



Introduced June 2017

EMPLOYMENT POLICY

**CARLISLE
FRINGE**

THE
WASHING LINE
PROJECT

Queer Faggis

**HIGH
TEA**
A VISUAL
EXPERIENCE

**TRANSFORM
DUMFRIES**

DUMFRIES

**YOUTH
THEATRE**

LE HAGGIS

DUMFRIES

**COMMUNITY
CHOIR**

Approved by board June 2017

Review date: July 2018

Electric Theatre Workshop Eskdale House Crichton Business Park Bankend Road Dumfries

Employment Policy Statement

Electric Theatre Workshop as a registered charity is committed to being a responsible employer. The work created would not be possible without a diverse cast of practitioners delivering the work in one off or repeated seasons. The opportunities for employment within Electric Theatre Workshop are varied in not only role, but duration, earnings, and legal requirements. This policy has been drafted to ensure that all personnel are aware of their rights and obligations while working with electric Theatre Workshop. It should be read and understood by all personnel current and incoming, full time, part time, or seasonal staff employed by the charity. The policy will be reviewed annually.

LEGISLATION & GUIDANCE

Employers Liability & Compulsory Insurance Act (1969), Data Protection Act (1998), Equalities Act (2010). The Employment Act (2011) with includes all repeals, acts and amendments to the regulation of employment through labor laws created until 2011. The act in full can be viewed [here](#) further information and guidance to all aspects of employment, can be found [here](#).

Recruitment Process

The charity is committed to the Equalities Act (2011). Is committed to a policy of equal opportunities employment and integrated casting in which individuals are selected and treated based on their relevant merits and abilities without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and are given equal opportunities within the company. See Electric Theatre Workshop Equal Opportunities Policy for further information.

The charity will approach the process of recruitment constantly at all levels from casual worker to board level. (for volunteering or un paid workers see Electric Theatre Workshop Volunteering and un paid work) policy

Opportunities should be advertised widely with fair opportunity for applicants to enquire and apply. This should include details about the requirements of both role and candidate, and terms of employment. The job description and candidate requirements must be authorized by the trustees/ director before commencing recruitment.

Selection should be conducted by two or more persons to avoid unconscious bias. The charity reserves the right to enlist an appropriate third person, or outside agency to assist with selection if necessary.

All data generated throughout the recruitment process must be handled securely, in accordance with the Charity's Data Protection Policy.

Following appropriate checks such i.e. references, PVG, insurances, Membership of Professional bodies etc. An offer of employment may be given only if criteria is met.

Contracting and Terms of employment

Contracts will be drafted in house and issued within two months of appointment being made.

The contract will outline exactly, terms and conditions and conditions of employment. This will be a legally binding document including a written statement of particulars of employment/ service.

Employment Status

Personnel are employed by the charity under a variety of different contracts and terms of employment; for example, Employed, freelance, third party contracts. Each of these statuses has different rights and responsibilities in the eyes of the law. For more information on employment status and rights [click here](#)

Wages, equal pay, and sick pay

All workers will receive at least the minimum wage, or a figure negotiated that is deemed fair for the work required but not less than the equivalent of minimum wage. and will be paid by BACS transfer into the employees account on receipt of an invoice requesting payment. Unless otherwise specified in the contract payments will be made monthly.

Men and women are paid equally for the same work and part-timers are paid pro-rata at the same rates as comparable full-time staff.

Freelance or third-party contractors are not entitled to sick pay.

Working time, breaks and annual leave

Workers' hours will be monitored to ensure employees do not work more than 48 hours a week. Employees may work more hours if agreed with the employees written consent. Employees are entitled to at least one 20-minute break over the course of a full day. Young people under 18 are entitled to 30 min if working more than 4.5 hours.

Workers are entitled to a minimum of 28 days annual leave or pro-rata for part-time workers.

Fixed term and part-time work

Part-time workers get the same hourly rates of pay, the same leave entitlements proportionate to the number of days they work each week, the same entitlement to parental leave, and the same access to promotion opportunities.

Fixed term workers receive the same pay and conditions, the same or equivalent and the same opportunities to apply for vacancies for permanent posts as permanent employees.

Even if you don't currently employ part -timers, or any with comparable full-time posts, or fixed term workers, or any with comparable posts, you are fully aware of the issues.

Disciplinary and grievances, dismissals and redundancy

If a member of staff conducts themselves in a questionable or unprofessional manner the charity retains the right to intervene. A letter will be drafted outlining the issue with sufficient information for the employee to respond. They will be invited to a disciplinary meeting where they may bring representation, such as other employee, trade union rep etc. if unhappy with the outcome employees have a right to appeal except in cases of gross misconduct for reasons such as theft, violence, or child protection issues

If an employee has a grievance with another member of staff or manager, they may submit a grievance in writing to a manager that they do not have a grievance with. The manager handling the grievance should seek to investigate and establish the facts and invite the employee in for a meeting to do this.

For further information on disciplinary or grievance procedures please check the ACAS code of practice for disciplinary and grievance procedures

Equality and discrimination

It is an offence to discriminate against protected groups under the Equalities Act (2011). For further information relating to equal opportunities with the charity please see the Electric Theatre Workshop Equal Opportunities policy

All personnel should be alert to signs of discrimination in the workplace. If you see someone bullying or mistreating staff, volunteers or participants it must be challenged either immediately by asking the perpetrator to desist, or by speaking to a manager. Discriminatory behavior will not be tolerated.

Time off work

Employees have a right to time off for family and dependents, public duties, appointments and other reasonable occurrences. If an employee requires time off they should contact their supervisor/ senior manager at the first available opportunity. to ensure the charity can still deliver the services it is committed to providing, the charity needs to know how long the employee will be absent for and if any other cover is required. For more information of leave, [click here](#)

Right to apply for flexible working

Employees have a right claim flexible working time. The charity retains the right to refuse this where it is likely to be detrimental to the delivery of services through operational issues, or reduced standard of working. Requests should be made in writing and should outline the reasons for requesting flexible working arrangements, how this would be undertaken and the benefits for employee and the charity. This should be addressed to the Artistic Director, Eskdale House, Crichton business park, Bankend Road Dumfries.

Health and safety

The health and safety of our personnel and participants is of upmost priority. All personnel have a responsibility to work in a safe and responsible manner.

All personnel must read and understand the charities health and safety policy prior to undertaking work.

All personnel must make themselves familiar with the relevant health and safety procedures outlined in the company's risk assessments for venues and individual projects or events.