

## OPTIONS FOR LIFE

### HUMAN RESOURCES POLICY

The role of Options for Life's Human Resources function is to help the organisation achieve its stated aims and objectives through the best use of its staff and volunteers.

The Human Resources policy, and the related procedures, are a written description of rights and responsibilities and provide guidance to employees and volunteers about their own and the organisation's responsibilities. They also provide practical advice and guidance for line managers and others when deciding what to do in a particular circumstance.

Options for Life will:

- comply with existing or new legislation (including European directives and case law), adhere to best practice guidelines, seeking to implement Local Authority current advice and guidance where appropriate.
- develop fair and consistent approaches to managing and developing people and protect against legal claims.
- support the organisation's 5-year strategy and business plan.
- follow the latest developments in effective people management.

It is the responsibility of the Senior Management Team, led by the Chief Executive, to develop and implement all of the procedures outlined below. However, it is important that all line managers understand the procedures, as they will be responsible for their day-to-day implementation.

All of Options for Life's Human Resources procedures will be:

- linked to the organisation's 5-year strategy and business plan, with a definite purpose for their creation.
- complementary - working together to reinforce the company image.
- flexible - able to adapt to changes in strategy and direction.
- open and transparent.
- suited in tone to the philosophy of the organisation.
- where appropriate, developed through the involvement of employees and interested stakeholders.
- communicated to all employees.
- easily understood, written in plain English and containing no jargon.
- accessible - in a format employees will use.
- well thought out, practical and enforceable, with logical implementation.
- supported by line managers, including support from senior managers.

All employees and volunteers will be made aware of this policy and the related procedures, and will be adequately trained.

Disciplinary action will be taken against any employees who do not comply with the organisation's Human Resources policy and the associated procedures. Appropriate action will also be taken in the case of any volunteers, service users or other persons who do not comply with the Human Resources policy and the associated procedures.

This policy was approved and endorsed by the Board of Trustees on 15<sup>th</sup> February 2010, with next review due on 15<sup>th</sup> February 2011.