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British Wrestling

Human Resources Manual

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1 Introduction & Overview

- 1.1 This manual serves to bring together in one place the key items of HR policy within the British Wrestling Association. Some items are the subject of a specific, stand-alone policy document. In these cases, the stand-alone policy takes precedence. The BWA is keen to ensure that its employees receive at least their legal entitlement, and many paragraphs in this document seek to lay out these entitlements in summary form. Should the law change then, of course, it takes precedence over this document
- 1.2 Overall accountability for HR policies and employment practices is held by Chief Executive

2 Maternity leave and benefit

- 2.1 If you are pregnant you have the right to time off with pay for antenatal care. All pregnant employees will be entitled to 52 weeks (26 weeks' Ordinary Maternity Leave and 26 weeks' Additional Maternity Leave) maternity leave as long as proper notification is given. There are certain provisions concerning payments and time off which the Chief Executive will be pleased to discuss with you.
- 2.2 Full details of the BWA's policy regarding maternity leave can be obtained from the Chief Executive.

3 Paternity leave and benefits

- 3.1 Employees with at least 26 weeks continuous service by the end of the 15th week before the estimated week of child birth or, in the case of adoption, at least 26 weeks continuous service, have a right to take paternity leave. The employee is entitled to take either one week's leave or two consecutive weeks' leave. The leave must be taken within 56 days of the date of the birth/the date of the placement for adoption. There are certain provisions concerning eligibility, payments and time off which the Chief Executive will be pleased to discuss with you.
- 3.2 Full details of the BWA's policy regarding paternity leave can be obtained from the Chief Executive.

4 Parental leave and benefits

- 4.1 Employees who have at least one year's continuous service are entitled to 13 weeks parental leave. In the case of a child with a disability (a disabled child is one for whom disability living allowance has been awarded), parental leave may be taken up until the child's 18th birthday. Staff wishing to take Parental Leave must observe the following procedure:
- 4.2 Employees who have at least one year's continuous service and who adopted a child will also be entitled to 13 weeks leave. The child must be under the age of 18. The right to parental leave lasts for five years from the date on which the child is placed for adoption. A week's leave is usually equal to the length of time that an employee is normally required to

work in a week.

- 4.3 Parental Leave should not be confused with Shared Parental Leave which is a new entitlement for eligible parents of children due to be born or adopted on or after 5 April 2015.
- Shared Parental Leave will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. This could involve returning to work for part of the time and then resuming leave at a later date.
For more info see <http://www.acas.org.uk/media/pdf/p/a/Shared-Parental-Leave-a-good-practice-guide-for-employers-and-employees.pdf>
- 4.4 Employees who work part-time will receive a pro-rated amount of leave.
- 4.5 Parental leave may be taken in weekly blocks to a maximum of four weeks per child per year. For these purposes a leave year is a period of 12 months commencing from the date on which the employee first became entitled to take parental leave in respect of the child in question.
- 4.6 Unless immediately following the birth or adoption of a child, employees should avoid taking parental leave during established busy seasons.
- 4.7 The BWA reserves the right to postpone parental leave particularly during busy seasons on the grounds of undue disruption to the organisation. The BWA will notify the employee in writing within seven days of the receipt of a request for parental leave of the reason for a postponement and the rescheduled leave dates. If parental leave is postponed, it may be rescheduled to a date not later than six months after the date originally proposed.
- 4.8 Applications for parental leave must be made in writing using a parental leave request form available from the Chief Executive. Completed request forms should be submitted to the line manager for approval and subsequently forwarded to the Chief Executive. Employees will be required to submit evidence of parentage and other information with their application (full details are available on the request form). Failure to comply with the requirement to provide appropriate information may mean that the employee loses entitlement to parental leave.
- 4.9 Employees must give at least 21 days notice of an intention to take parental leave.
- 4.10 Fathers may take time off immediately after the birth or adoption provided that they give 21 days' notice of the expected week of the birth or adoption. Leave taken at this time will not be subject to postponement.
- 4.11 Payment will not be made for any parental leave taken.
- 4.12 Where both parents are employed by The BWA, each will be entitled to take leave, although The BWA reserves the right for them not to take it at the same time.
- 4.13 Employees returning from parental leave lasting for a period of four weeks or less have the right to return to the job in which he/she was employed before the period of leave. Employees returning from parental leave lasting for a period in excess of four weeks are entitled to return to the same job or, if that is not reasonably practicable, to return to another job which is both suitable and appropriate in the circumstances. An employee who takes parental leave immediately after additional maternity leave will be entitled to return to the job in which she was employed before the absence, unless it would not have been reasonably practicable for her to return to that job if she had returned at the end of additional maternity leave, and it is not reasonably practicable for her to return to that job at the end of parental

