

JOINING OUR ORGANISATION

A) PROBATIONARY PERIOD

You join us on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue.

B) JOB DESCRIPTIONS

You have been provided with a job description of the position but amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

C) HOURS OF WORK

Your normal hours of work are 35 per week, 9.00 am. to 5.00 pm. Monday to Friday, with a 60 minute unpaid lunch break each day. You may be required to help from time to time at events for which time in lieu will be granted. You may be required to work additional hours when authorised and as necessitated by the needs of the business.

D) INDUCTION/EMPLOYEE TRAINING, PERFORMANCE REVIEW AND APPRAISAL

At the commencement of your employment you will receive training for your specific job, where applicable, and as your employment progresses your skills may be extended to encompass new job activities within the organisation

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses. We have a staff appraisal scheme in place for the purpose of monitoring staff performance levels with a view to maximising the effectiveness of individuals, details of which are available separately.

E) FLEXIBILITY

Please be prepared, whenever applicable, to travel to, and work at, any other of our locations within reasonable travelling distance on a temporary basis. Due to the variable needs of visually impaired people across the county and our small team, this flexibility is essential to the smooth running of our organisation.

F) CRB CHECK

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. Disclosure information is only used for

the specific purpose for which it was requested and for which the applicant's full consent has been given.

G) TIER 2 CERTIFICATE OF SPONSORSHIP (FORMERLY A WORK PERMIT)

This job is unlikely to attract a Tier 2 certificate of sponsorship (formerly a work permit). Applications from candidates who require Tier 2 immigration status to work in the UK may not be considered if there are a sufficient number of other suitable candidates. To apply for a Tier 2 certificate of sponsorship, employers need to demonstrate that they are unable to recruit a resident worker before recruiting an individual from overseas. For further information please visit [Home Office UK Border Office](#).

H) LEAVE AND PUBLIC/BANK HOLIDAYS

Annual leave is 25 days (pro rata). In addition to the annual holiday entitlement you are allowed the following public/bank holidays (pro-rata) each year with pay or alternative days as decided by us:-

| | |
|-------------------------|---------------------------|
| New Year's Day | The last Monday in May |
| Good Friday | The last Monday in August |
| Easter Monday | Christmas Day |
| The first Monday in May | Boxing Day |

Payments for public/bank holidays will not be made unless both your working day preceding and following the holiday have been worked, except where these are part of your annual holiday or are covered by an authorised medical statement. Payment will only be made if you would have been contracted to work on the holiday

I) PENSION AND PENSION SCHEME

There is a stakeholder pension scheme applicable to your employment. Further details are available from the Chief Executive or nominee. A Pensions Scheme contracting-out certificate is not in force in respect of your employment.

J) HEALTH BENEFITS

We offer membership of the Benenden Health Scheme to all employees, details of this scheme and the employee's contributions are available separately.

K) CONFIDENTIALITY

All information that:-

- a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in

- confidence;
 - b. relates particularly to our organisation, or that of other persons or bodies with whom we have dealings of any sort; and
 - c. has not been made public by, or with our authority;
- shall be confidential, and (save in the course of our organisation or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.

You will respect 4SIGHT's need for confidentiality relating to its work with blind and partially sighted people. Furthermore, it is expected that members will also be protected by this policy and that their privacy will be respected at all times. Contact with members will only be made via recognised procedures.

L) TRAVEL ALLOWANCES

4SIGHT will reimburse mileage at the prevailing HMRC rates (currently 40p per mile) for use of personal vehicles on business, or for public transport.

M) COMMUNICATIONS EQUIPMENT

4SIGHT will provide a mobile phone for work usage and/or portable computer, as appropriate, for those staff who are undertaking work remote from the Resource Centres.

N) SICKNESS PAY AND CONDITIONS

We have a contractual sick/injury pay scheme which, on completion of six months service, provides payment during periods of certificated sickness for ten days in any rolling twelve month period.