

Annex 2 – STFC

Revised HR policies

Revised Policy	Replaced Harmonised or Local Policy or Guidance	
Attendance and Leave	Annual Leave Career Breaks and Sabbaticals Flexible Working Sickness Absence Management (part)	Special Leave Unauthorised or Unplanned Absence Volunteering Guidance Working Time
Code of Conduct	Code of Conduct	
Ending Work	Guidance on Ending Fixed-Term Appointments Notice Period Redundancy Policy Framework Retirement	STFC - Employment at STFC (CEM3) STFC - Age and Ill Health Retirement (Guidance) (CEM18B) – except Partial Retirement Guidance
Family Leave and Pay	Maternity Adoptive Maternity Support Parental Leave Foster Care Guidance	Guidance For Staff Undergoing Fertility Treatment
Grievance Harassment and Bullying	Grievance	Harassment and Bullying
HR Policy Framework	STFC - Introductions to Conditions of Employment Memoranda (CEM1)	STFC - Joint Consultation Arrangements (CEM2)
Managing Performance and Conduct	Disciplinary	Capability
Personal Property	Damage to or Loss of Personal Property	
Probation	Probation	
Recruitment	Recruitment and Selection Temporary Promotion Transfer and Secondments (Transfers only)	STFC - Employment at STFC (CEM3) STFC - Filling Vacancies (CEM4)
Safeguarding		
Sickness Absence	Sickness Absence Management (part)	
Travel and Subsistence	Travel Subsistence and Expenses	
Ways of Working	Guidance on Working Arrangements in the Event of Adverse Weather	Home Working Guidance
Working Location	Field/Mobile Working Policy Mobility	Relocation

HR Policy Statements

Equality, Diversity and Inclusion Learning and Development Wellbeing	Revised policies will be developed and published before the end of March 2020. In the meantime, policy statements are being published showing the intended scope of the revised policies, with the existing harmonised and local policies remaining in force until the revised policies are introduced.
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Current Governance, Assurance and Risk policies remaining in force

Conflicts of Interest Gifts and Hospitality Modern Slavery Act Whistleblowing-Freedom to Speak Up	These are not HR policies but appear on the Information Hub alongside the HR policies.
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Current HR Policies and Guidance remaining in force – These policies and guidance remain in force as they cover Pay and Reward; fall within the scope of Equality, Diversity and Inclusion, Learning and Development or Wellbeing; or are scheduled to be reviewed in due course.

Acceptable use of ICT Systems and Services	STFC - Learning and Development - Objectives and Policy (CEM6A)
Appraisal and Personal Development Review	STFC - Mechanisms to Support Learning and Development (CEM6B)
Counter Fraud and Bribery	STFC - UK Detached Duty and Split Duty (CEM15B)
Data Protection	STFC - Working Outside the UK (CEM16)
Employee Intellectual Property, Consultancy Work and Conflicts of Interest	STFC - Promotion (CEM7)
Equality and Diversity	STFC - Relocation Expenses on Permanent Transfer (CEM15A)
Equality and Diversity Guidance for Research Funding	STFC - Commercial Exploitation Incentive Scheme Annex 1
Guidance on Supporting Transgender Employees in the Workplace	STFC - Commercial Exploitation Incentive Scheme Annex 2
Guidance on Managing Bereavement in the Workplace	STFC - The Pay and Grading System (CEM10A)
Health Promotion	STFC - Payment Arrangements (CEM10B)
Health and Safety	STFC - Allowances (CEM11)
Investigating Allegations of Misconduct in Research	STFC - Hours and Attendance (CEM12A)
Learning and Development	STFC - Shift Working (CEM12C)
Pay and Reward	STFC - Safeguarding
Personal Use of Social Media	STFC - Age and Ill Health Retirement (Guidance) (CEM18B) – Partial Retirement Guidance only
Prevention of Illegal Working	
Professional Subscriptions	
Transfers and Secondments (Secondments only)	