

## Sent out with Offer Letter

### Clockwise Credit Union:



Clockwise is a bit like a bank. They offer a way to help you save money. You can pay money direct from your Council wages. They also lend money to people as well. If you would like to know more about what they do, contact them on the number on their leaflet.

### CRB Disclosure Form:



To make sure that everyone who uses the Council's services is safe, we do police checks on our staff. This form needs to be filled in and sent back to the Council. If you need help, please contact us.



### Monthly Pay Form:



The Council pays our staff at the end of every month directly into their bank or building society account. This form needs to be filled in and sent to the Council.





## Pension:



A pension is a way of saving money for when you get older. If you want to join the pension scheme, some of your wages will be taken each month and saved for you until you retire. Most people retire at around 65 years old. If you choose to join the pension scheme, the Council will add money into your pension as well. If you want to know more about pensions, contact the Pensions team on 0116 265 8374.



## Doctor's check:



Everyone who works for the Council has to have a check with the Doctor. Please fill in this form and send it to National Britannia in the envelope provided.

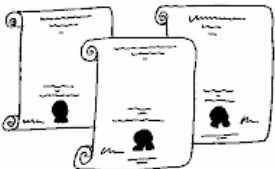
## Sent out with Contract

**Probationary Procedure:** This is a period of time where you learn your new job. During your first six months your manager will meet with you to tell you how you are getting on. If you want to know more about this, speak to your manager.



### Smoking policy:

Smoking is not allowed in any of the Council buildings or cars. You would only be allowed to smoke in your own time, for example on your lunch break, away from Council buildings. We also offer help to any of our staff who would like to give up smoking.



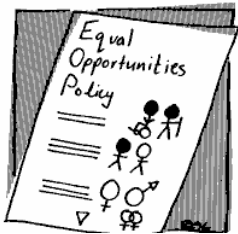
### Data Protection Act:

The Government made this law to ensure that everyone has some privacy. The Council takes this law very seriously and so should everyone who works for us. If you want to know more about this, speak to your manager.



### Health and Safety:

The Council cares about everyone who works for us and wouldn't want them to come to any harm. We try to make sure it is safe where you work, but if you have any worries let your manager know them.

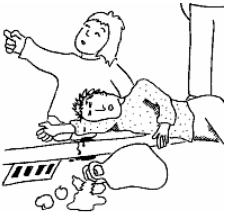


**Equal Opportunities:** The Council treats all people the same and we expect our staff to do so as well. We want everyone at the Council to be treated fairly and with respect. We expect all our staff to do this as well.



**Confidentiality:**

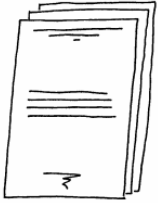
Confidentiality is keeping things secret. Your job in the Adults & Housing Department may mean you know some things that you should not tell anyone outside of work. If you are not sure about what should be kept secret, speak to your manager.



**Death in Service/Emergency Contact:**

These are two forms that we need you to fill in. A Death in Service Payment is four weeks wages given to anybody who works for the Council and dies. Please give us the details of the person you want to get this money should you die. The Emergency Contact Information is the name and phone number of someone we can contact for you, should there be an emergency at work.





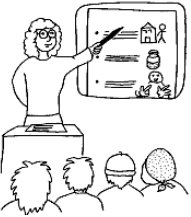
### **Code of Conduct:**

The Code of Conduct is a set of rules to let you know how the Council expects you to behave whilst at work. If you have any questions about these rules, ask your manager or Human Resources.



### **Leave Application:**

Your contract tells you about how many days holiday you get each year. This card is a way of keeping a note of how many days you have had. When you want to take some time off, fill in this form and get your manager to sign it.



### **Procedures:**

The Council has a set of rules to ensure everyone is treated fairly. These rules outline what you should do if someone is not treating you fairly. This booklet also tells you what will happen to you if you break any rules. If you need more information on these rules, ask your manager or Human Resources.