leave. In these circumstances, the employee will be entitled to return to another job which is both suitable and appropriate in the circumstances.

4.14 In exceptional circumstances parental leave may be extended at The BWA's discretion.

4.15 Whilst on parental leave, employees will retain all contractual entitlements. However, employees are reminded of the fact that, during parental leave, they remain bound by their obligation of good faith and all terms and conditions of employment relating to (a) notice of termination by the employee, (b) the disclosure of confidential information, (c) the acceptance of gifts or other benefits, and (d) the employee's participation in any other business.

4.16 Queries should be directed to the employee's line manager or to the Chief Executive. Employees who take leave and fail to comply with the above may be subject to disciplinary action.

5 Family Emergency leave

5.1 The BWA expects commitment to its aims from its employees but equally recognises that, at times, personal considerations need to take precedence.

5.2 Whilst employees have rights to paid holiday, it is recognised that there may be occasions when an employee needs to take reasonable time off work to deal with unexpected or sudden emergencies and to make any necessary longer term arrangements. This applies to all employees regardless of length of service and the time off will be unpaid.

5.3 Dependant is defined as a spouse or cohabitee, child, parent and anyone who relies on the employee for help or to make care arrangements (e.g. someone other than a lodger, tenant, employee or boarder who lives in the same household as the employee). The right exists in the following circumstances:

- To help when a dependant is ill, gives birth or is injured or assaulted
- To arrange for an ill or injured dependant to be cared for
- To arrange care when a dependant's care arrangements are unexpectedly changed
- As the result of the death of a dependant
- To deal with an incident involving a child which occurs unexpectedly in school time

5.4 Employees must notify the BWA of the reason for absence and the anticipated length of absence as soon as is reasonably practicable. It is expected that, if an employee needs to leave work at short notice in order to deal with such an incident, he/she will consult his/her line manager and give all necessary information before so leaving.

5.5 If you are absent on account of a dependant, you should personally telephone your line manager or the Executive Officer by 10:30am on the first day of absence and thereafter until daily work is resumed. If, in exceptional circumstances, you are unable to telephone yourself, you must ensure that the telephone call is made on your behalf

5.6 Where possible, you should advise your line manager of the possible length of your absence in order that your work can be properly managed in your absence.

5.7 The absence of employees, even where it is unpaid, affects the efficiency of the BWA and employees are expected to keep requests for such leave to a minimum and to use it to cover only the 'emergencies' with which it is designed to assist.

6 Holiday leave and benefits

- 6.1 The BWA's holiday year runs from 1st April to 31st March of the following year, in line with the financial year. The normal entitlement of employees to holidays is 25 days paid annual leave and 8 English bank and public holidays.
- 6.2 Annual leave is to be taken at such a time as is mutually convenient to the BWA and the Line Manager. The Employee may be required to work public holidays and if this is necessary he/she will be able to take time off in lieu instead that is mutually convenient to the Administrator and the BWA.

