

## PBNI Employers Code of Practice

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## Document Control Sheet

### Document Amendment History

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0.1	July 2016	First Draft
0.2	October 2016	Amendment following SMT feedback
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## **Introduction**

This document sets out a Code of Practice for PBNI, describing its responsibilities as an employer.

The Code is intended to complement rather than replace or duplicate existing PBNI policies and it forms part of the wider package of legislation, requirements and guidance that relate to the employment of staff.

PBNI is responsible for making sure it meets the standards set out in this Code, provides high quality services and promotes public trust and confidence in its service.

PBNI must meet the following standards as an employer:

1. Use fair and consistent recruitment and selection processes focused on making sure that only people who best demonstrate the appropriate knowledge and skills are allowed to enter PBNI's workforce.
2. Give staff clear information about their roles and responsibilities and manage staff performance to ensure a high quality service is provided.
3. Have written policies and procedures in place to enable its staff to meet the appropriate standard of behaviour expected of them.
4. To ensure the mechanisms are in place to equip staff with the necessary knowledge, skills and attributes required to deliver the objectives identified in PBNI's Corporate Plan.
5. Put in place and implement written processes and procedures to deal with dangerous, discriminatory or exploitative behaviour and practice.

**1. Use fair and consistent recruitment and selection processes focused on making sure that only people who best demonstrate the appropriate knowledge and skills are allowed to enter PBNI's workforce.**

This includes:

- Ensuring all recruitment processes and practices adopted by PBNI are consistent with the merit principle and commensurate with best practice.
- Ensuring all job applicants are treated fairly and are not unlawfully discriminated against (either directly or indirectly) or receive less favourable treatment on any of the following grounds; sex including gender reassignment, pregnancy or maternity leave, marital or civil partnership status, sexual orientation, race or ethnic origin, religious belief, political opinion, national identity, age, disability or whether or not they have dependants.
- Ensuring all candidates are vetted to the required standard and that no job offer is made to candidates until pre-employment checks are satisfactorily completed. In the case of Probation grade roles, NISCC membership and restrictions will be checked as set out in the essential criteria.
- Ensuring all successful candidates produce the original relevant documents required for the post prior to their appointment.
- Ensuring an employment agency is supplied with a job description/person specification in order to obtain a suitable person for the post in regards to qualifications and/or appropriate skills/knowledge.

**2. Give staff clear information about their roles and responsibilities and manage staff performance to ensure a high quality service is provided.**

This includes:

- Providing staff with a written statement of their main terms and conditions and role profile on appointment.
- Providing a structured framework for the development of staff through annual performance review.
- Ensuring performance reviews and ongoing supervision take place when they should.
- Providing a framework of guidance, which will ensure the fair, supportive and consistent treatment of employees, should they fail to meet the required standards of performance of their role.

**3. Have written policies and procedures in place to enable its staff to meet the appropriate standard of behaviour expected of them.**

This includes:

- Implementing and monitoring written policies on: equal opportunities; disciplinary; grievance; dignity at work; health and safety; sickness absence; substance abuse; domestic abuse; risk management; internet, email and social media usage; data protection; freedom of information; and receiving hospitality and gifts.
- Effectively managing and supervising staff to support effective practice and good conduct and supporting staff to address deficiencies in their performance.
- Having systems in place to enable staff to report inadequate resources or operational difficulties which might impede the delivery of safe care and working with them and relevant authorities to address those issues.
- Supporting staff to meet their own professional codes of practice (for example the Northern Ireland Social Care Council) and not requiring them to do anything that would put their compliance with that code at risk.
- Where appropriate, informing the relevant professional bodies about any misconduct by a registered staff member that might call into question their registration and ability to practice in their relevant profession.



**4. To ensure the mechanisms are in place to equip staff with the necessary knowledge, skills and attributes required to deliver the objectives identified in PBNI's Corporate Plan.**

This includes:

- Providing induction training to help staff prepare for their new role and responsibilities.
- A commitment to providing all necessary mandatory training to staff.
- Promoting a learning culture within PBNI where learning is self-driven and relevant to an individual in the context of their role.
- Having a process in place whereby attendance at appropriate learning and development opportunities is facilitated where possible.
- Ensuring staff understand their roles and responsibilities in dealing with learning and development.
- Developing learning and development which is directly linked to organisational business objectives, taking account of identified priority skills needs.
- Evaluating learning and development in terms of both delivery and impact on the achievement of objectives at all levels of the organisation.

**5. Put in place and implement written processes and procedures to deal with dangerous, discriminatory or exploitative behaviour and practice**

This includes:

- Promoting equality of opportunity and creating and sustaining an environment where everyone is treated with respect and dignity, free from any form of inappropriate behaviour, and one in which all employees can give their best.
- Making it clear to staff that bullying, harassment or any form of unjustifiable discrimination is not acceptable and taking action in line with the relevant policy to deal with such behaviour.
- Promoting the relevant procedures for staff to report dangerous, discriminatory, abusive or exploitative behaviour and practice and dealing with these reports promptly, effectively and openly.
- Making it clear to service users that violence, threats or abuse to staff are not acceptable and ensuring staff adhere to Health and Safety at Work Policies in order to minimise the risk of violence and manage violent incidents.
- Ensuring that personal information held on staff is held and processed in accordance with data protection legislation and PBNl's Data Protection Policy.
- Supporting staff who experience trauma or violence at work.
- Promoting the wellbeing of staff by creating a healthy work environment.
- Providing appropriate assistance to staff whose work is affected by ill health or dependency on drugs and/or alcohol whilst ensuring the care and safety of service users is maintained.