



# Portsoy Salmon Bothy

## Policies & Procedures Handbook

The Portsoy Salmon Bothy Policy & Procedures Handbook has been developed after an assessment of the risks to staff and volunteers and to the general public. It also includes terms of reference for paid and volunteer staff and must be reviewed whenever the handbook is amended.

The Health and Safety Policy Statement and risk assessments detailed in this handbook apply equally to paid and voluntary staff.

This handbook is to be reviewed whenever the method of operation changes, but at least annually.

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Reviewed and updated November 2016 by:

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## 1.0 Record of reviews

Version Number	Reason for Review	Affected Paragraphs	Date	Authorised by
2	Amendment to Grievance Procedure and Disciplinary Procedure	Appendix C pages 17-20	10/03/09	RA Maddock-Vice-Chairman

## 2.0 Introduction

2.1. The Portsoy Salmon Bothy (The Bothy) is owned and operated by Portsoy Community Enterprise (PCE), previously the Scottish Traditional Boat Festival. It is a charity registered in Scotland, is a company limited by guarantee and is run entirely by volunteers.

2.2 The Bothy is staffed by unpaid volunteers. In addition to providing the registered office of the PCE, the Bothy houses a history of Portsoy, an exhibition and interpretive centre for the salmon net fishing industry in Scotland, and a centre for genealogical research. The building is also used for community activities, such as dance, drama, music, art and community group meetings. This area is known as "Upstairs at the Bothy"

2.3 Management of PCE is through a board of trustees, which meets bi-monthly. There is a Bothy sub-committee, which meets monthly and is made up of the directors of the company and other co-opted committee members. The sub-committee has full decision-making powers, except in relation to significant expenditure, which must have full board approval. On all other matters decided by the sub-committee, such decisions are notified to the board at the next full board meeting.

2.4 Historically the main purpose of the organisation was to organise and oversee the annual Scottish Traditional Boat Festival, as well as the various youth and community activities that it organised outwith the annual festival. Following the purchase and restoration of the Bothy, PCE has been able to increase the number and range of activities it can facilitate at this permanent venue.

2.5 The Bothy comprises 4 separate areas – a 2-storey main building with an attached 2-storey extension. The ground floor of the main building is divided into 3 chambers, the outer of which is entered through the front double doors of the building. The 2 inner chambers are connected by doorways to the outer chamber, but have no external exit.

2.6 The 2-storey extension on the front of the building was originally used as a Bothy on the ground floor and an office on the first floor. The Bothy part of the building is now used for genealogical research and is built into the slope of the ground. Entry and exit is through a single door on the ground floor. Access to the first floor office, is via steps from ground level on the outside of the building.

2.7 Access to the upper floor of the main building is via external steps on Main Street. This is the only entrance to and exit from this part of the building. Above the upper floor of the main building is a loft area used solely for storage. Access to this area is via internal stairs from the upper floor area.

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2.8 There is a small car park in front of the building, and a grassed area nearby where nets were hung to dry. The net drying area has 15 large wooden poles supported by chain and wire stays. The car park has a disabled space that is monitored by staff to prevent misuse.

2.9 The doors to the ground floor of the main building and to the Bothy allow easy wheelchair access, but there is no wheelchair access to the office above the Bothy or the Upstairs at the Bothy. Planning approval and listed building consent has been obtained for the addition of a lift and funding is being sought.

2.10 Car parking for the building is allowed in the designated 7 car park. A single disabled parking space is provided on Main Street. There is a ramped path which leads from the car park and the front of the building up to Main Street, as well as steps and a path which leads from the front of the building up to Wood Street.

### **3.0 The Building**

3.1 The Bothy was refurbished in 2008 with the latest standard of heating, lighting and fire alarm systems. Smoke and fire alarms are fitted in every room, and emergency fire exit signs are fitted above every door. Emergency firefighting equipment is positioned at identified locations in every room, and a medical first aid kit is kept in the office. Each room is kept locked unless in use, and all visitors will be escorted to the room they are working in.

