

**Part 6**

**ATTENDANCE AT WORK:**

- 6.1 Timekeeping
- 6.2 Holidays
- 6.3 Sickness / Inability to Attend Work
- 6.4 Compassionate Leave
- 6.5 Maternity / Paternity Leave
- 6.6 Parental Leave
- 6.7 Jury Service
- 6.8 Authorised Absences
- 6.9 Unauthorised Absences
- 6.10 Persistent Absences
- 6.11 Attendance at Meetings

**Part 7**

**DISCIPLINARY RULES & PROCEDURES:**

- 7.1 Introduction
- 7.2 Unsatisfactory Conduct / Misconduct
- 7.3 Serious Misconduct
- 7.4 Gross Misconduct
- 7.5 Disciplinary Procedure & Authority
- 7.6 Period of Warnings
- 7.7 Grievance Procedure and Appeals

**Part 8**

**PROTECTION & SAFEGUARDS:**

- 8.1 Security & Alarms
- 8.2 Right of Search
- 8.3 Confidentiality & Data Protection
- 8.4 Statements to the Media
- 8.5 Use of Computer Equipment
- 8.6 Disclosures / Whistle-blowing
- 8.7 Equal Opportunities
- 8.8 Discrimination & Harassment

**Part 9**

**OCCUPATIONAL HEALTH & SAFETY:**

- 9.1 General Health & Safety Policy
- 9.2 Food Hygiene
- 9.3 Use of Electrical Equipment & Appliances
- 9.4 Dealing with Aggression & Violence
- 9.5 Use of Protective Clothing
- 9.6 Dealing with Accidents
- 9.7 Handling Hazardous Substances
- 9.8 Handling Drugs & Medicines
- 9.9 Staff Rest Room