested start date. If we are unable to agree to your request straight away, there will be a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached an agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, you will be entitled to one 12-week period of leave). Alternatively, you may:

- a. choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
- b. withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted and you may submit a new one if you choose).

Changing the dates or cancelling your Shared Parental Leave

You can cancel a period of SPL by notifying us in writing at least eight weeks before the start date in the period of leave notice.

You can change the dates for a period of leave by giving us at least eight weeks' notice before the original start date and the new start date.

You do not need to give eight weeks' notice if you are changing the dates of your SPL because your child has been born earlier than the EWC, where you wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In such cases please notify us in writing of the change as soon as you can.

A notice to cancel or change a period of leave will count as one of your three period of leave notices, unless:

- a. the variation is a result of your child being born earlier or later than the EWC;
- b. the variation is at our request; or
- c. we agree otherwise.

Shared Parental Pay

ShPP of up to 39 weeks (less any weeks of statutory maternity pay or adoption pay claimed by you or the other parent) may be available provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.

Other Terms During Shared Parental Pay

Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

Annual leave entitlement will continue to accrue at the rate provided under your contract. If your SPL will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your leave can be carried over and must be taken immediately before returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry-over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting SPL. All holiday dates are subject to approval by your manager.

If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the Pensions Administrator that you wish to make up any shortfall.

Keeping in Touch

We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

You may ask or be asked to work (including attending training) on up to 20 "keeping-in-touch" days (KIT days) during your SPL. This is in addition to any KIT days that you may have taken during maternity leave. KIT days are not compulsory and must be discussed and agreed with your line manager.

You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be inclusive of any shared parental pay entitlement.

Returning to Work

If you want to end a period of SPL early, you must give us eight weeks' prior notice of the return date. It is helpful if you give this notice in writing.

If you want to extend your SPL you must submit a new period of leave notice at least eight weeks before the date you were due to return to work, assuming you still have SPL entitlement remaining and have not already submitted three period of leave notices. If you are unable to request more SPL you may be able to request annual leave or ordinary parental leave, which will be subject to business need.

You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if you have taken more than 26 weeks of SPL in total, or a period of SPL in combination with more than four weeks of ordinary parental leave (under our Parental Leave Policy), and it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

If you decide you do not want to return to work at all after your SPL you should give notice of resignation in accordance with your contract.

Adoption Leave & Pay

(please see Shared Parental Leave)

Employees have the right to take Statutory Adoption Leave and (dependent upon length of service) receive Statutory Adoption Pay when a child is newly placed for adoption with them.

Adoption leave and pay is available to:

- individuals who adopt
- one member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave)

Whilst on adoption leave, all employees are legally protected, having:

- the right to return to work
- the right to keep the benefit of all other terms and conditions of employment, except for pay, including accrued holiday entitlement, continuity of employment and an automatic entitlement to return either to the same job or to an equivalent job.

Eligibility

To qualify for adoption leave, an employee must be newly matched with a child for adoption by an approved adoption agency

** adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, e.g. when a step-parent is adopting a partner's child.

Notification Procedure

Any employee wishing to take Adoption Leave should notify the Management of their intention to take Adoption Leave within 7 days of being notified by their adoption agency that they have been matched with a child, unless this is not reasonably practicable.

The employee is responsible for advising the Management:

1. when the child is expected to be placed with them, (this should be supported with a 'matching certificate' from their adoption agency), and
2. when they want their adoption leave to start

Following notification from the employee, the Management will respond within 28 days, setting out the date on which the employee is expected to return to work following Adoption Leave.

Placement Meetings

Employees who have been notified that they have been matched with a child for adoption have the right to take time off before the placement to attend appointments

arranged by the adoption agency for the purpose of having contact with the child or for any other purpose connected with the adoption.

If a couple is adopting a child jointly, one of them is entitled to paid time off for up to five appointments and the other is entitled to unpaid time off for up to two appointments.

Rights to Adoption Leave & Pay

Adoption Leave and Adoption Pay is dependent upon length of service.

Length of Service	Ordinary Adoption Leave (26 weeks)	Additional Adoption Leave (Additional 26 weeks)	Statutory Adoption Pay (SAP)
Employed under 26 weeks before notification of being matched with a child for adoption.	Yes	Yes	No
Employed more than 26 weeks before notification of being matched with a child for adoption.	Yes	Yes	Yes. 39 weeks. 6 weeks @ 90% average full pay + 33 weeks at the statutory rate (or 90% of average weekly earnings if this is less).