3.2 During the refurbishment some original metal fittings protruding from the wall were left in place to preserve the building's heritage. Several of the fittings are below head height in walls open to public access. To avoid potential hazard the fittings are disguised with artefacts or removable items such as shelves.

3.3 The ground floor of the main building has a reception area by the external door, and houses the interpretative and exhibition area with static displays and storyboards explaining the history of the building. The 3 rooms on the ground floor rooms each have an occupancy limit of 6 people that is maintained by staff supervision.

3.4 The first floor of the main building is an open plan main room, with a standard toilet and an accessible toilet, and a small kitchen area. The kitchen area includes a sink, cooking hob, refrigerator, kettle and microwave oven. The first floor is the main area used for community activities and has an occupancy limit of 60 that will be maintained by staff supervision. A winding staircase leads to a loft space that will be accessible only to staff and used only for light storage. Folding tables and chairs are available for use by the user groups and are stored in the community area. Presentation equipment is also available for hire by user groups.

3.5 The Bothy in the ground floor of the extension retains the original fixed bunks but also houses the centre for genealogical research, comprising a work station with 2 computers with flat screen VDUs, and a printer. The office above the bothy is the administrative centre for PCE, and also contains the heating and lighting control panels, and the fire alarm panel. Headroom in the bothy and office is limited and the door and entrance to both rooms are slightly lower than normal. Staff advise users of the potential for head injury when escorting them to the rooms, and warning signs are displayed.

## **4.0 Personnel**

4.1 The Bothy is managed by a team of volunteers; these procedures apply to all personnel working in the Bothy. All personnel are familiar with the building and its control systems, and are trained in emergency procedures, including first aid and fire and evacuation procedures. The Bothy Sub Group arrange regular fire and evacuation practices for all volunteers.

4.2 Any staff regularly working with children or vulnerable adults will be subject to Disclosure Scotland clearance.

4.2 Casual visitors to the building will be accompanied by a volunteer. Community groups and individuals using the building for a longer period may be left unsupervised but will be briefed on emergency procedures.

## **5.0 Personal Safety**

5.1 Volunteers who are working alone should advise someone that they are there and their expected time of departure. If not expecting visitors, they should lock the outer door and keep the key close at hand to enable a rapid exit in an emergency. In winter they should also park their car close to the building in a well-lit area, or wait inside if being collected.

5.2 If conducting an interview with a stranger the volunteer should ensure they are seated nearest the door and cannot be trapped in a corner or behind a desk.

5.3 Volunteers are trained in first aid, fire prevention and emergency actions.

## **6.0 Building Safety**

6.1 All volunteers and visitors have a duty of care to maintain a safe working environment. Care must be taken to ensure walkways are not obstructed or trip hazards created by poor housekeeping, and that fire safety is not compromised by propping open fire doors or moving fire extinguishers.

6.2 The Bothy Sub Group will ensure that hazardous materials are not brought or kept in the Bothy unless essential for the task being carried out, and then only for the minimum amount of time. Hazardous domestic materials, such as cleaning fluids, will be stored in an approved locked storage area.

6.3 At cease of work each day the last occupant of the Bothy will ensure all lights and electrical appliances are switched off, and that any hazardous materials are safely stored away in an approved location.

## **7.0 Security**

7.1 When not occupied the external doors to each area of the Bothy will be locked by a key that will be kept in a lockable key container in the office when not in use. Two sets of keys will be in daily use at the Bothy, one set of which will be for the volunteers use and the other set for general use. Other duplicate keys are to be kept at a safe location away from the Bothy to which selected volunteers have access in an emergency. The Bothy Sub Group will ensure duplicate sets of keys are brought into use at six-monthly intervals to equalise wear and to ensure they are the correct keys. A list of key holders is held by the Bothy Sub Group and is regularly reviewed.

