Activity 1: Policies and procedural research

There are a number of organisational policies and procedures you will meet when working in any organisation. These are there to ensure your safety and the safety of those around you, to ensure that everyone is treated fairly, and to ensure that everyone knows the role they have been employed to perform and to support them in fulfilling this role.

The key documents found in organisations include:

* equality, diversity and inclusion policy
* safeguarding policy
* employment contracts
* performance reviews
* disciplinary policy
* grievance policy.

Your task is to carry out some research into these policies/procedures and present your findings to the rest of the group. Where possible, compare the same type of policy/procedure between a range of organisations. When researching your chosen topics you should think about the following:

* What is the purpose of the policy/procedure?
* What are the key features of the policy/procedure?
* Is there any key legislation which must be met? Legislation is a set of laws put in place by government to protect businesses, employees and consumers. If legislation is not followed, legal action such as fines and imprisonment can result.
* What situations may result in the policy/procedure being referred to or used?
* Where would you find the policy or procedure? (For example, on an organisation’s website? On a company intranet? Displayed in the workplace?)

Complete the table based on your research and the feedback from other members of the group.

## Useful websites:

* Equality Act 2010, Equality and Human Rights Commission, What is the Equality Act?: <https://www.equalityhumanrights.com/equality/equality-act-2010/what-equality-act>
* Legislation relating to safeguarding adults: [www.scie.org.uk/key-social-care-legislation/safeguarding-adults](http://www.scie.org.uk/key-social-care-legislation/safeguarding-adults)
* [Employment contracts:](https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars) [www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars](http://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars)
* Performance reviews: [www.youthemployment.org.uk/your-first-appraisal-or-performance-review-how-does-it-work-and-how-can-you-prepare-for-it/](http://www.youthemployment.org.uk/your-first-appraisal-or-performance-review-how-does-it-work-and-how-can-you-prepare-for-it/)
* Code of Practice on disciplinary and grievance procedures, Disciplinary procedures and action against you at work, How disciplinary procedures work: <https://www.gov.uk/disciplinary-procedures-and-action-at-work/how-disciplinary-procedures-work>
* Safeguarding: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Policies and procedures

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| Policy/procedure name | Purpose | Key features | When may the policy/procedure be used? | Other information, e.g. relevant legislation |
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