In addition, for Statutory Adoption Pay you must earn on average at least the Lower Earnings Limit for National Insurance, which is in force at the relevant time.

Statutory Adoption Pay is payable whether or not the employee intends to return to work.

Return to Work after Adoption Leave

An employee who intends returning to work at the end of their full Adoption Leave entitlement does not have to give any further notification to Pembrokeshire Weightlifting.

If the employee wishes to return to work at any stage earlier than the expected end of their Adoption Leave, they must provide 8 weeks' notice in writing to the Management.

An employee is entitled to a total of 10 'keeping in touch' days during Adoption Leave to attend work for training etc. without losing any benefits or bringing the leave to an end.

Parental Leave Policy

All employees who have completed 12 months' service with Pembrokeshire Weightlifting have the right to take unpaid parental leave, and not to suffer victimisation or less favourable treatment as a result.

As an employer committed to good practice, we do however recognise that an employee may encounter the need to take parental leave before he/she has completed 12 months' service with Pembrokeshire Weightlifting, and as such, all requests for parental leave will be carefully considered, and depending upon each individual case, may be granted regardless of length of qualifying service.

- The right applies to mothers and fathers and to any person who has obtained formal parental responsibility for a child under the Children Act or its Scottish equivalent.
- Parents are able to start taking parental leave when the child is born or placed for adoption, or as soon as they have completed one year's service with the Employer, whichever is later.
- A total of 18 weeks' unpaid parental leave is allowed for each child, although leave with all previous employers counts towards this total.
- The right to take the leave lasts until the child's 18th birthday, including adopted children.

Leave is granted according to the following:-

1. In blocks or multiples of one week.
2. After giving 21 days' notice in writing.
3. Up to a maximum of four weeks leave in a year.
4. Subject to postponement by the employer for up to six months where the organisation cannot cope.
5. Leave cannot be postponed when the employee gives notice to take it immediately after the time the child is born or placed with the family for adoption.
6. Parents of a disabled child have the flexibility to take a leave day at a time or longer if they wish. A disabled child is a child for whom disability living allowance has been awarded.

Dependant Leave Policy

The right to take reasonable unpaid leave applies to all employees of Pembrokeshire Weightlifting, regardless of length of service, to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements.

Any employee who uses their right to take dependant leave is protected against dismissal or victimisation. In most cases, management will pay employees during dependent leave, although this is not a contractual right, and each case will be viewed individually.

The emergency must involve a dependant of the employee. There are various categories relating to emergency time off, below is a non-exhaustive list of emergencies for which dependant leave would apply:

- If a dependant falls ill, or has been injured or assaulted.
- When a dependant is having a baby (this does not include time off after the dependant has had the baby, whereby parental leave may apply).
- To make longer term care arrangements for a dependant who is ill or injured.
- To deal with the death of a dependant.
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant.
- To deal with an unexpected incident involving the employee's child during school hours.

A dependant of an employee is classed as a:

- Spouse or Partner (including same sex partner)
- Child
- Parent
- Another relation who lives in the same household
- Another person who reasonably relies on the employee for assistance

Compassionate Leave

The Management of Pembrokeshire Weightlifting acknowledge the upset and distress caused by bereavement, and recognises the negative effect this may have on an employee's own state of mind and general work performance.

To this extent, the Management will always treat with compassion and support, any employee request for time off in the event of bereavement of a family member.

Next of kin are defined as follows: -

- Spouse or Partner (including same sex partner)
- Child
- Parent
- Sibling

The Management also recognise that there may be instances other than bereavement where compassionate leave may be provided; for example, where an employee requires time-off to care for a next-of-kin who becomes seriously ill. In such instances, Management will always attempt to accommodate an employee's request, and this will be mutually agreed, following due consideration and consultation. In such instances, time off will be unpaid.

In all instances, employees are requested to contact the Management at the earliest opportunity so that alternative working arrangements can be made.

Flexible Working Hours

We recognise that some employees may find it difficult to 'fit the mould' of typical working hours due to personal circumstances. In such cases, and where possible, we will remain open, flexible and supportive in considering employee requests for altering/reviewing their working hours.

