



Food Manufacture

# Policies and Procedures in Food Manufacture

## Lesson 2

This course identifies all the policies and procedures required in the personnel department, food safety department and quality management system.





**The personnel department has a number of policies which ensure that everyone is treated the same and employees actions are regulated**



# 1. Disciplinary

This is in place to make sure all employees maintain appropriate standards of conduct, attendance and job performance.

Usually the disciplinary penalties are in the order of first written warning, final written warning and then dismissal.

There is also an appeals procedure which outlines what an employee can do to appeal against any disciplinary action.





## 2. Grievance

A grievance or complaint related to work should at first be tried to be solved by talking to a manager but if that doesn't work the formal grievance procedure can be followed.

A formal grievance allows the employee to raise any issues about working relationships or environment and try to come to a solution to resolve them.

An appeal can be made against the outcome of a formal grievance.





## 3. Capability

The capability procedure outlines a framework which managers can use to make sure employees are performing to a satisfactory standard and can have the facility to encourage improvements where required.

Appeals can be made against any action for poor performance.





## 4. Equal Opportunities

The equal opportunities policy promotes the avoidance of any discrimination at work. It applies to recruitment, pay and conditions, appraisals, training, promotion, conduct at work, disciplinary procedure, grievance procedure and employment termination.





## 5. Redundancy

The redundancy policy states that any compulsory redundancies are avoided but sometimes may be necessary.

The policy states what is done to avoid compulsory redundancies and what will happen when making compulsory redundancies.





## 6. Anti-harassment and Bullying

This policy states what is classed as harassment and bullying. The procedure states what steps can be taken to raise a formal complaint, investigation steps and investigation actions.

Appeals can be made against any actions made regarding harassment and bullying.







## 7. Human Rights

The human rights policy states how the employees human rights are respected whilst at work.

The main areas covered are the wellbeing, security and safety of colleagues and the use of trusted suppliers who produce quality, safe products which are responsibly produced.





## 8. Equal Pay

The equal pay policy states that equal pay is given for men and women. It also includes equal opportunities for promotion, training and access to facilities within the employment package.





## 9. Dignity at work

The dignity at work policy states that all employees will be shown dignity at work.

It outlines what behaviour is classed as unacceptable and what can be done to rectify this behaviour.





## 10. Stress

The stress policy states what is in place to identify, tackle and prevent stress in the work place.





## 11. Relationships at Work

This policy provides guidance when personal relationships overlap with working relationships.

It helps to prevent any allegations of impropriety, bias, conflict of interest and abuse of authority.





## 12. Maternity

The maternity policy states what maternity rights an employee has.

It covers maternity leave, maternity pay, return to work, flexible working and health and safety conditions.





## 13. Paternity

The paternity leave policy states what paternity leave rights an employee has.

It covers paternity leave entitlement, additional paternity leave, paternity conditions, paternity pay and returning to work.





## 14. Adoption Leave

The adoption leave policy states what adoption leave rights an employee has.

It covers adoption leave entitlement, notification requirements, adoption leave conditions, adoption leave pay and returning to work.







## 15. Shared Parental Leave

This policy describes what arrangements are available for the shared parental leave and pay in relation to the birth and adoption of a child.

It covers shared parental leave entitlement, conditions of shared parental leave entitlement, evidence of shared parental leave entitlement, requesting and ending shared parental leave, date requirements and returning to work.





## 16. Parental Leave

The parental leave policy states the entitlement of parental leave for employees.

It covers who is entitled to take parental leave, notification requirements, evidence of entitlement, rights to postpone parental leave and terms and conditions during parental leave.





## 17. Time off for Dependents

This policy outlines the conditions which may occur when an employee needs to take time off work to deal with an emergency of a dependant.

It covers the types of situations classed as an emergency, the definition of a dependant, the time, pay and notice given for time off.





## 18. Flexible Working

The flexible working policy states under what conditions an employee can request flexible working requirements. It covers eligibility, what is classed as flexible working hours and how to make a request.

An appeal can be made against any decision outcomes made from a flexible working request.

