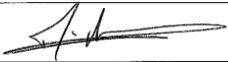




Employment Policy

Policy Owner: Mandeep Athwal

Full Name	Position	Signature	Date	Review Cycle
Mandeep Athwal	CEO		01.09.2024	Annual



Mission Statement

SOC College is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support facilitates students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

Values

1. The college allows educators to make reasonable adjustments for individual students' needs.
2. Learning is about a journey and there is more than one way to get to the destination
3. Qualifications, manners, respect and opportunity should be the foundations for all students.

High Expectations– students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – at SOC College we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at SOC College we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment

Success – can come in many virtues, at SOC College we celebrate the small steps every day and tell students when they are doing well. We ensure that students can have a



successful future.

Personalised Support - all students at SOC College have a tutor who guides them, sets them bespoke targets and supports them in making social and academic progress.



1. Introduction

This employment policy sets out the principles and procedures governing employment at SOC College. It applies to all employees, including academic, administrative, and support staff, and is designed to ensure fair and consistent practices in accordance with UK employment laws and regulations.

2. Equal Opportunities and Diversity

2.1. SOC College is committed to providing equal opportunities for all employees and applicants regardless of race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, gender reassignment, age, marital or civil partnership status, disability, or pregnancy and maternity.

2.2. Discrimination, harassment, or victimisation of any kind will not be tolerated, and appropriate disciplinary action will be taken against those who breach this policy. We provide avenues for reporting such incidents confidentially, and every complaint will be thoroughly investigated with due diligence and impartiality.

2.3. The college will take proactive measures to promote diversity and inclusion within the workforce, including targeted recruitment initiatives and diversity training programs.

2.4 At SOC College, we recognise the importance of diversity in enriching our community as well as enhancing our innovation and creativity. Our recruitment processes are designed to mitigate bias and ensure equitable opportunities for all applicants.

2.5 We continuously review and refine our policies and practices to ensure they are inclusive and supportive of all employees. This includes implementing flexible work arrangements, accommodating religious observations, providing accessible facilities for individuals with disabilities, and offering parental leave and caregiver support programs. By proactively addressing the diverse needs of our workforce, we create an environment where every employee can thrive and contribute their best.

3. Recruitment and Selection



3.1. All recruitment and selection processes will be conducted in a fair, transparent, and merit-based manner. Every step of the process, from advertising vacancies to making final hiring decisions, is conducted with the utmost integrity. We are committed to ensuring that every candidate is given a fair opportunity to showcase their qualifications, skills and potential.

3.2. Vacancies will be advertised internally and externally, ensuring equal access to all qualified candidates. This ensures that all qualified candidates, regardless of their background or their current affiliation with the institution, have equal access to employment opportunities. By doing this, we aim to attract a diverse pool of applicants who can contribute their unique perspectives and talents to our college community.

3.3. Job descriptions and person specifications will be clearly defined, outlining the skills, qualifications, and experience required for the role. This ensures that candidates have a clear understanding of what is expected of them and allows for a more accurate assessment of their suitability for the position.

3.4. Shortlisting and interviewing processes will be conducted by trained personnel, using objective criteria and standardised assessment methods. By focusing on tangible qualifications and competencies relevant to the role, we minimise the influence of unconscious biases and ensure that all candidates are evaluated based on their merit.

3.5. Reasonable adjustments will be made for candidates with disabilities to facilitate their participation in the recruitment process, in accordance with the Equality Act 2010. Changes will be made to accommodate the specific needs of candidates with disabilities. This may include modifications to the application process, interview arrangements or workspace accommodation, ensuring that every candidate can fully demonstrate their abilities and potential.

4. Employment Contracts

4.1. All employees will be provided with a written contract of employment setting out the terms and conditions of their employment. These contracts serve as formal documents outlining the terms and conditions of employment, ensuring that both parties have a mutual understanding of their rights and obligations.

4.2. Contracts will include details such as:

- Job Title: Clearly specifying the employee's position within the institution



- Duties and Responsibilities: Outlining the scope of the employee's role, including their duties and responsibilities
- Pay and Benefits: Details of the employer's compensation package, including salary, bonuses and any additional benefits such as retirement plans
- Hours of Work: Defining the expected working hours, including any provisions for flexible working arrangements or overtime
- Holidays: Specifying the entitlement to annual leave, public holidays, and any other forms of paid time off
- Notice Periods: Establishing the notice periods that are required by the employer and the employee in the event of either termination or resignation

By including these details in the employment contracts, we ensure that employees have a comprehensive understanding of their rights and entitlements, fostering trust and accountability within the workforce.

4.3. Contracts will comply with UK employment legislation and best practice, and any changes to terms and conditions will be communicated to employees in writing.

Additionally, employees will have access to support and guidance to navigate any contractual changes or amendments effectively.

5. Pay and Benefits

5.1. Pay rates within our organisation will adhere to principles of fairness, competitiveness, and alignment with industry standards. Factors such as the complexity and responsibilities of the role, prevailing market rates, and individual performance evaluations will be considered in determining compensation packages.

5.2. Regular pay reviews will be scheduled on an annual basis to ensure that our compensation remains competitive and reflective of economic conditions. These reviews will take into account factors such as inflation rates, prevailing market trends, and the financial constraints of the organisation. Adjustments to pay rates will be made as necessary to maintain parity with the external market and to reward employees for their contributions.

