



Animal & Plant Health Agency (“APHA”) Permanent Employment Contract

SUMMARY OF PRINCIPAL TERMS AND CONDITIONS OF SERVICE

Department for Environment, Food and Rural Affairs (“DEFRA”) – APHA
Woodham Lane, New Haw, Addlestone, Surrey, KT15 3NB

You are a civil servant employed by the Crown and appointed by APHA, and your employment contract is with APHA on behalf of the Crown. You will be managed in line with DEFRA HR policies and practices, except where APHA has separate policies and practices in place. For the purposes of this employment contract APHA will be referred to as the “Department”.

PERMANENT APPOINTMENT:

NAME:

GRADE:

JOB TITLE:

The following paragraphs summarise or refer to your main terms of your employment. Additional details can be found at Annex 1.

HR policies are not contractual and the Department retains the right to remove or review and change HR Policies. You will be told about any significant changes in writing, as soon as possible and within one month of the change, through Office Notices which are published weekly. Policies that apply to you are contained on the HR intranet.

The Department also reserves the right to make reasonable changes to any of your terms of employment. You are also subject to civil servants' conditions of service published in the Civil Service Code (as amended from time to time) which forms a part of these terms and conditions. A copy of the code can be found on the HR intranet.

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[DN: update the page numbers once the contract is updated]

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1. TERMS OF APPOINTMENT

- 1.1 Your employment contract is with APHA.
- 1.2 Your employment is conditional on having and maintaining the legal right to live and work in the UK [for the department in this role].
- 1.3 You are required to update the department with necessary information (such as proof of extended immigration status, [renewal of professional accreditations] and changes to contact details) to facilitate the department complying with its duty to prevent illegal working.
- 1.4 The department shall be entitled to dismiss you at any time without notice or payment in lieu of notice in the event of gross misconduct or if you commit a serious breach of your obligations as an employee or if you cease to be entitled to work in the UK.
- 1.5 You are employed as **job title** and your duties are set out in the job description applicable to the recruitment process.
- 1.6 You may be required to participate in duty rotas relevant to your work and agree to participate when required. A duty rota may include, but is not limited to, telephone duties, incident management and out of hours work. Your line manager will provide you with details and your inclusion on any rotas.
- 1.7 You agree to vary your working practices (including your working hours and days, working location, tasks and responsibilities), as required to reflect business needs. This may be due to disease emergencies or other business needs as they arise.
- 1.8 You agree to undertake periods of detached duty as required to meet business needs. Detached duty will involve staying away from your home to work at an alternative site to your normal place of work. This may involve tasks and responsibilities that are different to your usual role, and your working pattern may be temporarily changed. Your manager will provide you with further information.
- 1.9 Your employment will commence on **Start date**
- 1.10 Selection for the appointment was in accordance with section 10(2) Constitutional Reform and Governance Act 2010.
- 1.11 You warrant that you are entitled to work in the UK without any additional approvals and will notify the Department immediately if you cease to be so entitled at any time during your employment. If you cease to be entitled to legally work in the UK, or there is a concern that you no longer have the right to do so, the Department may suspend you, with or without pay.

Location

- 1.12 Your place of work will normally be **Office location** or such other place within the UK as the Department may reasonably determine. You agree to travel to and work at other locations to meet business needs, including but not limited to periods of detached duty and in disease emergencies. In such circumstances, you must be prepared to regularly work and stay away from home. There may be occasions where the Department requires you to work from another location at short notice because of urgent business need. You should speak to your manager and refer to any relevant policies for details about entitlement to claim reimbursement for incurred costs.
- 1.13 You may need independent access to a car if you are required to visit clients / collect samples / carry equipment. Some client locations and working hours preclude the use of public transport. The Department may provide eligible staff with financial support towards the use of a car for work purposes. Please speak to your line manager for more information.

