



Lewisham Islamic Centre

Employee Handbook

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The latest version of this handbook will always be on the intranet.



In the Name of Allah, the Most Merciful, the most Compassionate

Introduction

Welcome to Lewisham Islamic Centre. This handbook has been produced to provide you with a point of reference for any questions you might have about working for us, or about the terms and conditions of your employment.

This handbook is not contractual but is intended as a general guide. Whilst it does not form part of your contract of employment you should be aware that a breach of any of the policies, procedures or guidelines that it contains could lead to disciplinary action. Please therefore ensure that you read it carefully, and if there are any points you do not understand, or you would like any further details, please ask.

From time to time changes to the contents may be necessary, and we reserve the right to modify or discontinue the benefits, policies and terms and conditions described in this handbook. The Centre Manager will give notification of such changes. Any variations to your contractual terms will be notified to you individually.

We are committed to the principles of equal opportunity in our employment practices. We will not condone any discriminatory act or attitude in the conduct of our business with our employees, worshippers, clients/customers, suppliers or anyone with whom we deal and we look to you to support us in implementing these policies.

We hope that you settle quickly into your new role, and that you have a long, successful and happy relationship with us.

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About Lewisham Islamic Centre

Lewisham Islamic Centre is the beating heart of the Muslim community in the London Borough of Lewisham and the surrounding area. This part of South East London is home to several thousand Muslim families according to the 2001 census, the population of Lewisham was about 250,000. Of these, 4.5% were Muslim - equivalent to some 11,250 people. Many of these Muslims had originally come from the five different continents and more than a score of different countries; many are British born and bred, albeit descendants of Muslim immigrants. An ever-increasing number are descendent of families that have never known any other country, as they have always lived in Britain. They may have been brought up as Catholics, Anglicans, Jews, agnostic or atheists but each one has individually found his or her own way to Islam. Likewise many newcomers to Islam are descendants of non-Muslim immigrants. Lewisham is not known to be among the wealthiest of the London boroughs, but our Muslim community is extremely proud of the rich diversity of its members. This is the true wealth of our Centre.

In the late 1970s a small group of Muslims used to gather for Jumua (Friday) prayers at a private house in South East London. Typically there would be five to ten people each week. These families pooled their resources and energy, and eventually purchased the property in Brown Hill Road, Catford, thereby establishing the first mosques for local Muslims.

As some of these families lived beyond the borders of Lewisham in places such as Chislehurst and Erith the name "Lewisham & Kent Islamic Centre" was chosen. Thanks to the generosity and hard work of these founding families the building was purchased outright.

The Brownhill Road building served the community well for some twenty years before it was finally recognised that it was no longer adequate for the needs of the growing congregation - indeed towards the end it had been necessary to maintain a large marquee tent in the back garden, to provide space for extra worshippers. We moved to the current site in 2002.

General terms and conditions

1. Hours of work

◆ Contractual hours

Your normal days and hours of work are set out in your statement of terms and conditions in your contract of employment.

We place a high emphasis on good time keeping, and you should maintain a good standard of punctuality - consistent failure to do this may lead to disciplinary action. You are asked to make every effort to ensure that you comply with the attendance requirements and to ensure that, during working hours, you can be contacted at all times.

You are expected to be at your place of work and prepared to begin work at the start of the working hours set out in your statement of terms and conditions within your employment contract. Habitual lateness or early departure may result in deductions from pay, action within the guidelines of our disciplinary procedure, and may ultimately be cause for dismissal.

If you expect to be late on any occasion you should inform your line manager or an appropriate person to explain the circumstances of the delay and advise your anticipated time of arrival. You are expected to make every possible attempt to attend work when you experience difficulties and disruptions to your normal means of transport, e.g. due to strike action, the failure of public or private transport or adverse weather conditions. If you are aware of or experience any difficulties you should notify your line manager as soon as possible and explain the reasons for this and if you are late, you will normally be expected to make up the time on that or a subsequent day. Absences due to severe travelling difficulties may be authorised as special paid or unpaid leave, or taken as annual leave, providing your manager is satisfied that you have made all reasonable attempts to get to work.

