



Oxford Prospects Programmes

Guide for employees

Welcome to Oxford Prospects Programmes. We hope you enjoy working here and will do all we can to support you.

We have a wide range of policies and procedures that apply to staff. A hard copy available in the Oxford Prospects Programmes office, and all the relevant documents are available online at <http://oxford-prospects.org/documents>, which you will be able to access once you have created a user account to log into the site. It is your responsibility to familiarise yourself with these policies and to adhere to them.

The **Information for staff** folder in the Oxford Prospects Programmes office replicates the relevant information. We would draw your attention to some key points.

Our structure

The Senior Management Team of Oxford Prospects Programmes consists of

- the Programme Director, who takes primary responsibility for overseas partnerships, student recruitment, marketing and building the business
- the Director of Teaching and Learning, who has overall responsibility for the development, administration and standards of our programmes

The Director of Teaching and Learning and the Operations Manager both take on much of the day-to-day management of our activities, including the supervision of helpers contracted on a temporary basis during programmes.

For day-to-day queries about the running of the organisation, please contact the Operations Manager. Up-to-date contact details are available in the document **Key contacts and responsibilities**. The Director of Teaching and Learning and the Operations Manager can both fill you in on the roles of other employees. More information can be found in the document **Oxford Prospects Programmes Roles and Responsibilities** and the company's organogram.

Health and safety

We will provide a safe working environment for you. You are also legally required to take reasonable care of your own health and safety and that of other people who may be affected by what you do or omit to do. Please refer to the **Health and safety policy**.

Right to Work

A Right to Work check is a Home Office process to establish that each employee has the right to work in the UK and is done strictly in accordance with the Home Office guidance. Please refer to the **Rights to Work policy**.

Equal opportunities, disability, discrimination and harassment

Oxford Prospects Programmes (OPP) is an equal opportunities employer and maintains a working and studying environment that is free from unlawful discrimination. Please refer to the **Equality, discrimination and disability policy**. You are protected by this policy. You must also apply the policy if you are involved in recruiting employees or students.

We will make reasonable adjustments for staff, contractors and students with disabilities. If you have a disability that you would like us to take into account and have not yet disclosed, you may disclose it at any time by writing in confidence to your line manager.

OPP does not tolerate bullying, abuse or harassment. Please refer to the **Harassment and Bullying Policy**.

Appraisal

OPP reviews its performance periodically with a view to a continuing process of improvement. As part of this process, every member of staff has an annual appraisal. This is an opportunity to reflect on your employment, how you feel you are doing, whether you feel you would benefit from any additional support, etc. Please refer to the **Performance Review and Appraisal Policy**.

Regardless of your annual appraisal, you should feel free to discuss your employment with your line manager at any time, particularly if you have any concerns or requests.

Complaints

OPP regards complaints as opportunities to improve, and aims to deal with all complaints promptly, fairly and transparently. All staff responsible for handling complaints should bear these principles in mind; please refer to the **Complaints policy**. This policy will also apply if you wish to raise a complaint.

Data protection

OPP processes a considerable quantity of data relating to staff, students, tutors, etc. Data must be handled with appropriate safeguards and should not be shared within or outside the organisation. Please refer to the **Data Protection policy**.

Discipline

OPP expects high standards of professionalism from employees, and we anticipate that all staff will work conscientiously to help maintain these standards. In rare cases it may be necessary to take disciplinary action; please refer to the **Disciplinary policy (staff)**.

Insurance

OPP has employer's liability insurance cover to £10 million. The certificate of insurance is available for inspection in our office and online.