2. MOBILITY/FLEXIBILITY

- 2.1 As a civil servant you are required to be mobile across Government departments (from grade Executive Officer and above) within reasonable daily travelling distance from your home. The issue of what is reasonable will relate to your individual circumstances at the time of any proposed changes to your place of work.
- 2.2 You may be posted to another role within the Civil Service that the Department may reasonably specify, either with the Department or another Civil Service department.

3. PROBATION

- 3.1 The first eight months of your employment will be a probation (the “**Probation Period**”). During the Probation Period, your performance, attendance, conduct and general suitability for the role will be monitored. The Department may, at its discretion, extend the Probation Period by up to a further 13 weeks, and reference to the Probation Period in this employment contract includes any extension of it.
- 3.2 Additionally, if you are absent from work during the Probation Period for a period which exceeds [one] week[s], the Probation Period will be paused for the period of your absence to allow adequate monitoring of performance.
- 3.3 On satisfactory completion of the Probation Period, your permanent employment with the Department will be confirmed in writing. If you do not receive any written confirmation, you should assume that the Probation Period continues.
- 3.4 During the Probation Period, you or the Department may terminate your employment in accordance with the notice provisions set out at, clause 12 of this employment contract. In the case of the Department, termination may be by making a payment in lieu of that period of notice in accordance with clause 12.

4. PAY

- 4.1 Your starting salary will be £ per year.
- 4.2 Your salary will be paid in equal monthly amounts irrespective of the length of the month. You will be paid monthly in arrears by credit transfer to your bank or building society. If a need arises to calculate a day's pay, for example, if you join or leave part-way through a month, your salary will be calculated as a proportion of the monthly salary (i.e. annual salary divided by 12 and then multiplied by the number of calendar days you have been employed in that month divided by the total number of calendar days in that month as appropriate).
- 4.3 Your salary will be subject to income tax, National Insurance contributions and any other agreed or statutory deductions at source.
- 4.4 The Department is entitled to deduct from your pay or other payments due to you any money which you may owe to the Department or any other Civil Service department at any time. If you continue to owe the Department or another Civil Service department any sum after leaving (and deductions from any last payments due to you), you agree to promptly repay any outstanding sums.
- 4.5 Full details regarding your conditions of pay are detailed on the HR intranet.

5. WORKING HOURS

- 5.1 You will work an average of **XXX** hours per week (excluding lunch breaks). If your role requires you to take breaks at set times, you agree to do so.
- 5.2 You will be required to work a varying shift pattern as part of your job role. The shift pattern could consist of early morning or late evening shifts, and could include working on weekdays, weekends and public holidays. You will be informed of the relevant working pattern(s) by your manager.
- 5.3
- 5.4 For the avoidance of doubt, the varied shift pattern is reflected in your basic pay outlined above, and there is no automatic entitlement to additional pay allowances when working a shift pattern. You should refer to the relevant policies in place (which may change from time to time) for eligibility criteria to receive any allowances.
- 5.5 You are expected to work flexibly and agree to vary your working hours to meet the varying shift patterns which will be determined by business need. If you are required to change your working pattern you will usually be given at least four weeks' notice by your line manager of any changes or shift you will be required to work but there may be times when this is not possible and shorter notice may be provided.
- 5.6 An example of the types of shift patterns you may expect to work during a rota is set out in Annex 2, although please note that this is only indicative. Your hours may vary from this and are subject to business need.
- 5.7 You agree to work such additional hours as required by the Department for the proper performance of your duties including, but not limited to, periods of detached duty, on call duty work and in disease emergencies. In such circumstances you are referred to the overtime clause below, together with any relevant overtime policy in place (and as amended from time to time) which is available on the HR intranet. If overtime is necessary beyond your contractual

hours and allocated shift pattern, you will be invited to volunteer along with other relevant employees. If there are insufficient volunteers, you may be required to work overtime. If so, the Department will try to give you at least 48 hours' notice. There is no guarantee that overtime will be available to you.

- 5.8 You may be able to work flexible working hours by agreement with your line manager.

Overtime Outside of Allocated Working Pattern

- 5.9 Overtime is any hours of work beyond your contractual weekly hours, as set out above. Any overtime worked must receive prior authorisation from your line manager.