If you are working out of the office during normal business hours please make sure your line manager is aware of your travel arrangements, destination and contact details. In addition, flexibility is important to us in meeting the needs of Lewisham Islamic Centre. For this reason you may be required to vary your hours of work and to work additional hours, should the need arise.

◆ Additional hours

We do not pay individuals for any additional hours worked.

2. Pay

The Working Time Regulations limit the hours an employee may work to 48 hours each week averaged over a rolling 17-week period and employees may not exceed this limit unless they have 'opted out'. Opting out will require your written consent.

If you are concerned about the number of hours you are working, or if you wish to undertake any other paid work in addition to your employment with us, please discuss this with your line manager.

◆ Basic pay

Your pay is as shown in your statement of terms and conditions of within your contract of employment. If you are paid monthly, your monthly salary is calculated as 1/12th of your annual basic salary. If you join after the first working day of a calendar month, you will be paid for each working day employed in that month.

◆ Pay reviews

Your pay will be reviewed annually and any changes will take effect from the 1st September. It should be noted that a pay increase at review is not automatic.

◆ Payslips and queries

You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions made, and the reasons for them (e.g. Income Tax, National Insurance etc.). Any queries regarding your payslip should be addressed to your line manager. You should notify your line manager of any changes to your bank details. If you have a query regarding any tax codings or deductions, the address and reference code of the Tax Office, which deals with our affairs, is as follows:

HM Revenue & Customs
Accounts Office
ShIPLEY
Bradford
BD98 1YY

If you are overpaid for any reason you are required to notify your line manager. The amount of overpayment will normally be deducted from the following payment, but if this would cause hardship, alternative arrangements to repay may be made. Failure to report an overpayment may result in disciplinary action. At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year, and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place, as you may need to produce them if making enquiries with the HMRC or if completing a self-assessment form.

3. Holidays

Your basic annual leave entitlement together with our holiday year can be found in your statement of terms and conditions within your employment contract. Entitlement to paid holiday accrues throughout the year on a daily basis. If you join or leave our employment during the holiday year, your holiday entitlement for that year will be calculated on a pro-rata basis, rounded up to the nearest half-day. If you work part-time, your holiday entitlement will be calculated on a pro-rata basis, based on your contractual hours.

We encourage you to take your holiday entitlement. Any holiday not taken in the year of accrual cannot be carried forward to a subsequent year and will be forfeited unless a special agreement is reached with the Head of Department. Any holiday entitlement carried forward must be taken by the end of May.

Special rules apply however if you are absent on long-term sick leave, and have not taken the minimum statutory entitlement (including any bank/public holidays you have taken as paid time off) by the end of the holiday year. In these circumstances the balance of the statutory entitlement, which you have not taken, may be carried forward for you to take at a later date, even if this means carrying it forward into the next holiday year.

Holiday will be taken at times agreed in advance with your manager and is authorised subject to the needs of Lewisham Islamic Centre. Therefore please ensure that you do not make travel arrangements prior to your holiday request being authorised by your manager. We will not normally agree to a request for a holiday that involves more than two consecutive weeks.

If you are ill either before or whilst on authorised holiday, and may not be able to take the minimum statutory entitlement (including any bank/public holidays you have taken as paid time off) by the end of the holiday year, you may be entitled to request that the period of illness during the previously booked holiday be converted to sick leave, and to take the holiday at a later date. On leaving our employment, any holiday entitlement(s) accrued and not taken may be paid. Payment for holiday(s) taken in excess of your entitlement will be deducted from your final salary.

In all cases please refer to the leave policy for further guidance.

4. Absence notification and payments

If you are unable to attend work for any reason, you should follow the notification procedure set out in your statement of terms and conditions within your contract of employment or our leave policy.

