Annex 2 – Innovate UK

Revised HR policies

Revised Policy	Replaced Harmonised or Local Policy or Guidance		
Attendance and Leave	Annual Leave	Special Leave	
	Career Breaks and Sabbaticals	Unauthorised or Unplanned Absence	
	Flexible Working	Volunteering Guidance	
	Sickness Absence Management (part)	Working Time	
Code of Conduct	Code of Conduct		
Ending Work	Guidance on Ending Fixed-Term Appointments	Redundancy Policy Framework	
	Notice Period	Retirement	
Family Leave and Day	Maternity Adoptive Maternity Support Parental Leave	Guidance for Staff Undergoing Fertility Treatment	
Family, Leave and Pay	Foster Care Guidance		
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	Transfer and Secondments (Transfers only)	
	Temporary Promotion	,	
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	Home Working Guidance	
	Adverse Weather	Ŭ	
Working Location	Field/Mobile Working Policy	Relocation	
	Mobility		

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 Modern 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	Health and Safety
Appraisal and Personal Development Review	Health Promotion
Counter Fraud and Bribery	Investigating Allegations of Misconduct in Research
Data Protection	Learning and Development
Employee Intellectual property, Consultancy, Work and Conflicts of Interest	Pay and Reward
Equality and Diversity	Personal use of Social Media
Equality and Diversity Guidance for Research Funding	Prevention of Illegal Working
Guidance on Supporting Transgender Employees in the Workplace	Professional Subscriptions
Guidance on Managing Bereavement in the Workplace	Transfers and Secondments (Secondments only)