Any employee who wishes to alter their working hours should put this request in writing to Pembrokeshire Weightlifting.

Thereafter Pembrokeshire Weightlifting will hold a formal meeting with the employee, and respond in writing.

The organisation can refuse a request for amended hours if there are good business reasons to do so such as additional costs being incurred or if the proposed change would be to the detriment of customer service. In such an instance the employee can appeal.

In the case of a female employee wishing to alter her hours following maternity leave, any request should be made as early as possible, but no later than the time of her notification of returning to work.

Eligibility

In order to make a request under the new right an employee:

- must have worked for the Company continuously for 26 weeks at the date the application is made;
- not be an agency worker.

Consideration to the full range of flexible working arrangements will be considered including:

- any request to alter working hours carefully and sympathetically.
- a willingness to look imaginatively at the job requirements to assess how part time working could be introduced.
- identifying ways in which work could be reorganised with other employees or through the recruitment of an extra part time worker to ensure that the work can be carried out.
- job sharing as an alternative to part time work if it is crucial that the responsibilities are covered fully during the working week.
- asking the employee how he/she thinks the work can be reorganised.

Requests for flexible working are governed by statute and employees should be aware that an agreement under the regulations represents a permanent change. Employees may only request a further change once every 12 months.

Resolving Problems

Bullying and Harassment Policy

All employees have the right to work in an environment which is free from any form of harassment.

It is Pembrokeshire Weightlifting's policy that the harassment of any of its employees is unacceptable behaviour. Anyone found to be in breach of this policy will be liable to disciplinary action which could result in their dismissal.

Pembrokeshire Weightlifting will take specific action to prevent the harassment of its employees by third parties, i.e. customers and suppliers. Employees are encouraged to report any such incidents to their line manager or a senior colleague of their choice immediately.

Harassment - What is it?

Harassment takes many forms, occurs on a variety of different grounds and can be directed at one person or many people. An essential characteristic is that it is unwanted by the recipient and that the recipient finds the conduct offensive or unacceptable. Conduct becomes harassment if it persists once it has been made clear that it is regarded by the recipient as offensive, although a single incident may amount to harassment if sufficiently serious. It is the unwanted nature of the conduct which distinguishes harassment from friendly behaviour which is welcome and mutual. Harassment in the work place can come from a colleague or an external third party.

Harassment can be based on:

- race, ethnic origin, nationality or skin colour
- gender
- sexual orientation
- power or hierarchy
- willingness to challenge harassment (leading to victimisation)
- disabilities, sensory impairments or learning difficulties
- age
- possible links to AIDS/HIV
- status as an ex-offender
- health
- physical characteristics
- personal beliefs
- religion.
- gender re-assignment

Whilst not an exhaustive list, forms of harassment include:

- physical contact

- jokes, offensive language, gossip, slander, offensive or sectarian songs and letters
- posters, graffiti, obscene gestures, emblems, flags
- offensive e-mail, screen savers etc.
- isolation or non-co-operation and exclusion
- coercion for sexual favours
- pressure to participate in political/religious groups
- intrusion by pestering, spying and stalking.
- harassment is unlawful in many cases and individuals may be legally held liable for their actions.

Procedure

Due to the seriousness with which Pembrokeshire Weightlifting views harassment, informal and formal reporting procedures have been introduced which are separate from the Grievance Procedure as a mechanism for dealing with complaints of harassment.

All allegations of harassment will be dealt with seriously, promptly and in confidence. Employees who feel they have been subject to harassment must not hesitate in using this procedure nor fear victimisation. Retaliation against an employee who brings a complaint of harassment is a serious disciplinary offence which may constitute gross misconduct.

A Director will provide, in confidence, advice and assistance to employees subjected to harassment and assist in the resolution of any problems, whether through informal or formal means.

Informal Procedure

If an incident happens which you think may be harassment and you do not wish it to happen again, you may prefer initially to attempt to resolve the problem informally. In some cases it may be possible and sufficient to explain clearly to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it offends you or makes you uncomfortable and that it interferes with your work. You should make it clear that you want the behaviour to stop.

In circumstances where this is too difficult or embarrassing for you to do on your own you should seek support from a friend or a Director.

