

Employee Handbooks

It is good practice to have an employee handbook to outline in writing the practices and procedures you want your employees to follow.

Whilst the NTF can provide certain sample documents and guidance upon what you may wish to include in a handbook, much of the information will be yard specific and businesses will vary as to what information they wish to have in their handbook.

The following may be helpful for trainers looking to put a handbook in place and all the NTF sample policies can be found here. The NTF can, of course, also advise and assist with your yard specific documentation.

When issued with the handbook, your employees should confirm that they have read and understood it. If you are introducing new policies or procedures that should be done in consultation with employees and if you have never had a handbook before it is, of course, sensible to meet with your employees and go through the handbook with them. A simple way to produce the handbook is to use a ring bind folder which then gives the employee somewhere to keep their contract, accommodation licence, etc and is easy to update should policies or procedures change.

Suggested contents

Introduction wording:

It is advised that the handbook should state “that the policies and procedures unless stated otherwise within the individual document are non-contractual”.

The reason for this is that if a policy or procedure is contractual and an employer either deliberately or inadvertently fails to follow that policy or procedure that would give the employee a claim for breach of contract on top of any other claim he or she might have. Secondly policies and procedures evolve as businesses develop and if they are part of a contract then you would need the consent of all of your employees to the changes.

Non-contractual policies and procedures can be varied by the employer without needing to obtain the consent of the staff although it will be good practice to consult with the employees or discuss the need for the changes with them.

Policies

- NTF/NASS Memorandum of Agreement on minimum terms and conditions of employment ☐
- NTF/NASS Dismissal and Disciplinary Procedure ☐
- NTF/NASS Drug and Alcohol Policy ☐
- NTF/NASS Grievance Procedure ☐
- Dignity at Work Policy (anti-bullying) ☐

- Social Media Policy ■
- Equal Opportunities Policy ■
- Staff Sickness and Absence Policy (self-certification/absence notification)■
- Data Protection Policy■
- Whistleblowing Policy ■
- Health and Safety Policy ■
- Safeguarding ■

☐ indicates an agreed NTF/NASS standard policy or procedure.

■ indicates the NTF has provided a sample policy for trainers to use.

Trainers do not have to use the standard or sample policies as set out above and can have their own form of policies and procedures in place.

Employees should, of course, also have a contract of employment or Section 1 Statement of Terms and Conditions issued to them within 2 months of starting. Again there are standard form documents available from the NTF, or trainers can use their own.

Administrative issues

The hand book can cover also administrative issues such as information about how to book time off, when and how wages are paid, and other domestic matters such any rules about the wearing of yard branded clothing, personal use of the computers and phones and where applicable use of company vehicles.

We suggest as a minimum the handbook contains:

- Yard pool money criteria
- RIABS rules

Other documentation

If employees are provided with accommodation then they should be issued with a licence and any other rules relating to the accommodation. Template licences are available on the NTF website.

As and when further policies or templates are available from the NTF, members will be notified of their availability. If in the meantime there is any policy you would like for your business then please the NTF office for advice and assistance.

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