We are sympathetic to genuine cases of illness or other problems, which might make absence unavoidable. However, excessive or unauthorised absence causes disruption to the smooth running of Lewisham Islamic Centre, it lowers the morale of other staff and makes us less able to accommodate genuine cases of long-term illness. Therefore, all absences are taken seriously, and unnecessary absence is likely to lead to disciplinary action. For further information on absence and sick pay, please refer to the leave policy.

If you are ill prior to a period of authorised holiday, or during a period of authorised holiday, and may be unable to take at least the statutory minimum holiday entitlement

during the holiday year (including any bank/public holidays taken as paid leave) you may be able to request that the period of illness during the authorised holiday be converted to sick leave. In these circumstances, you should follow the notification procedure set out in our leave policy.

5. Maternity, adoption and paternity leave

Maternity, adoption, and paternity leave and pay are in accordance with statutory guidelines. Please refer to our policy, a copy of which is available in the Centre Manager's office and the intranet, for further details. If you or your partner become pregnant or seek to adopt a child you should notify your manager at an early stage so that your entitlements and obligations can be explained to you.

Pregnant employees are entitled to take time off with full pay during working hours to receive antenatal care. Employees who wish to take time off for this purpose are asked to provide medical certification of the pregnancy, and an appointment card, except for the first appointment.

6. Parental leave and leave for exceptional circumstances

Employees who meet the statutory conditions will be eligible to receive parental leave. Requests for parental leave (which is unpaid) should be discussed with your manager, who will identify your entitlement and look at the proposed leave periods dependent upon your and your child's/children's particular circumstances and the needs of Lewisham Islamic Centre. All employees are entitled to reasonable unpaid time off to attend to an emergency relating to a dependant. This right applies to all employees, irrespective of their length of service or hours worked. For time off due to other emergency and exceptional circumstances please refer to the leave policy.

In some circumstances it may be appropriate for the employee to work from home; this is dependent upon the nature of the illness or emergency and the work the employee does.

Planned hospital admissions, school closure days, child-minder holidays etc. should normally be covered by annual holiday entitlement or, if the manager agrees and this meets the needs of Lewisham Islamic Centre, may be taken as unpaid leave or the lost time may be made up outside of normal working hours.

7. Medical/dental appointments

You should make any appointments to see doctors, dentists and other medical-related appointments outside normal working hours. Where this is not possible, you should notify your Head of Department in advance to agree how your absence will be covered. Time off for medical appointments may be taken from annual leave. We request that you give us as much notice as possible of such appointments, particularly when these are routine checks. Failure to give reasonable notice when possible may result in disciplinary action, or the absence being regarded as unauthorised leave.

8. Compassionate leave

◆ Death in the immediate family or household

The day on which death occurs and up to 5 consecutive days will be allowed. If the funeral is held after the 5th working day the time up to and including the day of the funeral may be allowed. Immediate family includes mother, father, brother, sister, partner, son or daughter of the employee or partner's parents. A member of the

household includes anyone who resides within the same family unit as the employee and who is regarded, generally speaking as a member of the family.

9. Time off for religious observance

If you wish to be absent from work in order to observe your faith on days other than public and bank holidays, such time off should be taken, where possible, from your normal holiday entitlement and by prior agreement with your line manager. If you require a period of unpaid extended leave for religious reasons, please discuss this with your manager, giving as much notice as possible. Such requests will be given full consideration, but are subject to the needs of Lewisham Islamic Centre.

10. Time off for study/exams

Employees who are currently studying or have completed a Lewisham Islamic Centre approved qualification will normally be authorised paid time off to take exams, attend essential residential courses and to attend their graduation. Paid time off for study leave is discretionary and is subject to agreement with your line manager. Please note that this will only be applicable to staff whose studies are arranged and sponsored by the Lewisham Islamic Centre. All other non-sponsored students may be able to take time off to sit exams or attend graduation, but this will be need to be taken as annual leave.

11. Time off for other reasons

◆ Jury service

Should you receive a request to serve on jury service, you should inform your line manager as soon as possible and show him/her the summons so arrangements can be made to cover your absence. The court questionnaire should be submitted to your line manager for completion and return.