7.2 Disclosure Scotland records are to be maintained in a separate cabinet under the control of the Bothy Sub Group. Office cabinet, desk drawer and cash box keys will be stored in a lockable key cabinet in the Bothy Office. The Bothy Sub Group ensure a back-up copy of essential computer records is taken each day and kept at a safe location away from the Bothy to which selected volunteers have access in an emergency.

7.3 A minimum of cash will be kept on the premises, with takings banked daily by authorised volunteers. Volunteers will be indemnified against personal liability for accidental loss or theft of money.

## **ANNEX A**

# **HEALTH AND SAFETY POLICY STATEMENT**

### **Introduction**

1. PCE, the owner and operator of the Portsoy Salmon Bothy, is committed to protecting the health, safety and welfare of staff and the general public as an integral part of its operations, as far as is reasonably practicable. This statement of Health and Safety policy for the Portsoy Salmon Bothy will be reviewed and revised as necessary, and at least annually. The health and safety of staff and general public is an integral part of the PCE activities. Consequently, PCE considers the establishment and maintenance of high standards of care and safety in all of its operations so that staff and the general public are not put at risk.

2. In this policy statement and in the associated risk assessments the words "staff" or "employees" includes all those working in the Bothy in paid or volunteer positions.

### **Health and Safety Responsibilities**

3. Under the Health and Safety at Work Act 1974 PCE has a duty to comply as far as is reasonably practicable with legal requirements relating to health and safety at work. To meet these responsibilities and comply with relevant legislation PCE will:

- a. Ensure the health, safety and welfare of all staff and the general public by the provision of the most suitable environment and conditions of work from a health and safety perspective.
- b. Consult with employees in order to co-operate in promoting, developing and monitoring the effectiveness of measures undertaken by PCE to ensure health and safety at work.
- c. Operating in a way that ensures, so far as is reasonably practicable, that all persons are not exposed to risks to their health and safety.
- d. Ensure that the Bothy operates in such a way that staff and the general public are not exposed to avoidable risks to their health and safety.
- e. Provide information, instruction, training and supervision necessary to ensure health and safety at work for all staff.

- f. The maintenance of premises and equipment in safe condition and without risk to health and safety.

### **Health and Safety Objectives**

- 4. As an integral part of its Health and Safety Policy PCE has identified the following objectives, to:
  - a. Identify foreseeable hazards which present a risk to the health and safety of staff and the general public.
  - b. Take action to eliminate or minimise health and safety risks by use of the appropriate control measures.
  - c. To encourage the involvement of staff in health and safety and in the setting and maintaining of suitable standards.
  - d. Develop safe systems of work which are practical and appropriate to the experience and training of staff involved.
  - e. Provide the appropriate information, instruction, training, re-training, and supervision in order to ensure all staff understand health and safety standards, and their role in achieving them.
  - t. Regularly monitor health and safety standards and the operation of safe systems of work in order to ensure that these aims have been met.
  - g. Investigate and take positive remedial action on any health and safety problems which are identified.
  - h. Provide appropriate and suitable protective equipment and clothing.
  - i. Obtain expert advice and services that may be desirable for the maintenance of higher standards of health and safety.

### **Roles and Responsibilities**

- 5. The Bothy Sub Group is responsible for implementing the H&S
- 6. Policy. All staff and volunteers are to:
  - a. Take reasonable care for the health and safety of themselves and others who may be affected by their actions.