If you are in any doubt as to whether an incident or series of incidents which have occurred constitute harassment, then in the first instance you should approach a Director on an informal basis. He/she will be able to advise you as to whether the complaint necessitates further action, in which case the matter will be dealt with formally/informally as appropriate.

If the conduct continues or if it is not appropriate to resolve the problem informally, it should be raised through the following formal process.

Formal Procedure

Where informal methods fail, or serious harassment occurs, you are advised to complain formally to a Director. Consideration will be given to the immediate separation of the

complainant and the alleged harasser. In serious cases the alleged harasser may be suspended.

You will be interviewed by a Director handling the complaint to establish full details of what happened. He or she will then carry out a thorough, impartial and objective investigation as quickly as possible. Those carrying out the investigation will not be connected with the allegation in any way. An investigation will be carried out quickly, sensitively and with due respect for the rights of both you and the alleged harasser.

The investigation will involve interviews with the person against whom you are making the complaint. The alleged harasser will be given full details of the nature of the complaint and will be given the opportunity to respond.

You and the alleged harasser will have the right to be accompanied and/or represented by a colleague at any interviews. You will not be asked to provide details of the allegations repeatedly unless this is essential for the investigation.

Strict confidentiality will be maintained throughout the investigation into the allegation. Where it is necessary to interview witnesses the importance of confidentiality will be emphasised to them.

When the investigation has been completed you will be informed whether or not your allegation is considered to be well founded.

If the allegation is well founded disciplinary action may be taken against a person alleged to have committed the behaviour you are complaining about and, depending on the circumstances and the seriousness of the complaint, may result in the dismissal of that person.

If the allegation is not well founded, consideration will be given to whether it is necessary to transfer or reschedule the work of both or either party, in cases where it would not be appropriate for you to continue to work in close proximity.

Pembrokeshire Weightlifting takes these matters very seriously. However, malicious complaints of harassment can have a serious and detrimental effect upon a colleague. Any unwarranted allegation of harassment, made in bad faith, will be deemed potential gross misconduct. We are sure that all employees appreciate that this must be so to protect the integrity of this policy.

***Please refer to full Anti-Bullying and Harassment Policy.**

Whistleblowing Policy

The Public Interest Disclosure Act 1998 was introduced to protect workers who disclosed information about dangerous, unethical or criminal behaviour from being dismissed or penalised as a result of such disclosure. Pembrokeshire Weightlifting is committed to supporting this legislation and to maintaining a good ethical work climate within the organisation. Any forms of malpractice will not be tolerated.

Pembrokeshire Weightlifting believes that members of staff have a positive and constructive role to play where they wish to express their concerns relating to any of the following in the workplace:

- A criminal offence, including fraud
- A failure to comply with legal obligations
- A danger to health and safety
- Damage to the environment
- That a miscarriage of justice has occurred or is likely to occur
- That information relating to the above examples of illegal and unethical behaviour is being concealed.

Members of staff using this policy must reasonably believe that what they are disclosing has happened and that the disclosure is in the public interest.

This policy sets out the way in which members of staff who have concerns on these areas may raise them in the business.

Principles and Assurances

Members of staff raising concerns will be treated seriously. These concerns will be investigated and appropriate feedback may also be given to the member of staff raising the concern.

Pembrokeshire Weightlifting will use its best endeavours to protect a member of staff who makes a disclosure within the procedure, from discrimination, victimisation and/or dismissal.

If a member of staff discloses confidential information to a third party without first using the Whistle blowing Policy, other than in accordance with the Act, disciplinary action may be taken against them. Disciplinary action will be taken against a member of staff who makes malicious or vindictive allegations they know to be untrue.

Information received will be treated in the strictest confidence.

It is possible for a member of staff to raise matters anonymously, but it would be preferable if staff were willing to give their personal details so they may be contacted for further

information. The earlier and more open the expression of concern, the easier it will be for Pembrokeshire Weightlifting to take appropriate action.