- 5.10 Overtime will be paid at the basic rate for hours worked up to 37 hours per week (at full time equivalent hours). Overtime hours worked above 37 hours per week will be paid at the basic rate but may in certain circumstances attract additional pay and/or supplements. There is no contractual right to receive additional payments and you are referred to the relevant policies in place at any given time, which may be added to, removed or changed from time to time. Your line manager can direct you to any relevant policies in place.

- 5.11 With the agreement of your manager, and at their discretion, you may take the equivalent overtime hours worked as time off in lieu, instead of receiving payment for them.

- 5.12 Depending on your working pattern, work that falls on a Saturday, Sunday or public holiday/privilege day does not automatically count as overtime.

- 5.13 You may be required to participate in out of hours duty rotas to meet business need and you agree to do so when directed. Your line manager will provide you with details and your inclusion on any rotas.

- 5.14 Your line manager or HR will be able to refer you to the relevant policies on the HR intranet.

6. LEAVE

Annual Leave

- 6.1 If you work full time hours your annual leave allowance is based on 25 days of paid holiday per year. This will increase incrementally by one day per year of reckonable service up to a maximum of 30 days in total after the completion of 5 years' service.

- 6.2 Your annual leave year is a 12 month period commencing on the anniversary of the date of your employment with the Department. Your leave year start date is **[INSERT START DATE WITH APHA]** each year.

- 6.3 If you work full time you will receive 8 days' leave for public holidays, and an additional day's leave referred to as a privilege day. The date on which the privilege day leave can be taken will be announced each year or an alternative day may be taken in lieu of the official day with the agreement of your manager.

- 6.4 If you work part-time or part-year, your entitlement to annual leave, public holidays and a privilege day are calculated proportionally on a pro-rata basis and entitlement is reflected either in number of days or hours accrued.
- 6.5 If you are due to work on a public holiday or privilege day you will be entitled to receive time off in lieu to reflect the actual number of hours worked.
- 6.6 You can only take annual leave with the prior authorisation of your line manager and you are expected to give reasonable notice of the days' leave you intend to take. You are responsible for keeping accurate records of the leave agreed with your manager. You may be required to take or not to take leave on particular dates, including during your notice period as set out below.
- 6.7 You cannot carry forward more than ten days untaken leave from one leave year to the following leave year (pro-rated to reflect your actual working hours and/or working pattern) except as set out in the relevant guidance as updated from time to time on the HR intranet.
- 6.8 Payment for untaken annual leave may be made only if you leave the Department in the following circumstances:
 - 6.8.1 Resignation;
 - 6.8.2 Retirement;
 - 6.8.3 Dismissal; or
 - 6.8.4 Death in service
- 6.9 If, when you leave the Department, the amount of leave you have taken exceeds the amount you have earned up to that date, you will be required to refund from your salary an amount equivalent to the number of days leave in excess of your entitlement.
- 6.10 You will find detailed guidance on annual leave and bank holiday leave on the HR intranet. This includes a calculator to help you work out your leave entitlement, the policy on annual leave carry over and what happens if you leave the organisation.

7. SICK ABSENCE PAY

- 7.1 You will receive occupational sick pay, increasing with length of service, as set out in the table below, up to a maximum of 10 months sick pay in a four year rolling period:

Length in Civil Service	Entitlement
During 1 st year of service	1 month full pay and 1 month half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	3 months full pay and 3 months half pay
During 4 th year of service	4 months full pay and 4 months half pay
5 or more years of service	5 months full pay and 5 months half pay

- 7.2 Any occupational sick pay paid is inclusive of any Statutory Sick Pay (“**SSP**”) that may be due for the same period. Any absence due to sickness must be fully covered using a self and/or doctor’s fit certificate and the Department will keep a record of this information, in order to pay contractual pay and/or SSP, and to monitor your attendance. Your case may also be considered for referral to the

Occupational Health Adviser. However, if your attendance is unsatisfactory because you have frequent or continuous sick absence, your suitability for continued employment may have to be reviewed. If you have an injury at work or work related ill-health, this will be notified to the Departmental Health and Safety Unit.