We will maintain your income up to your basic pay for a period of up to 2 weeks, which you should claim from the court. The court will issue you with a loss of earnings form, which you should pass on to your manager for completion. Any subsistence, travel allowance and other expenses can only be claimed from the court.

You are expected to attend work on any days/half days on which you are not actually required to serve.

◆ Acting as a witness

If you are called to appear as a witness in court, we will maintain your income up to your basic pay for a maximum of 3 days by supplementing the court's daily allowance. The court will issue you with a loss of earnings form, which you should pass on to your line manager for completion.

◆ Time off to act as a companion or witness at a grievance/disciplinary hearing

Employees asked by a fellow employee to act as a companion, or who are called by either the employee or the manager to attend as a witness, at a disciplinary or grievance hearing will be granted paid leave to attend the hearing. If the hearing is held outside of normal working hours, the employee will normally be paid, or else time off in lieu granted.

◆ Time off in redundancy situations

Employees with 2 or more years continuous employment and who are under notice of

dismissal for redundancy are entitled to a reasonable amount of time off to look for other work.

12. Unauthorised absence

If you are absent from work, other than with the agreement of your manager on approved holiday or other leave or because of sickness that has been notified and certified in accordance with our normal procedures, we reserve the right both to treat the absence as unauthorised and not to pay you for the absence.

Since your presence at work is a requirement of your contract such absence may result in an investigation under our disciplinary procedure, which in turn could result in disciplinary action including the termination of your employment.

13. Unpaid absence

Whilst unpaid absence is not encouraged, we understand there may be times when you may need to be away from work for some other reason not covered above. Other than where reasonable unpaid time off is taken to undertake the unexpected care for a dependant, any requests for unpaid leave should be made to your manager. Such requests will only be considered if you have been working for us for more than 12 months, and will be on an entirely discretionary basis.

14. Expenses and business travel

The expenses procedure is primarily for payments relating to mileage, parking fees, occasional travel and accommodation costs. Please complete claims on the correct form (available from your manager) on a regular monthly basis. All claims must be authorised by your manager. We understand that expenses are a priority and they will be dealt with as promptly as possible.

Please ensure that expenses match up to the work carried out, are recharged, carrying out the correct codes (if applicable) and that all claims are completed as fully as possible, i.e. by stapling your receipts in date order to the relevant page. This will avoid unnecessary delays in payment.

We reserve the right not to pay expenses where supporting vouchers, receipts or invoices are not provided or where the date of the expense incurred is more than 3 months old. Employees are expected to seek the most economical means of transport within reason to ensure that Lewisham Islamic Centre incurs the least cost. For further details of the expenses, which may be claimed, please refer to our expenses policy, a copy of which is available in the Centre Manager's office and the intranet.

If you use your vehicle for business travel, you must ensure your insurance covers you for this. Reimbursement for mileage costs should be made through the expenses procedure.

Your career with us

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1. Performance appraisal

All staff are appointed on an initial probationary period, which are detailed in your contract of employment. The purpose of this period is to monitor your performance and progress during the early stages of your career with us and to ensure that any training

and support needs are identified and met quickly.

A formal performance appraisal will take place shortly before the end of your probationary period, and then annually on the anniversary of your start date of each year, with an informal review six months after the initial performance appraisal meeting. This is an opportunity for you to take time to consider your overall performance, talk through any problems or difficulties that may be affecting your work and consider any longer-term career development needs. Specific work-related objectives will be discussed and agreed with you and any training and development needs will also be identified.

Your health, safety and security

1. Health and safety policy

We attach great importance to your health, safety and welfare. You have a personal responsibility for ensuring adherence to our health and safety policy. We will provide and maintain working conditions and equipment for all employees, contractors, visitors, students and worshippers that comply with statutory requirements and codes of practice. You are required to take reasonable care of your own well being and that of all other employees. Details of our health and safety policy are available in the Centre Manager's office and the intranet.