How to raise a concern

Members of staff may raise concerns

- With their line manager
- With a director if the other channels have been followed and concerns remain, or if the member of staff feels that senior managers may be implicated

Procedure to be followed when a concern has been raised:-

- The first stage will be for the member of staff raising the concern to be interviewed by the person with whom they initially raised the concern.
- Staff who want to use the system but feel uneasy about this, may bring a work colleague to any meeting arranged.
- Staff independent of the areas concerned will investigate the matter promptly. The period over which any investigation will take place will be dependent on the nature of the concern raised. If required, the individual member of staff can be advised of the progress of any investigation together with the final resolution/outcome.
- At the conclusion of any investigation, the manager who has investigated the matter has a responsibility to register the nature of the concern, and make a record of the outcome, in a register held by Pembrokeshire Weightlifting. The purpose of this record is to ensure that a central record is kept in order to monitor any common patterns of concern.

***Disciplinary Procedure**

Disciplinary Policy & Procedure

Pembrokeshire Weightlifting recognise that in an organisation of its size, informal resolution of an employee's behaviour is usually the best way of maintaining effective working relationships. It is therefore Management's intention to seek to resolve matters of minor misconduct informally and without recourse to this procedure. However, it is also recognised that more serious breaches of discipline, or the repetition of minor incidents, may need to be dealt with under the formal procedure as outlined by the ACAS Code of Practice.

Principles

1. No disciplinary action will be taken against any employee until the case has been fully investigated.
2. At every stage in the procedure the employee will be advised of the nature of the complaint made against him or her and will be given the opportunity to state his or her case before any decision is made.
3. At all stages the employee will have the right to be accompanied by a work colleague or a trade union official during the disciplinary interview or any appeal hearing.
4. Either party involved in a disciplinary interview will have the right to call witnesses or use documentary evidence if appropriate.
5. No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty will be dismissal without notice or payment in lieu of notice.
6. An employee will have the right of appeal against any disciplinary penalty imposed.
7. The procedure may be implemented at any stage if the employee's alleged misconduct or performance warrants such action.
8. All persons will be treated consistently, regardless of race, gender, age, disability, or level within Pembrokeshire Weightlifting.
9. Where the complaint against an employee relates to his/her competence, the stages of the procedure will be preceded by appropriate advice, guidance, assessment, review and consideration of training needs.
10. If a warning is issued to an employee they will also be informed in writing of what improvements to their behaviour or performance are required.

Formal Procedure

1. On having a matter drawn to their attention, the management will investigate the issue. This may involve an investigatory meeting with the employee concerned.

2. If in the Management's opinion there has been a breach of good discipline serious enough to warrant formal action, then the employee shall be so advised in writing, setting out the grounds of concern, and inviting the employee to a disciplinary hearing. A minimum of 48 hours' notice of a hearing will be given. If it is a possibility that an employee could be dismissed as a result of this hearing, the employee will be informed of such in writing.
3. With as much notice as reasonably practicable prior to any formal disciplinary hearing, the full details of the complaint against the employee and of any evidence or witnesses that will be brought to substantiate the complaint should be provided in writing to the employee and (if appropriate) the employee's representative. The employee should advise the Management before the hearing, details of any witnesses and evidence to be called to refute the allegations.
4. In the event of all disciplinary complaints, including that of gross misconduct, a manager shall conduct the disciplinary hearing and decide on any disciplinary warning necessary. Wherever practicable a different manager to the one who investigated the matter will hold the hearing. Pembrokeshire Weightlifting may involve a third party to attend the hearing and offer advice.
5. At the hearing, the complaint, and evidence to support it, will be presented first; the defence to the allegations will then be offered. Both sides may cross-examine evidence and witnesses. A decision on the substance of the complaint will then be made by the members of the hearing, who may seek such legal and other advice in reaching their conclusions as may be necessary. The decision will then be communicated to the employee. If the case has been found not proven, the matter will end there, and all reference to it will be expunged from the employee's personnel records. If the case has been found a final decision will be made on the outcome of the disciplinary process, which may take one of the following forms:
 - **Verbal Warning** – when the offence is a first and relatively minor one.
 - **1st Written Warning** – where there has been a continuation of misconduct or it is a fairly serious act of one off misconduct
 - **Final Written Warning** – where if the employee offends again, dismissal is likely to be the result.
 - **Dismissal with Notice** – where the employee has consistently failed to remedy misconduct.
 - **Summary Dismissal** – where the employee has been found guilty of gross misconduct, and there are no substantial mitigating factors.
 - **Demotion or Transfer** - This stage will normally result from continued failure by the employee to act upon the provisions made in the previous stages of the warning procedure.
6. Warnings will normally stay on the employee's record as follows:
 - Verbal Warning – 3 months from date of issue