- b. Carry out any task allocated to them as far as is reasonably practicable within the requirements of this policy.
- c. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### **Guidelines for Good Practice**

6. Staff and volunteers can meet their obligations under the Health and Safety at Work Act and assist PCE in meeting its obligations by:
- a. Complying with the PCE policy, procedures, rules and other forms of instruction and guidance on health and safety.
  - b. Taking a responsible attitude to health and safety, and giving due attention to health and safety in all work activities.
  - c. Acting immediately to remedy any hazard which is within their scope to remedy, and ensuring that they report any hazard or potential hazard to the Bothy Sub Group without delay.
  - d. Making themselves aware of any relevant safety rules, observing them, and following any instruction from the Bothy Sub Group.
  - e. Ensuring equipment is in good working order and reporting any faulty items to the Bothy Sub Group.
  - f. Refraining from using any faulty or makeshift equipment.
  - g. Ensuring that any protective clothing and equipment is correctly worn and used to when appropriate.
  - h. Making full use of any training opportunities.

## ANNEX B RISK ASSESSMENTS

In these tables the hazards apply to all personnel present in the location, including visitors not employed by STBF and members of the public.

Ser No	Area	Hazard	Risk	Control Measures	Risk
1	Internal areas	Fire	Fire in the building	Smoke alarms and fire fighting equipment positioned and maintained in accordance with regulations. Fire fighting equipment and emergency exit signs checked for serviceability at regular intervals and repaired or replacement as soon as possible when defective. Staff and visitors not allowed to interfere with smoke alarms or fire fighting equipment. Staff briefed on precautions and actions in event of a fire. Specialist fire risk assessment reviewed at regular intervals. Regular fire practices held. Flammable materials held in minimum quantities and stored in approved containers. Litter disposed of as soon as possible, no later than the end of the day. Exit routes and fire exits kept clear.	Low
		Trip or slip hazard.	Trailing cables.	Cables kept as short as possible. Extra length coiled out of way. Cables routed to avoid walkways. Cables taped to floor with warning tape if re-routing not possible.	Low

			Items in walkways.	Walkways kept clear. Warning signs put up if obstruction unavoidable. Litter picked up immediately.	Low
			Wet floor.	Spills cleaned up as soon as possible. Warning signs put up while wet area dries.	Low
			Cobbled floor	Elderly or infirm visitors advised against entering cobbled rooms, or assisted.	Low
		Low Ceilings and doorways	Head injury	Warning signs positioned to warn of low ceilings or doorways. Visitors briefed on danger before entering area. Protective headgear available if requested.	Low
		Falling objects	From cupboards or shelves.	Storage on top of cupboards avoided. Heavy objects stored on low shelves. Frequent use items stored on easily accessible shelves.	Low
			From desks or tables.	Desks and tables kept clear of clutter. Items on desks kept to a minimum.	Low
		Protruding metal fittings	Injury	Metal fittings that cannot be removed to be covered or disguised. Warning signs displayed if necessary.	Low
		Electrical equipment	Electric shock.	Electrical equipment correctly installed and serviceable. Only suitable equipment used outdoors, and protected by RCD. Power isolated when working on electrical installation. Equipment disconnected from power supply when working on it. Work on electrical installation or equipment carried out by competent persons. Location of electrical cables identified before drill into walls.	Low
2	External areas	Trip hazard.	Uneven surfaces on paved areas.	Access to uneven surfaces restricted by barriers pending repair to remove hazard. Pedestrians routed to avoid uneven areas.	Low

		Slip hazard.	Wet or icy surfaces.	Access routes cleared of ice and snow, or blocked off with barriers. Puddles swept clear after rain.	Low
		Vehicles.	Vehicle collision, striking pedestrians or temporary restrictions.	Car parking bays clearly marked. Disabled parking bay monitored to prevent misuse.	Low
3	Access for wheelchair users	No exit in emergency	Disabled access obstructed.	Staff to ensure access kept clear at all times. Disabled access denied if obstruction cannot be moved.	Low
4	Office and bothy	Using office equipment.	Furniture.	Furniture located to avoid obstruction. Desk drawers closed when not in use. Cupboard doors closed when not in use. Chairs under desks when not in use. Chair users check way is clear before moving. Movable furniture stored out of the way. Chairs adjusted to prevent strain and RSI.	Low
			Office supplies.	Stored in stable position clear of access routes. Heavy items stored at comfortable working height. Quantities kept to minimum for efficient working.	Low
			Laminator.	Placed on a flat stable surface. Minimum heat setting used. Items laminated in small batches to avoid overheating. Allowed to cool before being put away. Switched off and disconnected from mains when not used.	Low