It is our policy to ensure, so far as is reasonably practicable, that the health, safety and welfare of all our employees and any other persons who may be affected by our work activities is protected from risks to their health and safety.

We are committed to effectively managing health and safety risks arising from our work activities and complying with our legal obligations. In particular, we will ensure, so far as is reasonably practicable, that:

- Adequate financial and operational resources are made available for managing health and safety risks.
- Safe systems of work are provided and maintained that are safe and without risks to health.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Such information, instruction, training and supervision as necessary are provided for the health and safety at work of employees.
- The place of work under our control is maintained in a safe condition and that the means of access to and exit from it are provided and maintained in a safe condition without risks to health.
- The working environment is provided and maintained so that it is safe, without risk to health and with adequate facilities and arrangements for the welfare of all employees.

We firmly believe that the success of our policy relies on the full co-operation of all employees; therefore, we will ensure that it is brought to their notice. We will regularly review our health and safety policy to take account of any significant changes in our operations.

In addition to our health and safety policy, we have health and safety rules which are displayed throughout the building.

2. Smoking

We operate a 'no smoking' policy throughout our premises. Please note that failure to observe our no smoking rules may lead to disciplinary action.

3. Alcohol and drug abuse

If you face a situation where you have become dependent on alcohol or drugs, we will of course be sympathetic to your condition and will help you to seek appropriate treatment and allow time to recover fully. However, we have a duty to ensure so far as is reasonably practicable for the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues.

The use of alcohol and non-prescribed drugs may impair the safe and efficient running of Lewisham Islamic Centre and is prohibited both during working hours and in the time prior to you starting work as this can affect your ability to work safely. To be unable to work properly, or to cause your fellow colleagues to have reason to object to your conduct, caused through either alcohol or drugs misuse, may lead to action being taken under our disciplinary procedure. Action will also be taken if the misuse takes place on a client's premises or at a conference or exhibition or social event where you are attending as a representative of Lewisham Islamic Centre.

4. Security

It is the responsibility of all our employees to ensure that on leaving, windows are shut and secured, internal and external doors are locked, and all computers and electrical equipment shut down and locked away, where appropriate.

5. Right of search

We reserve the right of search to combat theft, or the use of drugs or any other illegal substances on our premises. To this end, we may carry out random checks on visitors' and employees' identity, person and property, including vehicles whilst on our premises, many of which are simple precautionary measures and do not imply suspicion.

Any employee who is searched will have the right to be accompanied by a colleague who is on the premises at the time of the search. We also reserve the right to call the police for assistance at any stage should we believe this to be necessary.

6. Accidental damage to, or loss of, your property

We do everything possible to keep our premises secure, but there is always the risk that petty crime will occur. We cannot and do not guarantee the security of your personal belongings; nor can we make insurance claims or offer financial compensation if thefts do occur without evidence of a physical break-in. You should not therefore leave your belongings unattended. Any items of personal or financial value should either be taken home with you at the end of the day or locked away in a drawer, cupboard or filing cabinet. Similarly, we do not accept any liability for cars, other vehicles or bicycles brought onto our premises.

7. Lost property

Articles of lost property should be handed to the Centre Administrator who will retain them whilst attempts are made to discover the owner. Items which are not collected or enquired about after the period of one month will either be disposed of or sold. Any profits made will be given to a designated charity.

8. Removal of waste or scrap products

All materials and equipment kept on our premises remain the property of Lewisham Islamic Centre and may not be removed without the prior approval of the relevant Head of Department. We reserve the right to define 'materials' in specific instances but, generally, if it does not belong to you, do not remove it even if you consider it to be scrap or unwanted material. For the avoidance of doubt, any materials or equipment includes those which may be deemed to be scrap, broken, obsolete or surplus to requirements. Unauthorised removal of any Lewisham Islamic Centre property is regarded as theft. We operate a zero tolerance policy on theft and regard this as gross misconduct. Theft is grounds for immediate termination and may cause us to bring criminal charges against you.

