

| Our People Policy | |
|--------------------------|------------------------|
| Policy Level | One |
| Policy Category | Our people |
| Policy Authority | Board |
| Lead Committee | Senior Leadership Team |
| Lead Director | Sue McCarthy |
| Approved Date | 28/07/2022 |
| Review Date | 31/07/2024 |

The staff and volunteers of the YMCA Fairthorne Group (YMCA FG) are central to the delivery of the charitable objects. The way that we treat staff and volunteers will reflect the way in which we work with all members of the community – this is the YMCA Way.

We will be active in the pursuit of equal opportunities and will comply with all relevant legislation including, but not limited to, the following acts:

- Employment Rights Act 2020,
- Employment Act 2002
- Enterprise and Regulatory Reform Act 2013
- Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- The Immigration Act 2016
- General Data Protection Regulations (GDPR) 2018
- Rehabilitation of Offenders Act 1974
- Employment Relations Act 2004
- Working Time Regulations 1998
- The Trade Union and Labour Relations (Consolidation Act) 1992
- Transfer of Undertakings (Protection of Employment) Regulations 2006 (“TUPE”)

We will work with staff and volunteers as detailed in the following documents:

- YMCA Way
- Trustee Code of Conduct

This policy is supported by the following supporting policies:

- Anti-harassment & Bullying Policy
- Car Allowance Policy (level 1)
- Disciplinary & Capability Policy & Procedure
- Dress Code Policy
- Family Friendly Policy
- Flexible Working Policy & Procedure
- Grievance Policy & Procedure

- Home Working Policy
- ICT & Social Media Policy
- Leave Policy & Procedure
- No Smoking Policy
- Overtime and Time Off in Lieu Policy & Procedure
- Performance Management Policy
- Probation Policy & Procedure
- Professional Membership Policy
- Recruitment Policy & Procedure
- Redundancy Policy & Procedure
- Sabbatical Leave Policy
- Sickness Absence Policy
- Substance Misuse Policy
- Training Policy & Procedure
- Whistleblowing Policy

This policy must also be read in conjunction with our Equality, Diversity and Inclusion Policies.