

Part 5 GENERAL RULES:**5.1 CHANGES IN PERSONAL DETAILS:**

You must notify us of any change of name, address, telephone number etc so that we can maintain accurate information on our records and contact you in an emergency, if necessary outside working hours.

5.2 OTHER EMPLOYMENT / PRIVATE TRADING:

- If you already have other employment or are considering additional employment you must notify us so that we can consider any implications arising from current Working Time legislation.
- Private trading during working time, is expressly forbidden. To carry out such trading will be considered to be an act of Gross Misconduct.

5.3 NOTICEBOARD & COMMUNICATIONS:

- As an employer we recognise our duty to communicate to our employees all relevant information relating to job requirements, employment practices and policies, and general items of interest. We believe that good communication between employees at all levels is very important for the free and open exchange of information, ideas and new developments.
- There is a central noticeboard located in the open-plan area of the Organisation's offices and you are asked to refer to it on a regular basis. Regular staff meetings are also held and you will be expected to attend these wherever possible. It is recognised that these may often be held in your off-duty time, but it is recommended that you attend whenever you can. All meetings are minuted and the minutes published on the Organisation's noticeboard.

5.4 CONSUMPTION OF FOOD:

You should only consume food during your allotted breaks. You must not allow service users to provide you with food, other than the courtesy cup of tea etc which may be offered. You must not ask for this but accept it only if it is offered. You should only consume your own food at a service user's home if the service user has given permission.

5.5 GAMBLING:

Gambling, in any form or fashion, is not permitted either on the Organisation's premises, or at any time during duty hours. This includes football pools, lotteries and any other type of sweepstake.