9. Parking

Lewisham Islamic Centre does not take responsibility for providing parking facilities for its staff members. There are a limited number of car parking spaces available; these spaces are for designated permit holders. Each department has a fixed period of time that permit holders can make use of their allocated spaces. Cars within the designated areas outside of the agreed time will be clamped and subject to a release fee. The times that permit holders can park in the designated areas can be found in the Centre Manager's office.

10. Accidents

You should report all accidents at work, no matter how minor, in the accident book, which can be found in the Administrator's office. Any exposed cut or burn must be covered with a first-aid dressing. First aid boxes are kept in the administration office at the front of the mosque, school administration office, gym and cafe. The names of our First Aiders are displayed in the administration offices.

Other rules and general information

1. Professional conduct

Our employees are our best ambassadors and they represent us whenever they meet worshippers, clients/customers and suppliers - we therefore ask that the appearance, conduct and personal hygiene of all our employees presents us in a professional light at all times. This includes events outside of the workplace such as training courses, seminars and conferences, or social functions. We aim to generate a feeling of loyalty and trust with everyone with whom we come into contact.

All employees, volunteers, Management Committee Members and Trustees must not use their position in Lewisham Islamic Centre for any personal gain. If you are unsure if a conflict of interest has arisen then please contact the Management Committee and also refer to the conflict of interest policy for further clarification. Failure to adhere to any aspect of the policy and procedures shall subject the person(s) to disciplinary action, up to and including termination of employment or expulsion from the Management Committee or Board of Trustees.

2. Community relations

We place great emphasis on maintaining good and long-term relationships with our worshippers, clients and customers. You are therefore reminded that you are a representative of Lewisham Islamic Centre when dealing with them and must act in a

responsible, courteous and professional manner. If any worshippers, client/customer makes a complaint or criticism of Lewisham Islamic Centre or its services, you are required to inform the relevant Head of Department of this as soon as is reasonably possible.

3. Dress code

Your personal appearance is an important contribution to the image and reputation of Lewisham Islamic Centre. It is essential for you to project a professional image, whether your work involves meetings with worshippers, clients/customers or not. Please observe standards of dress and appearance (e.g. hair and body adornment) appropriate to working in a professional Islamic environment. In all cases we expect you to dress in a manner that reflects the Islamic ethos. We aim to be fair and reasonable and for our requirements to apply with equal formality to both sexes. Please refer to our dress code policy for further guidance.

4. Personnel information and records

Personnel files are kept securely in the Finance Department. The information contained in these records includes personal data, salary and benefit details, details of jobs held and information on performance and conduct. The information is used to administer salaries, to assist with appointment decisions and in managing employee performance. It is also used to provide management information.

We make every effort to ensure that the information is held securely and we will comply with legislative requirements in terms of allowing you access to the information held about you. Should you wish to view your personnel file, you may do so at any time by sending a request to your line manager. We will aim to deliver a copy, in your preferred format, of any information requested within 5 working days. If any of the information is inaccurate, please let us know and provide full details so that we may correct this.

We will not ask you for, or record on paper or electronically, personal information, which is not necessary for us to operate effectively. We will also do our best to keep your information safe, accurate and up-to-date.

We will not give out your personal details to any external body unless these are required for the purposes of payroll administration, health and safety reasons (e.g. medical condition), or a criminal or PAYE investigation etc. We will only give references for official purposes.

If during the course of your employment you have access to, or reason to handle, personnel information, you should make every effort to comply with the Data Protection Act. If you are unsure of the current legal requirements please check with the Centre Manager. For further details please refer to our data protection policy, a copy of which is available in the Centre Manager's office and the intranet.

5. Changes to personal details

The Data Protection Act requires that any personal information kept by us is maintained, up to date and accurate. Please ensure that your line manager is informed immediately of any changes to your personal details. These include change of name, address, home telephone number, marital status, emergency contacts, gain or loss of a dependant and attainment of a professional qualification or membership of a professional organisation. Please also advise your line manager of any changes in your personal circumstances,

which could affect your employment, e.g. changes in health, endorsements on your driving licence (if you are required to drive on business) etc.