			Guillotine	Placed on a flat stable surface. Used with guard in place. Handle left down between cuts. Put away with handle down when not in use.	Low
			Printers.	Switched off when not in use. Switched off when changing ink cartridge.	Low
			Photocopier.	Switched off when not in use. Switched off when changing ink cartridge.	Low
			Computers.	Switched off and laptops put away when-not in use. Correctly positioned to avoid RSI. Nothing placed on desktop computers. Comouter coolina fan outlets not obstructed.	Low
			Computer and projector.	Switched off when not in use. Cooling fan outlets not obstructed. Projector positioned to avoid possibility of looking into beam. Viewers warned not to look into projector beam. Cables routed to avoid trip hazard.	Low
			Projector screen	Correctly assembled on flat stable surface. Positioned in place before assembly. Positioned to avoid personnel if it falls over.	Low
			Damage to equipment from liquids and food.	Foodstuffs kept away from computers and keyboards. Drinks never placed on machines. Waste cleared as soon as possible.	Low
5	Personnel	Lifting and carrying.	Sprain, strain or joint injury.	Heavy objects moved by staff trained in manual handling. Two people work together if necessary. Load split into small lifts when possible. Trolley or sack truck used when possible. Height of lift kept to a minimum. Heavy objects stored at or near floor level.	Low

		Personal effects	Causing trip hazard	Clothing hung on if too long for back of chairs. Baggage kept clear of walkways.	Low
		Refreshments	Personal injury from hot liquids.	Containers kept within the user's workspace. Containers kept clear of other personnel when being carried. Containers placed on flat stable surface.	Low
6	Sanitation and Hygiene	Toilets and kitchen	Disease from germs and bacteria	Areas cleaned and disinfected regularly. Refrigerator and microwave cleaned regularly.	Low
			Food poisoning.	Food served on plates. Crockery and cutlery washed after use, and before use if necessary. Food stored in sealed containers or refrigerator. Refrigerator maintained at correct temperature. Food used within use-by date.	Low
7	Activities	General	Activity may put others at risk	Each activity to be subject to a specific risk assessment carried out by the activity organiser and approved by the Manager. Risk assessment to be reviewed before each session of the activity.	Low

## **Annex C**

### **Personnel**

#### **Policies**

##### **General**

Under the Articles of Association of PCE no employee can be a member of the organisation.

Salaried positions created within the organisation will usually be advertised and interviews held with short-listed candidates with appropriate members of the committee.

The employment contract will be tailored to the position in question and the specific details of the contract will be subject to negotiation between the committee and the prospective job-holder.

PCE is an equal opportunities employer and will not discriminate in allocating either paid or volunteer positions on the grounds of age, sex, religious belief, ethnicity, or sexual orientation.

##### **Volunteers**

###### **General**

Volunteers are vital to the on-going management and success of the Bothy. They are required to support the Bothy Sub Group but also to deputise for them in their absence.

A "volunteer" is anyone, who without compensation or the expectation of compensation, beyond reimbursement of expenses incurred in the course of his / her volunteer duties, performs a task or tasks at the direction of and on behalf of the organisation.

Although a vital resource, volunteers are not considered as "employees" of the organisation.

Unlike salaried employees, volunteers can be members of the PCE committee.

###### **Service**

The organisation accepts the service of all volunteers on the understanding that such service is at the sole discretion of the organisation. Volunteers agree that the organisation may at any time, for whatever reason, decide to terminate the volunteer's relationship with the organisation. If the volunteer is also a member of the PCE board or a committee, then such termination will also be subject to the PCE Articles of Association in respect of member termination.