- 7.3 If you have received (or claimed but not received) a benefit from the Department of Work and Pensions (“**DWP**”) or unemployment benefit during the period beginning 57 days before your entry to the Civil Service, you will have received a letter from DWP about this. If you have not already sent this letter to us, you should do so immediately.

8. ADDITIONAL LEAVE AND BENEFITS

Additional leave

- 8.1 You may be eligible to take the following types of paid leave, subject to statutory eligibility requirements or conditions and the Department’s rules applicable to each type of leave in force at the time you make a request to take this leave (where applicable, entitlement will be pro-rated to reflect your contractual hours and/or actual hours worked):

- 8.1.1 Adoption Leave
- 8.1.2 Disability Leave
- 8.1.3 Maternity Leave
- 8.1.4 Parental Bereavement
- 8.1.5 Paternity Leave
- 8.1.6 Shared Parental Leave
- 8.1.7 Special Leave
- 8.1.8 Study Leave

- 8.2 Further details of such leave and your pay during such leave are available on the HR intranet. The Department may replace, amend or withdraw the guidance, policies and procedures in respect of the above at any time.

Benefits

- 8.3 You may be provided with discretionary benefits during your employment. These are subject to change dependent upon any rules applicable to the relevant benefit and the provision can be removed at any time. The following is a list of some of the benefits that may be available to you:

- 8.3.1 Season Ticket Loan
- 8.3.2 Salary Advances
- 8.3.3 Bike Loan
- 8.3.4 Cycle to Work Scheme
- 8.3.5 Employee Benefit Discount Scheme
- 8.3.6 Eye Care Scheme
- 8.3.7 Free confidential counselling telephone advice service

- 8.4 You are referred to the HR intranet for full details of all available benefits.

9. EQUAL OPPORTUNITIES

The Department is an equal opportunity employer. All employees have a duty to treat each other fairly and to observe the equal opportunities policies, designed to avoid and combat discrimination and harassment on such grounds as race, sex and disability. You need to ensure that you follow the principles outlined in the Dignity at Work and Equality of Opportunity Policy Statement which can be found on the HR intranet.

10. GRIEVANCES

If you have a grievance relating to your employment you should contact your line manager in writing, but if your grievance concerns your line-manager you should contact their line manager or the relevant HR Business Partner. If your grievance is not resolved informally between you and your manager/s you may wish to use the Department's Mediation Service. You may wish to obtain advice regarding your grievance from your Trade Union. If you are unable to resolve your grievance informally you may submit a formal grievance. Full details of how to make a formal grievance, including who you should send your grievance to, can be found on the HR intranet under Dispute Resolution.

11. CONDUCT AND DISCIPLINE

Civil Service Code

11.1 The Civil Service Code sets out the standards of behaviour expected of civil servants. These are based on the core values: integrity, honesty, objectivity and impartiality. A copy of the code is enclosed, which you are required to read. Further details can be found in the Department's Standards of Conduct.

Conduct and Discipline

11.2 Misconduct will be dealt with in accordance with the Department's Standards of Conduct and the relevant disciplinary policy and procedures, and you need to be aware of how the Standards affect you both at and outside of work. If you are subjected to disciplinary action and a sanction is imposed or you are dismissed you have the right to appeal in writing to a senior manager against the decision.

Suspension

11.3 Following arrest, civil or criminal proceedings, being charged with irregularity or misconduct, or serious allegations against you are raised, you may be suspended from duty.

11.4 If you are charged with any criminal offence, you must inform your line manager immediately.

12. LEAVING

Period of Notice

12.1 The Crown has the power to dismiss at will and you are not entitled to a period of notice terminating your employment. However, unless your employment is terminated by agreement, in practice, you will normally be given the following periods of notice in writing terminating your employment.

