## Annex 2 - ESRC

## Revised HR policies

| Revised Policy                    | Replaced Harmonised or Local Policy or Guidance  |  |
|-----------------------------------|--|--|
| Attendance and Leave              | Annual Leave Career Breaks and Sabbaticals Flexible Working Sickness Absence Management (part) | Special Leave Unauthorised or Unplanned Absence Volunteering Guidance Working Time |
| Code of Conduct                   | Code of Conduct  |  |
| Ending Work                       | Guidance on Ending Fixed-Term Appointments Notice Period                                       | Redundancy Policy Framework Retirement   |
| Family Leave and Pay              | Maternity Adoptive Maternity Support Parental Leave Foster Care Guidance                       | Guidance for Staff Undergoing Fertility Treatment                                  |
| Grievance Harassment and Bullying | Grievance  | Harassment and Bullying  |
| HR Policy Framework               |  | , ,  |
| Managing Performance and Conduct  | Capability   | Disciplinary   |
| Personal Property                 | Damage to or Loss of Personal Property   |  |
| Probation                         | Probation  |  |
| Recruitment                       | Recruitment and Selection Temporary Promotion  | Transfer and Secondments (Transfers only) PSU Resourcing                           |
| Safeguarding                      |  |  |
| Sickness Absence                  | Sickness Absence Management (part)   |  |
| Travel and Subsistence            | Travel Subsistence and Expenses  |  |
| Ways of Working                   | Guidance on Working Arrangements in the Event of Adverse Weather                               | Home Working Guidance ESRC Flexible Working Hours                                  |
| Working Location                  | Field/Mobile Working Policy<br>Mobility  | Relocation   |

## **HR Policy Statements**

| Equality, Diversity and Inclusion | Revised policies will be developed and published before the end of March 2020. In the meantime, policy |
|-----------------------------------|--|
| Learning and Development          | statements are being published showing the intended scope of the revised policies, with the existing   |
| Wellbeing                         | harmonised and local policies remaining in force until the revised policies are introduced.            |

## **Current Governance, Assurance and Risk policies remaining in force**

| Conflicts of Interest              |
|------------------------------------|
| Gifts and Hospitality              |
| Moderns Slavery Act                |
| Whistleblowing-Freedom to Speak Up |
|                                    |

These are not HR policies but appear on the Information Hub alongside the HR policies.

Current HR Policies and Guidance remaining in force - These policies and guidance remain in force as they cover Pay and Reward, fall within the scope of Equality, Diversity and Inclusion, Learning and Development or Wellbeing or are scheduled to be reviewed in due course.

Acceptable use of ICT Systems and Services Investigating Allegations of Misconduct in Research

Appraisal and Personal Development Review Learning and Development

Counter Fraud and Bribery Pay and Reward

**Data Protection** Personal Use of Social Media

Employee Intellectual Property, Consultancy Work and Conflicts of Interest

**Equality and Diversity Professional Subscriptions** 

Equality and Diversity Guidance for Research Funding

Guidance on Supporting Transgender Employees in the Workplace

Guidance on Managing Bereavement in the Workplace

Health and Safety

Health Promotion

Prevention of Illegal Working

Transfers and Secondments (Secondments only)

**ESRC** Employee Benefits PSU Health and Safety

EPSRC/ESRC Employees Travelling on Research Council Business