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1. BUSINESS MANAGEMENT

Policy Series 1000 to 1099: MANAGEMENT POLICIES:

- 04-1000 STATEMENT OF PURPOSE
- 04-1001 Statement of Aims & Objectives (*Mission Statement*)
- 04-1002 Statement of Values (*Philosophy of Care*)
- 04-1003 Equality & Diversity Policy
- 04-1004 Disability Discrimination Policy
- 04-1005 Race Relations Policy
- 04-1006 Ethnic Awareness & Anti-Discrimination Policy
- 04-1007 Environmental Policy
- 04-1008 Confidentiality Policy
- 04-1010 Sustainability Policy
- 04-1011 Staff Use of Personal Mobile Telephones
- 04-1012 Policy on the *Human Rights Act 1998*
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- 04-1014 Good Governance Policy
- 04-1015 Social Values Policy
- 04-1016 *GDPR* Policy
- 04-1017 Internet Privacy & Cookie Policy (*GDPR*)
- 04-1018 Data Breach Policy (*GDPR*)
- 04-1019 Subject Access Request (*SARs*) Policy (*GDPR*)
- 04-1020 Cybersecurity Policy
- 04-1021 Policy on the *Data Protection Act 2018*
- 04-1022 Accessible Information Standard
- 04-1023 Improving Accessibility of Information & Communication
- 04-1024 Deafblind Service Users
- 04-1025 Interpreter / Translation / Language Services
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Policy Series 1100 to 1199: GENERAL ADMINISTRATION:

- 04-1100 Insurance Arrangements within the Home
- 04-1101 Suppliers, Contractors & Purchasing Procedures
- 04-1102 Business Continuity Planning Policy
- 04-1103 Whistle-blowing Policy
- 04-1104 Control of Records
- 04-1105 Document Control Procedure (*ISO 9001 requirement*)
- 04-1106 Computer Disposal Policy
- 04-1107 CCTV Policy
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- 04-1215 Policy on the *Agency Workers Regulations 2010*
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- 04-1218 Fit and Proper Persons
- 04-1219 Electronic Cigarettes ("E-cigarettes") - *Staff Policy*
- 04-1220 Use of Social Media - *Staff & Service Users*
- 04-1221 Disclaimer Statement - *for e-mails sent by the Home*
- 04-1222 Recruitment of Ex-Offenders
- 04-1223 Related Staff
- 04-1224 Safeguarding in Recruitment & Selection of Staff
- 04-1225 Safer Recruitment Policy Statement
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- 04-3102 Handling Children's Personal Property
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4. HEALTH & SAFETY MANAGEMENT

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