

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
- 6.12 Electronic Time Monitoring / Completion of Time Sheets

Part 7**CONDUCT AT WORK:**

- 7.1 Introduction
- 7.2 Unsatisfactory Conduct / Misconduct
- 7.3 Serious Misconduct
- 7.4 Gross Misconduct

Part 8**PROTECTION & SAFEGUARDS:**

- 8.1 Right of Search
- 8.2 Confidentiality & Data Protection
- 8.3 Statements to the Media
- 8.4 Use of Computer Equipment
- 8.5 Disclosures / Whistle-blowing
- 8.6 Equal Opportunities
- 8.7 Discrimination & Harassment
- 8.8 Unauthorised Persons
- 8.9 Keyholding
- 8.10 Complaints & Compliments