Employer Responsibilities Policy

As part of our Employer Responsibilities, DACYP complies with the law with regard to disciplinary, grievance and health and safety policies for their employees. Facilitate dignity at work for all and quickly address any issues that would contradict that e.g. sexual harassment, whistleblowing.

In terms of employees, we are a very small organisation, employing only a few people. As such we do not intend to develop detailed policies for each contingency: this would be disproportionate in terms of the time required and the frequency of use. We instead confirm that we wish to be an exemplary employer who deals with all personnel matters in a sensitive and supportive manner.

We take responsibility for:

- **Pay and Payroll:**
  - Register with HMRC for tax and National Insurance contributions.
  - Pay employees at least the National Minimum Wage.
  - Consider the Scottish Living Wage, which is a voluntary standard.
- **Health and Safety:**
  - Conduct risk assessments to identify hazards for employees and volunteers.
  - Implement preventive and protective measures.
  - Ensure safe equipment, a safe workplace, and a safe system of work.
- **Insurance:**
  - Obtain Employers' Liability Insurance to cover claims for injury or disease.
  - Consider other levels of insurance.
- **Legal Rights and Policies:**
  - Understand and adhere to employment rights, including those for maternity, paternity, and other leave as legislation currently covers.
  - Provide a safe and respectful environment, free from discrimination.
  - Develop policies for hybrid and flexible working arrangements.
- **Employee Support:**
  - Provide fair and equitable treatment to all employees.
  - Offer support with recruitment, induction, performance management and annual appraisal.

We do have policies specifically for:

- Annual Leave & Time Off in Lieu Guidelines for DACYP Youth Worker
- Sickness Absence, Company Sick Pay and Statutory Sick Pay Entitlements
- Disciplinary Procedure

For anything not covered in detail, we will base our policy and practice on Statutory and ACAS (Advisory, Conciliation and Arbitration Service) guidelines and will provide guidance in writing when needed.