12.2 The relevant notice period varies depending on the reason for dismissal.

Dismissal due to conduct, performance or attendance

12.3 If this contract is terminated early at any time by reason of your conduct, performance, or attendance you will be given notice as set out below, providing you have served continuously for four weeks or more and you are not summarily dismissed:

- 12.3.1 Employees with less than 4 years' continuous service: 5 weeks; and
- 12.3.2 Employees with 4 years' or more continuous service: not less than one week for each year of continuous employment, plus one week, to a maximum of 13 weeks.

Dismissal for other reasons

12.4 If you are eligible for medical retirement and your contract terminates for that reason, you will be given notice as set out below:

- 12.4.1 during the probationary period: 5 weeks;
- 12.4.2 in any other case: 9 weeks; or
- 12.4.3 if mutually agreed: a shorter period than above.

12.5 If the Department reasonably considers that you have committed any serious breach of your obligations as an employee, committed any act of gross misconduct, or if you cease to be entitled to work in the UK, you may be summarily dismissed without notice or payment in lieu of notice.

12.6 If your contract is terminated early for any other reason, you will be given notice based on your continuous service as set out below:

- 12.6.1 if you joined the Civil Service on or before 8 November 2016: 6 months; or
- 12.6.2 if you joined the Civil Service on or after 9 November 2016: the notice period is 3 months.

12.7 If you decide to leave the Civil Service you are required to give the following minimal notice of resignation:

- 12.7.1 if below Grade 7: at least one month's notice; or
- 12.7.2 if at Grade 7 or above: at least three months' notice.

12.8 If you do not provide sufficient notice, your final salary may be delayed because of the need to calculate and recover any outstanding amounts of annual leave, travel claims etc.

12.9 The Department has the right to end your employment early by giving the appropriate notice period specified above. The Department may at its discretion end your employment without any or full notice and make a payment in lieu of any outstanding notice.

Civil Service Compensation Scheme

[DN please delete - there may be situations where continuity of service for CSCS purposes is preserved; e.g. an employee was a former civil servant compulsorily transferred out of the Civil Service with the transfer of services, who remained working on those services until transfer back into the Civil

Service. Legal advice should be taken if such a situation exists]

12.10 The Civil Service Compensation Scheme is a statutory scheme which provides compensation payable in certain circumstances, including early retirement or redundancy to those who are eligible. Where benefits are awarded under this Scheme, they will be based on criteria that include the service you have accrued since you joined the Civil Service pension arrangements and will not include either continuous service transferred into the Civil Service or pension benefits transferred into the Civil Service pension arrangements from other schemes. Further information on the scheme can be found on HR intranet.

Business Appointment Rules

12.11 You may be required to obtain the agreement of the Department before accepting any offer of employment outside the Civil Service. This requirement may apply for up to two years of leaving Crown employment, depending upon your grade and the work you have been carrying out.

12.12 The aim of the Rules is to avoid any reasonable concerns that:

12.12.1 A civil servant might be influenced in carrying out his or her official duties by the hope or expectation of future employment with a particular firm or organisation, or in a specific sector; or

12.12.2 On leaving the Civil Service, a former civil servant might improperly exploit privileged access to contacts in Government or sensitive information; or

12.12.3 A particular firm or organisation might gain an improper advantage by employing someone who, in the course of their official duties, has had access to:

(a) Information relating to unannounced or proposed developments in Government policy, knowledge of which may affect the prospective employer or any competitors; or

(b) Commercially valuable or sensitive information about any competitors.

12.13 Further details of the circumstances under which agreement must be sought before accepting outside employment are to be found on the HR pages of the intranet under Business Appointment Rules.

13. USE OF OFFICIAL INFORMATION

13.1 All civil servants owe duties of confidentiality and loyal service to the Crown. Civil servants must exercise care in the use of information which they acquire in the course of their official duties and to protect information which is held in confidence. The rules governing the use of official information and related activities are detailed on the HR intranet and the Civil Service Management Code. Any breach of these provisions may result in disciplinary action and, in certain circumstances, criminal or civil proceedings.