A volunteer may at any time, for whatever reason, decide to sever his /her relationship with the organisation. Notice of such a decision will be communicated to the organisation as soon as possible. If the volunteer is also a member of the PCE board or a committee, then the resignation will also be subject to the PCE Articles of Association in respect of member resignation.

## **Grievance Procedure**

### *Introduction*

The policy of PCE is to ensure employees with a grievance relating to their employment can use a procedure which can help resolve said grievance as quickly and fairly as possible.

### *Informal Discussions*

If you have a grievance about your employment you should discuss it informally with the Chairman or Vice-Chairman. It is hoped the majority of concerns will be resolved at this stage.

### Stage 1

If you feel the matter has not been resolved through informal discussions, you should put your grievance in writing to the Chairman or Vice-Chairman. The Chairman or Vice-Chairman must give a response within 5 working days in an endeavour to resolve the matter.

## Stage 2

If the matter is not resolved to your satisfaction, you should put your grievance in writing to the Board of Trustees. You will be entitled to have a meeting with the Board of Trustees to discuss the matter and you will be entitled to be accompanied by a colleague at this meeting. The Board of Trustees will give their decision within 7 working days of the grievance being received.

The Board of Trustees decision is final.

## **Disciplinary Procedure**

### **Purpose of the procedure**

The aim of PCE is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when Company rules are breached.

The PCE company rules cover: - Timekeeping

Absence

Holidays

Standards of Work

Standards of Dress

Smoking

Confidentiality

Gross Misconduct

### **Principles**

If you are subject to disciplinary action, the procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated. At every stage you will be: -

Advised of the nature of the complaint,

Be given the opportunity to state your case, and be represented or accompanied by a fellow employee of your choice;

You will not be dismissed for the first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice. You have a right to appeal against any disciplinary action taken against you. The procedure may be implemented at any stage if your alleged misconduct warrants such action.

## **Informal Discussions / Counselling**

Before taking formal disciplinary action, the Chairman or Vice-Chairman will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

### **The Procedure**

#### *j) Formal Verbal Warning*

If, despite informal discussions, your conduct or performance does not meet acceptable standards, you will be given a formal verbal warning by the Chairman. You will be told: -

- The reason for the warning
- That this warning is the first stage of the disciplinary procedure
- That you have the right to appeal
- A brief note of the warning will be kept but will lapse after 6 months, subject to satisfactory conduct and/or performance.

#### *ii) Written Warning*

If there is no improvement in standards, or a further offence occurs, a written warning will be given. This will state the reason for the warning and a note that, if there is no improvement after 3 months, a final written warning will be given. A copy of the first written warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

#### *iii) Final Written Warning*

If your conduct or performance remains unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning, then a final written warning will be given making it clear that any recurrence of the offence or other serious misconduct within a period of 3 months will result in dismissal. A copy of the warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

#### *iv) Dismissal*

If there is no satisfactory improvement, or if further serious misconduct occurs, you will be dismissed.

#### *v) Gross Misconduct*

If, after investigation, it is deemed that you have committed an offence of the following nature, the normal consequence is dismissal:-

- Theft, fraud, deliberate falsification of company documents
- Deliberate damage to company property
- Being unfit for work through alcohol or illegal drugs
- Gross negligence
- Gross insubordination
- Breach of Confidentiality

While the alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid the normal contractual rate. Such suspension is not regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only after a full investigation. If you are found to have committed an act of gross misconduct, you will be dismissed without notice or payment in lieu.

#### v) *Appeals*

If you wish to appeal against any disciplinary decision, you must appeal, in writing within five working days of the decision being communicated to you to the Trustee. If possible a Trustee who was not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

### **Training & Support**

PCE believes that training plays a vital role in ensuring an effectively run organisation. The training provided will be a mixture of on-the-job, formal, discussion-based, in-house or by an external supplier. Refresher training in certain aspects will also be provided, especially on Health & Safety issues. The Bothy Sub Group will maintain a log of all such training given.