6. Personal mail

Personal mail, as distinct from business correspondence, should not be sent to our address, unless the Centre Manager has given you permission to do so. Such mail might be opened and we cannot accept responsibility for the safe delivery of the contents to individuals. Employees are not permitted to use our franking machine or postage stamps for their personal mail.

7. Internal communications

Good communications are essential to the effective running of Lewisham Islamic Centre and we welcome the contributions of all staff to improving communications. All notices, vacancies, internal memos to all employees, and other information of general interest will be displayed on our noticeboards. Please do not display any information of your own without gaining the prior permission of the Centre Manager.

8. Use of business facilities for private purposes

Our facilities such as the photocopier, fax and franking machines, computers are intended for business use only and may only be used for personal matters with the prior authorisation of your Head of Department.

9. Personal telephone calls

Any telephone calls made from our premises are not regarded as private or confidential and logs of calls showing the numbers dialled may be monitored and checked at any time. Local private calls may be made from the offices without charge but should be kept brief and infrequent.

Private incoming calls are permitted, but the frequency and duration of such calls should be kept to a minimum. Reverse charge calls will not be accepted: should it be discovered that personal calls have been received on this basis disciplinary action may be taken and the employee will normally be required to refund the cost of such calls. Personal mobile phones should be switched off or put on silent during working hours.

10. Buying or selling goods

You are not allowed to buy or sell goods on your own behalf on our premises unless you have the prior written authorisation of the Management Committee. This includes catalogue sales and sales of items to benefit charitable or other causes.

11. Collections

No collections of any kind are allowed on our premises without the prior specific authorisation of the Centre Manager. Worshipers, suppliers or clients/customers should also not be approached for any charitable donations without the previous agreement of the Management Committee. No collection can be authorised unless it is for an official UK registered charity.

12. Gifts

No inducements, e.g. personal gifts and any corporate hospitality or entertainment of any kind from a supplier, client/customer, worshipper or prospective supplier or client/customer are to be accepted except with the prior agreement of the Centre Manager and the details of any offer of such a gift/hospitality must be declared immediately in the record kept by the Centre Manager. At times of special occasions such as Eid, small gifts of nominal value may be accepted by prior agreement with the

Centre Manager.

13. Other employment

Your main employment is with Lewisham Islamic Centre and you may not hold any other paid or unpaid employment without our specific prior written approval for you to do so. If you wish to take on any other employment, you must notify the Centre Manager so that we can discuss any implications arising from the Working Time legislation or any conflict of interest. Further information is contained in our conflict of interests policy.

14. Dealing with the media

You should refer all communications and enquiries from the media to the Centre Manager. You must not act as a spokesperson for Lewisham Islamic Centre without permission from the Centre Manager. Please do not discuss Lewisham Islamic Centre or any of our clients/customers/worshippers or business partners, whether officially or 'off the record', or endorse any product or service or person without our specific permission. If approached by a member of the press, do not say 'no comment'. Take the contact details and ensure that the message is passed on immediately to the Centre Manager. No publication of any material or opinion based on experience gained with us may be made without the written consent of the Centre Manager.

15. Ideas and inventions

We encourage all our employees to develop new ideas and innovations to the benefit of Lewisham Islamic Centre. Any intellectual property rights subsisting in any idea, work or item created, modified or held by you in the course of your employment will automatically become the property of Lewisham Islamic Centre unless the idea or work falls outside the mainstream of our interests. We ask that you discuss the existence of such intellectual property with the Centre Manager.

16. Money laundering

If you have knowledge, or suspect, that financial proceeds from crime are being passed through Lewisham Islamic Centre to cleanse their identity and make them appear to be from legitimate sources, you are required by law to report this to Centre Manager as soon as reasonably practicable after the information comes to your attention. Failure to do so may constitute a criminal offence and could lead to disciplinary action.