7 Sickness leave and benefits

- 7.1 If an Employee is unable to attend work for any reason without previous authorisation the Employee must inform the BWA of the fact of his/her absence and the full reasons for it as soon as possible. The Employee may also be required to complete a self-certification form for such a period of illness. If the Employee is unfit for work on 7 consecutive days the Employee must provide a medical certificate proving the Employee was unfit for work. Thereafter weekly medical certificates must be provided to cover any continued absence.
- 7.2 If an Employee is absent from work due to sickness or injury and complies with the requirements in this clause as a notification of absence Employee will be paid Company sick pay for 6 weeks, after six weeks he/she will be paid half pay for a further period at the discretion of the BWA. The Employee will also be paid statutory sickness pay in accordance with the statutory regulations according to his/her qualifying days e.g. working days are Tuesday to Friday.
- 7.3 The BWA reserves the right to require an Employee to be examined at any time by an independent doctor at their expense.
- 7.4 An Employee is under a duty to disclose to the BWA any sickness, illness or disability which may affect his/her ability to perform his/ her usual day-to-day duties in the work place.
- 7.5 For the purpose of the Data Protection Act 1998 in the event that the Employee is examined by a medical practitioner for the purpose of providing information to the BWA concerning his/her health, the Employee is expected to expressly consent in his/her contract to the BWA retaining such information on his/her personnel file for so long as it is reasonably necessary for the purposes of ensuring that it complies with its full obligations under Health and Safety Legislation and effectively managing the aspects of its business in which the Employee is involved. The Employee is required in their contract to undertake to sign any additional consent, which may be required for the BWA to process such information for such purposes.

8 Reward and Benefits

- 8.1 The BWA does not have employees in banded roles. Rewards and benefits are specific to each individual and are specified within individual contracts

9 Employer Pension Arrangements

9.1 The BWA have a pension scheme organised with Virgin Money. Details should be obtained from the BWA Administrator

10 Time-off for public duties / statutory time off

10.1 The BWA will grant reasonable requests for time off, in addition to holiday, sickness absence, maternity leave and time off to care for a dependent, subject to the operational needs of the business, for the following:

10.2 Trade union duties or training: officials of independent trade unions recognised by the BWA have the right to take reasonable paid time off to attend to appropriate industrial relations duties and to undergo training for those duties

10.3 Trade union activities: members of independent trade unions recognised by The BWA are entitled to take reasonable unpaid time off work to take part in the activities of their trade union

10.4 Safety representatives: accredited safety representatives have the right to take paid time off as necessary to carry out their duties and to undergo training, as have other elected representatives where there is no trade union representation

10.5 Elected employee representatives: employees who are elected by their colleagues to take part in the consultation process in a collective redundancy or business transfer situation are entitled to paid time off to carry out their duties and to undergo training

10.6 Public duties: employees who hold certain public offices are entitled to reasonable unpaid time off

10.7 When under notice of redundancy to seek work or arrange training: employees with two years' service and who are under notice of redundancy are entitled to reasonable paid time off for these purposes

10.8 Antenatal care: all pregnant women may take time off with pay for antenatal care

10.9 Pension scheme trustees: employee pension scheme trustees are entitled to take reasonable paid time off to carry out their duties and to undergo training

10.10 To study or train: employees aged 16 or 17 who have not achieved A-C grades in 5 GCSE's will be entitled to reasonable paid time off during working hours to undertake study or training which will lead to a qualification which will improve their future employment prospects

10.11 Disciplinary or grievance hearings: a worker, who may be a colleague, a full-time or lay trade union representative, is entitled to take reasonable paid time off work to accompany a colleague at a disciplinary or grievance hearing and to confer with the worker before and after the hearing.

10.12 Employees wishing to request time off should apply in writing to their line manager at the earliest reasonable opportunity, stating the expected period of absence, the purpose for which time off is required and attach supporting documentary evidence.

- 10.13 The line manager should consider such requests in conjunction with the Chief Executive. In the event of an employee disputing management's decision, The BWA's formal grievance procedure should be used
- 10.14 Special Leave: Unpaid time off may be granted at the BWA's discretion for special leave, which covers:
- Territorial Army training
 - Study leave
 - Domestic/family emergencies etc. outside of the scope of 'Unpaid Time Off for the Care of Dependents' and Parental Leave (see below).
 - Religious holidays
- 10.15 Employees wishing to request time off should apply in writing (with the exception of emergencies in which case line managers should be notified verbally) to their line manager at the earliest reasonable opportunity, stating the expected period of absence and the purpose for which time off is required.
- 10.16 The line manager should consider such requests in conjunction with the Chief Executive. In the event of an employee disputing management's decision The BWA's formal grievance procedure should be used, except in the case of an emergency, when the Chief Executive shall provide a final ruling on the matter.