5.3. Beyond base salaries, we are committed to providing a comprehensive range of benefits designed to support the well-being and financial security of our employees. These benefits may include but are not limited to pension schemes to assist in long-term financial planning, healthcare coverage to safeguard against medical



expenses, childcare vouchers to support working parents, and employee assistance programs offering counselling and support services for personal and professional challenges. We believe that these benefits contribute to a holistic approach to employee welfare and enhance the overall employee experience within our organisation.

6. Training and Development

6.1. SOC College is committed to the continuous learning and development of its employees, recognising that investment in training contributes to individual growth and organisational success.

6.2. Training needs will be identified through performance appraisals, skills assessments, and discussions with line managers.

6.3. Employees will have access to a variety of training opportunities, including workshops, seminars, online courses, and professional qualifications, tailored to their specific needs and career aspirations.

6.4 We believe that education is key to fostering a culture of inclusivity and understanding. SOC College provides comprehensive diversity training programs for employees at all levels. These programs will cover topics such as unconscious bias, cultural competency, LGBTQ+ inclusivity, disability awareness and promoting respect and dignity in the workplace. By equipping our staff with the knowledge and skills to navigate diverse environments sensitively, we create a more welcoming and inclusive workplace for everyone.

7. Performance Management

7.1. Performance reviews will be conducted annually to assess individual performance against objectives, targets, and competency frameworks. These reviews serve as valuable opportunities for employees to reflect on their achievements and assess their progress.

7.2. Feedback will be provided to employees on their performance strengths and areas for improvement, with a focus on continuous development and career progression.

7.3. Performance management discussions will be held regularly between employees and their line managers to monitor progress, address concerns, and set new goals. By fostering open and ongoing communication, we ensure that employees receive the



support, guidance and resources they need to succeed in their roles. Furthermore, these discussions will promote engagement, alignment and accountability.

8. Grievance and Disciplinary Procedures

8.1. Grievance procedures will be in place to enable employees to raise concerns or complaints in a fair and confidential manner. These procedures are designed to ensure that employees feel empowered to raise concerns without fear of retaliation and that their grievances are addressed promptly. Confidentiality is maintained throughout the process to safeguard the privacy and dignity of all parties involved.

8.2. Our disciplinary procedures are applied consistently and fairly, guided by principles of due process and natural justice. When allegations of misconduct arise, employees are provided with clear information about the allegations against them and afforded the opportunity to respond and present their case. This ensures that disciplinary actions are based on factual evidence and conducted in a transparent manner, fostering trust and confidence in the disciplinary process.

8.3. All disciplinary actions, including warnings, suspensions, and dismissals, will be conducted in accordance with the college's disciplinary policy and procedures, ensuring procedural fairness and natural justice. Any disciplinary action taken is proportionate to the severity of the misconduct and is accompanied by clear explanations and documentation. Employees are given the opportunities for appeal and review, further safeguarding their rights and ensuring the integrity of the disciplinary process.

9. Health and Safety

9.1. SOC College is committed to providing a safe and healthy working environment for all employees, students, and visitors.

9.2. Health and safety policies and procedures will be regularly reviewed and updated to comply with legislation and best practice, with employees receiving appropriate training and information to ensure their safety and well-being.

9.3 Safety is not just a set of rules and regulations. At SOC College, we strive to cultivate a culture where safety is everyone's responsibility. We encourage open communication and collaboration to address safety concerns. By fostering a collective commitment to safety, we create an environment where individuals feel empowered to prioritise their well-being and that of their colleagues.



10. Confidentiality and Data Protection

10.1. Employees will be required to maintain confidentiality regarding sensitive information and data in accordance with data protection laws, including the General Data Protection Regulation (GDPR). This means that sensitive information, including personal data, financial records, academic records and proprietary information must be handled with the utmost care. Employees are expected to exercise caution and professionalism in their interactions with such information, ensuring that it is accessed, used and disclosed only for legitimate purposes and in compliance with applicable laws and regulations.

10.2. Personal data will be processed fairly, lawfully, and securely, with appropriate measures in place to prevent unauthorised access, disclosure, or loss of data.

10.3 Employees are provided with training and guidance on data protection principles and practices to ensure compliance and mitigate risks associated with data breaches or non-compliance.

11. Implementation and Review

11.1. This employment policy will be implemented and enforced by SOC College's Human Resources department, with support from senior management and line managers.

11.2. The policy will be reviewed annually to ensure compliance with legislation and best practice, with updates communicated to all employees through staff meetings, email communications, and the university intranet.

11.3. Any necessary updates or revisions are meticulously crafted to enhance clarity, address gaps, and reflect the changing needs of our workforce. Moreover, transparency is paramount in our communication efforts. Updates to the policy are disseminated promptly to all employees through various channels, including staff meetings and email communications. By keeping our workforce informed and engaged, we foster a culture of awareness, compliance and shared commitment to our policy's objective.



12. Conclusion

This employment policy reflects SOC College's commitment to fostering a positive working environment based on fairness, respect, and professionalism. It sets out clear expectations for employees and managers alike, ensuring that the university remains an employer of choice and a leader in higher education.

Together, we will continue to inspire, educate and transform lives, making a positive impact on our students, our community and the world at large.