13.2 All civil servants are subject to the Official Secrets Act 1989. An explanatory leaflet summarising the provisions of the Act as they affect civil servants is enclosed. You should read it carefully.

13.3 You continue to be bound by the duty of confidentiality after your employment ends.

14. RETIREMENT

Age of retirement

The Department has no retirement age. You will need to check your Civil Service Pension Scheme rules or your Partnership Pension Provider, to see at what age you can receive immediate payment of your pension benefits.

15. PENSION ARRANGEMENTS

15.1 Use the Pensions New Joiner Tool provided by MyCSP to identify the appropriate text to tell the appointee about their pension choices. Standard texts are provided on the MyCSP Website: [epg-4-annex-4b-text-for-letters-of-appointment-april-2021.pdf\(civilservicepensionscheme.org.uk\)](http://epg-4-annex-4b-text-for-letters-of-appointment-april-2021.pdf(civilservicepensionscheme.org.uk))

15.2 [insert all additional text as numbered clauses]

16. ENTIRE AGREEMENT

16.1 This agreement sets out the entire agreement between the parties and supersedes all prior discussions between them or their advisers and all statements, representations, terms and conditions, warranties, guarantees, proposals, communications, and understandings whenever given and whether orally or in writing.

16.2 No purported variation of this agreement shall be effective unless in writing.

17. ACCEPTANCE OF EMPLOYMENT

If you are willing to accept employment on the basis of these terms and conditions of service please sign below and return this document as soon as possible and in any case within four weeks. The other copy is for you to keep for your own information.

NAME

Staff Number

ACCEPTANCE

I accept employment on the terms and conditions of service set out in my appointment letter and annexes.

I also confirm that I have read the Civil Service Code.

SIGNED.....

NAME.....

DATE.....

ANNEX 1 – ADDITIONAL TERMS AND CONDITIONS

1. ADVANCE FOR SEASON TICKET LOAN

You will be able to apply for an advance for the purchase of a quarterly, or longer, season ticket for travel between your home and office (if applicable, depending on your usual base of work). This advance is repayable in equal monthly instalments within the life of the season ticket, or immediately if you cease to be an employee or surrender the season ticket.

2. CAR PARKING

Car parking facilities are available on some of the Department's sites, excluding London. However, you may find that demand for places exceeds spaces available and you should therefore make alternative arrangements to travel to work and or contact the Estates Team on your first day to discuss the likelihood of obtaining a temporary car park pass.

3. WELLBEING

The Employee Assistance Programme (EAP), provided by Health Assured but subject to change, currently provides a free confidential service available to all APHA employees – 24 hours a day, 7 days a week, every day of the year. It provides access to a team of trained practitioners who offer independent advice, information, coaching and counselling. You are referred to the HR intranet for more information.

Contact details:

Telephone: 0800 783 2808, 24 hours a day, 7 days a week

Manager helpline: 0800 783 2808, 24 hours a day, 7 days a week

Website: healthassuredeap.co.uk – please use username **Wellbeing**, password **APHAwellISHaw20** when prompted.

Mobile phone app: You can download the 'My Healthy Advantage' app from either the Apple App Store, or on Google Play.

You will need to use Employer Code MHA162452 and complete a short questionnaire. The process should take you no longer than five minutes.

4. TRAINING

You are required to complete all statutory and mandatory training relevant to your role, plus any other learning required for your role in agreement with your line manager. The cost of mandatory training will be covered by the Department. Further guidance on all training can be found on the HR intranet.

5. WORKING OUTSIDE THE UK

You will not be required to work outside the UK for any continuous period more than one month during the term of your employment.

6. COLLECTIVE AGREEMENTS

The recognised trade unions (the FDA, the Public and Commercial Services Union (PCS), and Prospect) have collective bargaining arrangements with the Department which may affect your terms and conditions of employment.