17. Purchases on behalf of Lewisham Islamic Centre

Specified individuals only are authorised to purchase goods and/or services on behalf of Lewisham Islamic Centre. If you are unsure whether you have the requisite authority, please speak to your Head of Department before committing to any expenditure.

On leaving us

1. Notice periods

Should you wish to terminate your employment, please discuss your decision with your line manager. Your notice, which should be in writing, and be dated, should be handed to your line manager. The period of notice to terminate your employment by either party is specified set out in your contract of employment.

At your request, we may waive the requirement for you to work some or all of the required period of notice. In such circumstances, salary will not be payable for the portion of the notice period which is not worked. If you do not provide the required period of notice, or leave before your notice period expires, you will only be paid up to the last

day you worked. Holiday entitlement will only accrue up to this date. If you commit any act of gross misconduct during your notice period we have the right to terminate your employment summarily without notice. You may be asked to attend an exit interview and we value your co-operation in this process.

2. Gardening leave

We may insist that notice is taken as 'gardening leave', during which time you will continue to receive your salary and benefits, but will not be required to attend our premises, nor will you be permitted to contact our customers, suppliers or your fellow employees. During a period of gardening leave you may be required to undertake duties at home (although we do not guarantee that work will be provided or expected). We also reserve the right to change the nature of your work. We may also ask you to resign from any office(s) you hold. Please also note that during a period of gardening leave you must not work for any other employer or undertake paid work on your own behalf.

3. Return of property and final payments

When your employment with us ends, please ensure that all property and information, including files, keys, mobile telephone, portable computer etc. which belongs to us is returned to your line manager on your last working day. Final payments cannot be released until all items are received and accounted for. Should you leave our employment before the salaries have been processed in the month, your P45 and cheque for the net salary for the time you have worked that month will be posted onto you when the salaries are processed.

4. References

We do not give open 'to whom it may concern', references to employees leaving our employment, but will normally reply to written requests from prospective employers who should be advised to direct such requests to the HR Department. However we reserve the right to not provide any references, apart from the confirmation of dates of employment with us. Whilst employees may provide personal references for their colleagues, such references should be clearly marked as such, and our headed notepaper or email system must not be used to give personal references.

5. Retirement

As from October 2011 we have no fixed retirement age.

6. Restrictive covenants

If any restrictive covenants apply on the termination of your employment, these will be included in your contract of employment.

Our policies and procedures

1. Equal opportunity

We are committed to the principles of equal opportunity in our employment practices. It is our policy to ensure that no job applicant nor current employee receives less favourable treatment due to a 'protected characteristic' or is disadvantaged by any conditions or requirements being placed on him/her which cannot be justified. Note that the protection extends also to discrimination by association (i.e. the person does not have the protected characteristic him/herself but has friends or relatives who do) and to discrimination by perception (i.e. he/she is perceived to have a protected characteristic). Please refer to our equal opportunity policy.

2. Grievance procedure

Our grievance procedure is available to all employees, irrespective of position or status and allows you to seek redress of an individual grievance, or to lodge an appeal against a decision affecting you personally. Details of our grievance procedure, which is non-contractual, will be given to you.

3. Disciplinary procedure

In any organisation there is a need for rules and standards to guide its members. Our rules are principally laid down in this handbook, but others are implicit in working for us, e.g. the overriding requirement for care, honesty and confidentiality in handling our affairs and those with whom we have dealings.

It is important that any breaches of our rules are dealt with fairly and consistently in the interests both Lewisham Islamic Centre and our employees. Managers, who have responsibility to maintain standards both of work and conduct, will ensure that their staff know the rules and are aware of the expected standards. Employees, for their part, have responsibility to familiarise themselves with their obligations and must therefore refer to the disciplinary procedure.

4. Information technology policy

Our information technology policy, which covers email and Internet usage, will be given to you. Please read it carefully and ensure that you comply with this fully.

5. Other policies

In addition to the above we have other policies, copies of these are available in the Centre Manager's office and the intranet. Please ensure that you read the ones appropriate to you and make yourself familiar with their contents.