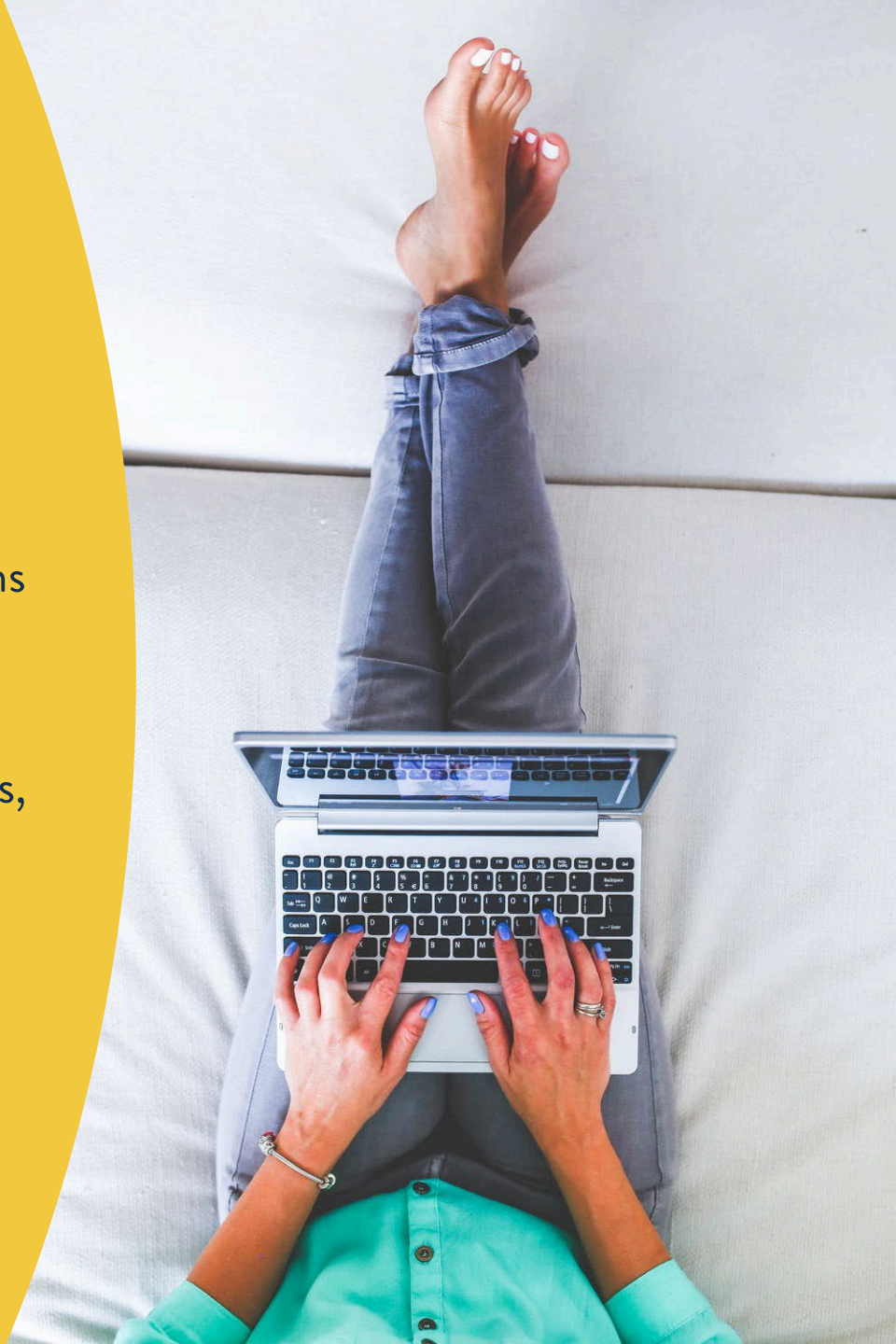




## 19. Homeworking

This policy states how homeworking requests are dealt with and conditions associated with homeworking.

It covers homeworking arrangements, how to request homeworking, equipment, health and safety.





## 20. Lone Worker

The lone worker policy will state that where possible lone working is avoided but where it is necessary the appropriate health and safety assessments will be carried out.





## 21. Health and Safety at Work

The health and safety at work policy outlines the legal duty of care towards protecting the health and safety of all employees and others who might be affected by the factories activities.



## 22. Alcohol and Drug Abuse

The alcohol and drug abuse policy states what is not acceptable behaviour in relation to alcohol and drug abuse.

It outlines the use of monitoring systems and outcomes of unacceptable behaviour relating to alcohol and drug abuse.







## 23. Data Protection

The data protection policy states the companies obligations with regards to personal data collected, held and processed all in line with the general data protection regulation (GDPR).

It covers data technical and organisational security measures, data disposal and data retention.





## 24. Whistleblowing

The whistleblowing policy allows concerns to be heard in a confidential environment.

A whistle blower is someone who discovers something is wrong and they inform their employer or the appropriate authorities about the problem.

The policy states who is protected, what is protected and how to report any detrimental treatment as a result of whistleblowing.





## 25. Use of Social Networking sites and Blogging

This policy outlines what is unacceptable behaviour on social networking sites and blogging.

It states that there must be no communications made which damage the business or any of its staff. Use of social networking and blogging during work time will be outlined. It also states that an employee must not comment on behalf of the business or represent the business.





## 26. Compassionate Leave

The compassionate leave policy can help an employee to deal with the death of a close relative, necessary arrangements and funeral. It can also apply to critically ill relatives.

The policy states who is entitled and how to request compassionate leave.





## 27. Retirement

The retirement policy states who is eligible for retirement, the retirement process and giving notice of retirement.





## 28. Anti-corruption and Bribery

This policy will state that corruption and bribery is not acceptable and the relevant laws will be followed.

The policy covers what is classed as corruption and bribery, facilitation payments and kickbacks, gifts, hospitality and expenses, donations, record keeping, how to raise a concern and outcome of breaches of the policy.





## 29. Anti-slavery and Human Trafficking

This policy states that modern slavery and human trafficking are not acceptable and there is a zero tolerance approach to it.

The policy covers how to report any concerns, communication of the policy, who it applies to and breaches of the policy.





## 30. Working Time Regulations

This policy outlines employees responsibility to work within set working hours.

The policy covers the working week, night shift and weekend work, restrictions, rest breaks and young workers.







## 31. Other general policies

- Personal property
- Lost property
- Friends and relative's visitation
- Parking
- Personal mail
- Housekeeping
- Notice boards
- Collections and fund raisers
- Security and random checks
- Other employment declarations
- Company property
- Keys and security passes
- Return of equipment and property
- Criminal conduct outside of work



# Revision Activity 2

**Name five personnel policies?**