11 Compassionate leave and benefits

- 11.1 Employees may be granted paid compassionate leave at times of bereavement or serious illness of a family member. Such leave will normally be granted for a maximum of seven days but may be extended at the discretion of the Chief Executive. Compassionate leave will not be offset against annual leave entitlement.

12 Flexible working arrangements

- 12.1 The BWA will consider requests for flexible working from parents with children under 5 years old, in line with statutory requirements. The BWA reserves the right to refuse flexible working requests if the request conflicts with the needs of the business. Full details The BWA's policy regarding flexible working can be obtained from the Chief Executive.

13 Recruitment

- 13.1 Specific "Recruitment" Policy devoted to this subject

14 Equality

- 14.1 Specific British Wrestling "Equality" Policy devoted to this subject. See link to Equality Policy on British Wrestling website ([link](#))

15 Bullying and harassment in the Workplace

15.1 In order that the BWA may maintain a positive working environment the Employee is required not to engage in or permit any fellow Employee or any person whom he/she has charge or supervision of to engage in any sexual, racial or other harassment of or unlawful discrimination against any person (whether or not a company employee) in the course of their or his/her employment by the Company.

16 Whistle Blowing

16.1 Specific “Whistle Blowing” Policy ([link](#)) devoted to this subject

17 Trade Union and collective bargaining arrangements

17.1 There are no collective agreements appropriate to the BWA.

18 Grievance and discipline procedures

18.1 If an Employee has a grievance relating to his/her employment he/she should contact the Chair of the British Wrestling Association or other member of the Executive for advice how to proceed.

18.2 Employees are entitled to appeal against any disciplinary penalty to the Board of the British Wrestling Association Ltd.

18.3 The BWA reserves the right to suspend any Employee from work during any investigation or during disciplinary or grievance proceedings.

19 Performance management procedures

19.1 After every six-month period, the Line Manager will review an Employee’s performance of his/her duties.

19.2 There is a specific “Annual Performance Appraisal System” Policy and an “Evaluation of individual Board members” Policy devoted to this subject which take precedence over this HR manual

20 Termination of Employment

20.1 Conditions for termination of employment are specific to each employee and will be covered in each employee’s contract of employment

20.2 In the majority of cases employees leave their jobs by mutual agreement, which is

resignation. Legislation also provides that an employer may fairly dismiss an employee if:

20.2.1 He or she has a valid reason for doing so

20.2.2 He or she acted reasonably in treating that reason as a sufficient reason for dismissing the employee.

20.3 Legislation lists six reasons which can (in the right circumstances and where procedures have been followed correctly and fairly) constitute a valid and fair reason for dismissal. These are:

20.3.1 Conduct (including gross misconduct) – The employee’s conduct or behaviour falls below the acceptable standard required.

20.3.2 Capability - The employee is no longer capable of doing the job for reasons which are due to a medical condition or long-term sickness (subject to making reasonable adjustments), or the employee does not have the requisite skills to undertake the role to a reasonable standard.

20.3.3 Redundancy – There is no longer a need for the job role and it is therefore, made redundant.

20.3.4 Retirement - The employee has reached retirement age (the default retirement age is currently 65).

20.3.5 Statutory restriction - The employee can no longer carry out his/her job for legal reasons (for example, a driver who has been disqualified from driving).

20.3.6 Some Other Substantial Reason – The reason for the dismissal is for another 'substantial' reason that does not fall under the previous categories, for example, an unresolvable personality clash

21 Holiday pay on termination of employment

21.1.1 When your workers leave - even if you have dismissed them without notice for gross misconduct - they must receive pay for any holiday they are entitled to in the current leave year but have not taken

22 Succession Planning

22.1 The BWA will maintain a Succession Planning Document for key roles. In the case of the Board, the Board Skills matrix will be used to identify competencies required to ensure that appropriate skills and knowledge are available to the Board.

23 Declaration of interests

23.1 Specific “Declaration of Interests” Policy ([link](#)) devoted to this subject