- 1st Written Warning – 6 months from the date of issue
 - Final Written Warning – 12 months
7. Prior to any disciplinary hearing, especially in cases of alleged gross misconduct, the Management may suspend the employee on normal pay pending the outcome of the process. If an employee becomes sick during a period of suspension, normal sick pay will apply. Suspended employees may have access to Pembrokeshire Weightlifting's premises, records, employee and clients only by prior arrangement with the Management, and only to prepare a defence.
8. All employees have the right to be represented by a work colleague or trade union official at all formal stages of the disciplinary process (hearing and appeal meetings). Employees and their representatives have the right to a reasonable amount of time off with pay to prepare and present the defence to the allegations.

Appeals

An employee may appeal against the outcome of a disciplinary hearing on the grounds either of its findings or the severity of the disciplinary action. The Appeal must be made in writing, within 5 working days of receiving the disciplinary penalty, to a Director who, where possible, will not have been involved in the previous disciplinary stages (the employee will be advised of who to appeal to). Due to the small size of Pembrokeshire Weightlifting it is possible that a Director may hold both the hearing and any subsequent appeal meeting. In this case an appropriate third party may be involved in the appeal hearing.

The same procedure will generally apply as at the original hearing, save that only evidence and findings in dispute will be considered. The appeal body may substitute any alternative outcome, or uphold the original decision. The decision of the appeal hearing is final and will be notified to the employee in writing within 5 days of the appeal hearing taking place.

Gross Misconduct

Gross misconduct is conduct of such a nature that it fundamentally breaches the contract of employment; it justifies dismissal without previous warnings and without notice. The following list provides examples of offences which are normally regarded as gross misconduct but is not exhaustive:

- Acts of dishonesty towards the employer or any other person, whether in the course of this employment or not it, if it could be deemed that the conduct has had an adverse impact on the employer's business.
- Fighting, assault on another person.
- Sexual offences including sexual misconduct at work.
- Breach of confidentiality.
- Harassment & bullying of any type.
- Serious negligence on grounds of Health & Safety.
- Wilful or malicious damage.
- Theft.
- Wilfully refusing to follow the lawful and reasonable instruction of a Manager.
- Being found in the course of duty to be under the influence of alcohol or drugs other than those prescribed or taken for a medical condition.

***Capability Procedure**

The Management recognises that matters of incapability are often not the fault of the employee, and therefore seeks to deal with them in a supportive manner. Before entering the formal disciplinary process, the Management will consider whether a management failure such as lack of training or support has resulted in the under-performance of the employee.

If it is the case that additional support or training is required, then Management will provide informal support, advising the employee and implementing a development plan to assist the employee to improve.

Where the Management is satisfied that as much support as possible has been provided, and still performance is below expected standards, or where there is deliberate under performance, then the disciplinary process will be instigated as detailed below.

It is emphasised that only after full consideration has been given to issues surrounding an employee's poor performance, and as a last resort, will a disciplinary warning be imposed.

This procedure runs parallel with, but is not part of, the Disciplinary Procedures. Pembrokeshire Weightlifting recognises that poor job performance and incapability cannot be treated as 'Disciplinary offences'. These procedures will apply to all employees save for the following.

Probationary Employees

Employees will normally only receive one formal warning for poor performance under the Performance Review Procedure during their probationary service. If the Employee's performance fails to meet the required standard after the formal warning, then the Employee will be liable to dismissal with due notice or payment in lieu. There will be no right of appeal against any such decision to dismiss in such circumstances.

General

The first stage in dealing with poor job performance is to determine whether the matter is of a capability or disciplinary nature. This can be ascertained by counselling / investigation. Incapability is where the Employee has been set realistic targets/objectives and cannot achieve them through no fault of his/her own. An example of incapability is failure due to medical conditions. If objectives are highlighted but the Employee fails to take action of which he/ she is capable, it will be treated under the Disciplinary Procedure as an act of Misconduct.

Stages of the Procedure

Initial counselling session: The cause of the poor performance will be investigated and established; for example, it could be lack of skills, training, or support. The Manager carrying out this initial counselling will give factual examples of the matters under review. The Employee will be asked for his/her explanation and the explanation checked.