7. OUTSIDE ACTIVITIES

Private Business

- 7.1 It is important to ensure that you are not involved in activities which could conflict with your job. You must let your manager know of any private business interests you have, or plan to have, in the farming, fisheries and food industries or if you have any regular contact with farm livestock. Any information you supply will be handled in accordance with our duties under the Data Protection Act 2018.

Publishing, Broadcasting and Giving Lectures

- 7.2 You will need prior permission from the Head of Department to take part in activities which involve the use of official experience or information. The general guidelines are:
- 7.2.1 Do not disclose information which bears a protective security marking;
 - 7.2.2 Do not discuss matters of current or potential controversy;
 - 7.2.3 Do not disclose the relations between civil servants and Ministers or the confidential advice given to Ministers;
 - 7.2.4 Do not comment on individuals or organisations in terms which the Department would find objectionable; and
 - 7.2.5 Do not take part in activities which conflict with the interests of the Department or bring the good name of the Department, or the Civil Service generally, into disrepute.
- 7.3 Undertaking an activity without prior permission is a disciplinary offence. The responsibility for seeking authority in sufficient time to allow proper consideration rests with the individual. Employees about to leave the Civil Service who are contemplating using their official experience in this way should seek further guidance from the enquiry centre on 0345 603 7262 or at enquiries@gov.sscl.com.

Further Education

- 7.4 You may be given assistance towards certain courses of study, further details can be found on the HR intranet. You should discuss your training needs with your line-manager.

8. REPRESENTATION

The Civil Service attaches importance to ensuring effective consultation and involvement of employees. It is, of course, a personal decision whether or not to join a trade union, but the Civil Service encourages employees to join an appropriate trade union and to play an active part within it, making sure that their views are represented.

9. HUMAN RESOURCE INFORMATION

9.1 SSCL HR Team holds paper and electronic records for all employees, which covers personal details such private address and telephone numbers.

9.2 You are required to keep this information updated via SOP.

10. DATA PROTECTION

10.1 The Department will collect and process information relating to you in accordance with the relevant privacy notice (as updated from time to time) which is available on the gov.uk website.

10.2 You shall comply with the Department's code of conduct and the Data Protection Act 2018 (as amended from time to time) when handling personal data in the course of your employment including personal data relating to any employee, worker, contractor, supplier or agent of the Department.

ANNEX 2: EXAMPLE OF POTENTIAL WORKING SHIFT PATTERNS

This is an indicative table of potential working patterns and is not intended to be exhaustive. It is based on full time equivalent hours. Some shift patterns may include work based on consecutive work and non-work days, for example 4 days on work and 4 days off work.

Location Model	Operating Hours	Operating Days	On Call Required	Weekends Required	Potential Working Patterns Required
1	7am – 5pm	Monday - Friday	Rota	Rota	6.45am – 3pm / 7am – 3.15pm 7.45am – 4pm / 8am – 4.15pm 8.45am – 5pm / 9am – 5.15pm Weekend & On-call Rota 37 hours weekly
2	7.30am – 10pm*	Monday - Friday	Rota	Rota	7.30am – 3.30pm 8.30am – 4.30pm 8.30am – 5.00pm 1.30pm – 10pm 2.00pm – 10pm * may start/finish at different times to respond and/or complete border controls activity Weekend & On-call Rota 37 hours weekly
3	12 – 18 hour coverage	7 Days	Rota	N/A - 7 day rota	5.45am – 5.15pm / 6am – 5.30pm 6.45am – 6.15pm / 7am – 6.30pm 12.30pm – midnight / 1pm – 00.30am On-call Rota 37 hour week over 52 weeks
4	20 hour coverage	7 Days	Rota	N/A - 7 day rota	4.45am – 4.15pm / 5am – 4.30pm 1.30pm – 1am 37 hour week over 52 weeks
5	24 hour coverage	7 Days	N/A	N/A - 7 day rota	6am – 4pm 2pm – midnight 11pm – 9am 37 hour week over 52 weeks
6	8.30am – 5pm	Wednesday – Sunday**	No	Yes	8.30am – 5pm 37 hours weekly ** or other combination of days