



# J49

J49 LTD

# HR POLICIES AND PROCEDURES

**Prepared by:**

ADMIN

**Period:**

2023

**Department:**

ADMIN



# Introduction

## Introduction

This document outlines the HR policies and procedures of J49 Ltd a Registered Provider of Social Housing, designed to establish clear guidelines, ensure compliance with legal requirements, and promote a positive working environment for all employees.

## 2. Equal Opportunities and Diversity

J49 is committed to promoting equality and diversity in all aspects of employment. Discrimination, harassment, or victimisation on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation will not be tolerated. We strive to create an inclusive workplace where all individuals are respected and valued.

## 3. Recruitment and Selection

Recruitment and selection processes will be fair, transparent, and based on merit. Vacancies will be advertised internally and externally where appropriate, and candidates will be assessed objectively against job-related criteria. Reasonable adjustments will be made to accommodate the needs of applicants with disabilities.

## 4. Induction and Probation

New employees will receive a comprehensive induction to familiarise them with J49, its policies, procedures, and expectations. During the probationary period, regular feedback and support will be provided to facilitate the employee's integration into their role.

## 5. Performance Management

Performance expectations will be communicated clearly to employees, and regular performance reviews will be conducted to provide feedback, set goals, and identify development opportunities. Performance issues will be addressed promptly and constructively, with the aim of supporting employees to reach their full potential.

## 6. Training and Development

J49 is committed to investing in the continuous development of its employees. Training needs will be identified through performance reviews and personal development plans, and opportunities for learning and growth will be provided through internal training programs, external courses, and job rotations where appropriate.

## 7. Grievance Procedure

Employees have the right to raise concerns or complaints about their employment through the grievance procedure. Grievances will be handled confidentially, impartially, and promptly, with the aim of resolving issues at the earliest opportunity. Employees will have the right to be accompanied by a colleague or trade union representative at grievance meetings.

## 8. Bullying and Harassment

We are committed to providing a work environment that is free from all forms of bullying and harassment. Any behaviour that undermines the dignity, respect, or well-being of others will not be tolerated and will be subject to disciplinary action, up to and including termination of employment.

## 9. Disciplinary Procedure

A fair and consistent disciplinary procedure will be followed in cases of misconduct or breaches of company policies. Investigations will be conducted thoroughly and impartially, and disciplinary sanctions will be applied proportionately, taking into account the nature and severity of the offence. Employees will have the right to appeal disciplinary decisions. Employees are expected to perform their duties to the best of their abilities. In cases of performance issues or capability concerns, a fair and transparent process of support, review, and, if necessary, disciplinary action will be followed, with the aim of helping employees improve and meet the required standards.

## 10. Code of Conduct

All employees are expected to adhere to our organisation's code of conduct, which outlines expected standards of behaviour, integrity, and professionalism. Violations of the code of conduct may result in disciplinary action.

## 11. Absence Management

Employees are expected to report absences promptly and follow the company's absence reporting procedures. Absences will be managed fairly and consistently, with support provided to employees where necessary to facilitate their return to work. Long-term absences will be managed in accordance with the company's sickness absence policy. Employees are expected to report sickness absence in accordance with company procedures. We are committed to supporting employees' health and well-being, providing appropriate sick pay, access to occupational health services, and return-to-work support where needed.

## 12. Flexible Working

J49 recognises the importance of work-life balance and supports flexible working arrangements where possible. Requests for flexible working will be considered on an individual basis, taking into account business needs and operational requirements, and will be assessed fairly and objectively.

## 11. Health and Safety

The health, safety, and welfare of employees are paramount. J49 is committed to providing a safe working environment, free from hazards and risks. Employees are expected to comply with health and safety policies and procedures and to report any concerns or incidents promptly.

## 12. Confidentiality and Data Protection

Employees are expected to maintain the confidentiality of sensitive information relating to J49, its clients, and fellow employees. Personal data will be processed in accordance with applicable data protection laws and the company's data protection policy.

## 13. Whistleblowing and/or Speaking Out

We encourage employees to speak out against any wrongdoing, unethical behavior, or violations of company policies. We have established procedures for whistleblowing, ensuring confidentiality and protection from retaliation for employees who raise concerns in good faith.

This HR policy is intended to provide guidance and clarity on various aspects of employment within our housing association. It is subject to review and update as necessary to ensure compliance with legal requirements and best practices, as well as to meet the evolving needs of our organisation and employees.

#### 14. Review and Amendment

These HR policies and procedures will be reviewed regularly to ensure compliance with legal requirements and best practices and to reflect changes in the organisation's needs and priorities. Amendments may be made with appropriate consultation and communication to employees.

#### 15. Well-being/stress

We are committed to promoting the well-being of our employees through various initiatives, including health and wellness programs, flexible working arrangements, and access to support services. We encourage a culture of work-life balance and prioritise employee well-being. We recognise the importance of managing workplace stress and promoting employee well-being. We provide resources, support, and training to help employees manage stress effectively, and we encourage open dialogue about mental health concerns.

#### 16. Time Off Work: Bereavement, Parental Leave, Maternity Leave, Annual Leave

Employees are entitled to various forms of time off work, including bereavement leave, parental leave, maternity leave, and annual leave, in accordance with statutory requirements and company policies. We support employees during these periods and ensure a smooth transition back to work.

#### Conclusion

By adhering to these HR policies and procedures, J49 aims to foster a positive and supportive work environment, where employees can thrive and contribute to the organisation's mission of providing high-quality social housing. All employees are expected to familiarise themselves with these policies and abide by them in their daily work.



J49