Where the reason is lack of the required skills, the Employee, where practicable, should be assisted through training and be given reasonable time to reach the required standard of performance. If it is a question of lack of support staff or facilities, attention should be paid to this and assistance provided if appropriate.

Formal Warnings

Where, despite assistance, the Employee is unable to reach the required standard, the consequence of any failure to meet the required standard should be explained in writing.

This will take the form of the following.

Stage One - Recorded Oral Warning: The employee will be fully informed of the precise nature of the poor performance, the level of improvement required and the time limit for achieving that improvement, review periods during the currency of the warning, the consequences of failure to achieve or maintain the improvement and the length of the warning.

Stage Two - First Written Warning: A review will normally take place no less than one month after the oral warning. If there is no improvement or not sufficient improvement or it is not maintained for the period required, the employee will be given a first written warning setting out the details as set out above in the oral warning.

Stage Three - Final Written Warning: A review will normally take place no less than one month after the first written warning. If there is no improvement or insufficient improvement or it is not maintained for the period stated above, the employee will be given a final written warning setting out the details as set out above in the first written warning including that failure to improve may result in dismissal.

Stage Four - Dismissal: A review will normally take place no less than one month after the final written warning. If there is still no improvement or not sufficient improvement or it has not been maintained for the period stated above, the employee will normally be dismissed with notice or pay in lieu, but only if it is appropriate after a search has been made in order to find alternative work.

Stage Five - Appeals: The same Appeals procedure as set out in Pembrokeshire Weightlifting's Disciplinary Procedure will be used.

Internal Promotions

Where the Employee is promoted, the consequences of 'failing to make the grade' should be explained. In some cases, the Employee will be promoted on the basis of a probationary period with the condition that Pembrokeshire Weightlifting has the right to transfer or downgrade should the Employee fail to satisfy a Director that he/she is competent in the promoted post. In other cases, the 'promoted' member of staff will remain on the same grade and salary for the duration of the probationary period and will receive an 'acting up' allowance during such time. If the probationary period is not confirmed, the Employee will not transfer to the higher grade.

***Grievance Procedure**

Pembrokeshire Weightlifting encourages all employees to raise minor grievances informally. In the case of a more serious complaint the following procedure will apply as outlined in the ACAS Code of Practice.

Stage 1 (Formal)

If the issue is not resolved, you may raise the matter, in writing, with a director, who will meet with you to discuss and consider your grievance. Both parties may find it useful to involve an independent mediator at the early stages of a grievance issue if both parties agree.

Employees who have a grievance against another employee should raise it with a director, who will respond to a grievance within a maximum of 10 working days. You may be represented or accompanied at this meeting by a fellow worker or a trade union official of your choice.

Where an employee has a grievance with their line manager or are dissatisfied with the way a grievance has been handled, they should raise it at a meeting with a Director. This should be backed-up with a written explanation of the grievance. A response will be given within five working days of the meeting.

Stage 2 (Formal) - Appeal to a Director

If after stage 1, an employee is dissatisfied with the way their grievance has been dealt with they may ask for a Director to consider the appeal. A Director will meet with you to discuss and consider your grievance once again. You may be represented or accompanied at this meeting by a fellow worker of your choice or a trade union official.

In the interest of fairness, where practicable, Pembrokeshire Weightlifting may involve a third party to review the grievance and provide guidance on the case. The final decision will, however, be that of a Director holding the hearing (stage 2).

A record of the employee's grievance will be kept on their personal file.

Lay-off / *Redundancy Guidelines

Lay-off

It is Pembrokeshire Weightlifting's policy to provide regular and secure employment. However, Pembrokeshire Weightlifting reserves the right to introduce unpaid short time working or lay off where, through circumstances beyond its control, it is unable to provide you with work on any working day. The duration and amount of any payments made for the initial day(s) of lay off or short time working will be in accordance with appropriate statutory legislation.

Redundancy

It is the policy of Pembrokeshire Weightlifting to ensure, as far as possible, security of employment for its employees. However, it is recognised that changes in the demand for our services or other circumstances may lead to a requirement for a reduction in employee levels.

Where redundancy is necessary, following all reasonable efforts to avoid it, Pembrokeshire Weightlifting will handle the redundancy in a fair, sympathetic and non-discriminatory manner.

In cases of redundancy, Pembrokeshire Weightlifting will comply with the statutory minimum requirements currently in force.