Should a volunteer or the Bothy Sub Group feel that in order to carry out their functions effectively and safely that they require additional training, this should be referred to the Bothy Sub Group or PCE board as appropriate. Such training will be provided as soon as is practical on the basis that there are no budgetary constraints. or other problems preventing it taking place.

New volunteer members of staff will benefit from mentoring from established members of staff. This will be facilitated by the Bothy Sub Group.

Regular feedback sessions will be held with all paid and volunteer staff as regards their performance. This will include all aspects of the job including feedback from visitor questionnaires.

### **Other Policies**

Other policies not specified here will adhere to legal requirements. These include :-

- Maternity /Paternity /Adoption leave

- 
- Leave & Absence from Work
  - Working Hours & Overtime
  - Pay

Other policies to be developed are

- Reward, Benefits & Expenses
- Harassment, Victimisation & Bullying
- Use of Company Equipment & Facilities
- Drugs & Alcohol
- External Work
- Confidential Information

## Annex D

### Recruitment and Equal Opportunities Employment Policy.

PCE aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) the PCE maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

PCE's long term aim is that the composition of our employees and volunteers should reflect that of the community. Timetabled targets will be set for groups in the community that are identified as being underrepresented in the workforce. Where necessary, special steps, as permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.

PCE's Recruitment and Equal Opportunities Employment Policy, and the measures to implement it, has been devised on the basis of advice from the relevant bodies.

The PCE board is responsible for the effective operation of the Recruitment and Equal Opportunities Employment Policy.

### **The Policy**

#### **Vacancy Advertising**

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics, etc, with significant minority group rolls, as well as to minority press/media and organisations.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

### **Selection and recruitment**

Selection criteria job description and employee specification will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

### **Positive action - training, promotion and conditions of service**

Underrepresented groups will be encouraged to apply for training and employment opportunities with the company. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

### **Personnel records**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins, disability and age.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly, and appropriate follow-up action taken.

## General

The objectives of this Recruitment and Equal Opportunities Employment Policy are to:

Ensure that the company has access to the widest labour market and secures the best employees for its needs.

Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.

Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.

The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the company. Behaviour, or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

## Annex E

### **Education Policy**

*The Salmon Bothy intends to take forward and expand upon the education aims of the Boat Festival which are "to promote knowledge of and participation in our maritime and cultural heritage and traditions." The strategy is to create an enabling environment and a window of opportunity for a diverse range of education providers.*

*The Salmon Bothy, like the Festival, aims to ensure that "every member of the family can discover, enjoy and participate in the maritime and cultural heritage of the North East. This includes sailing, fishing, history, crafts, theatre, literature and language, music, dance and dancing, and food and drink". In the longer term, this will involve increasing cultural 'come and do' opportunities over a much wider time frame than just the weekend of the Festival.*

*Over the last few years there has been a focus on expanding the Festival's footprint for the youth: this has included (a) a three year programme of traditional music master classes in primary schools, (b) sailing classes organised by the RYA and SPLASH dinghies, (c) a boat building initiative which has grown to be the Portsoy Faering Project, (d) a visual arts project targeted on primary schools and twinned with the Skude Festival in Norway, (e) street theatre productions and (f), in 2005, a 'Fun with Food' project involving school children and their parents in using local produce in traditional and innovative ways.*

*The Salmon Bothy will offer a much needed physical base for these and other activities focused on all age groups both local and from further afield. The overall policy is to make learning opportunities active rather than passive i.e. to shift from 'watching and listening' through 'taking part a little' to 'taking part a lot'. And this will apply to an all-year programme comprising a wide range of cultural and maritime heritage themes which might include ceramics, lace making, candle making, all manner of food and drink production, story telling, and wood working. There are many possibilities not the least of which is that some of the educational activities might grow into entrepreneurial community economic development initiatives.*

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