

BRIEF TO SUPPORT REVIEW OF PEOPLE POLICIES & PROCEDURES

BACKGROUND & CONTEXT

As a global movement of over ten million people, Amnesty International is the world's largest grassroots human rights organisation and we have been defending human rights for over 60 years. We investigate and expose abuses, educate and mobilise the public, and help transform societies to create a safer, more just world. Amnesty International UK (AIUK) is an important part of this powerful global movement, working with over 200,000 members, activists, and supporters in the UK to uphold human rights domestically and across the world. This is an important moment for AIUK. We have identified the need for a significant step change in our organisational culture, and in our application of excellence in organisational development and people processes. These have historically not been strengths in AIUK and we now want to take a leap to becoming one of the most positive and progressive workplaces in the not-for-profit sector.

The Brief:

We want a review of our people related policies and procedures, many of which have not been updated for many years, to ensure that they are updated as necessary to be compliant, meeting any legal requirement and any other relevant recommended best practice. We also recognise that the current language and format in which they are written is not always the easiest to understand, and so any improvements to the wording of policies and procedures and changes that will help provide clarification for managers and staff when using them ensuring they are written in as plain English as possible.

WHAT WE ARE LOOKING FOR

We are looking for an organisation/consultancy who have the right expertise to deliver:

- 1) A thorough review of our people related policies and procedures, setting out clearly specific changes to ensure legal compliance and best practice (and citing the best practice source for any improvement, e.g. reflecting the relevant ACAS code); and
- 2) Re-writing our people related policies and procedures to incorporate the changes from 1) above, and also to ensure use of plain English as much as possible, to support shared understanding and ease of use across the organisation ensuring clarity on organisational policy and relevant procedure,
- 3) If you consider it necessary, to deliver 1) and 2) above, you can also develop new policies, and/or combine policies, where it makes sense to do so and/or where gaps have been identified. We have currently identified 2 new policies

we would like developed as part of this brief – Menopause Policy and Transitioning at Work Policy.

4) Recommendations on review periods in line with best practice

You will need to establish a clear understanding of the organisational context in which these policies and procedures will be used including any processes that will assist AIUK in ensuring the effective implementation of all reviewed policies and procedures.

In addition, along with 4) above, there will be an expectation that the appointed provider will enable knowledge transfer to support internal staff maintaining a review programme going forward.

Please see below a list of current policies and procedures which require reviewing including two new policies we want to be developed.

We have provided information on content where appropriate to support understanding of what the policy covers, where these are different to what you would find in similar named documents in other organisations and where there is duplication.

Policy Title	Content
Adoption Leave	Family leave provisions associated with adoption, enhanced pay entitlements and right to return to work etc
Business Travel Policy	Responsibilities for travel planning and risk assessments
Code of Conduct	Describes expected standards of behaviour
Annual Leave Policy	Annual leave entitlement, process for booking and carrying over leave, also includes brief info on public holidays, Christmas break and falling sick on public holidays
Attendance Policy	Working hours, accruing and taking time off in lieu, volunteering/working for another department, meal breaks, annual leave, public holidays and privilege days, sickness absence entitlement and management and on call policy
Capability Policy	Describes for addressing concerns on performance
Career Break/Sabbatical Leave Policy	Describes procedure for requesting unpaid leave from work
Co-Carer & Paternity Leave Policy	Enhanced co carer entitlement
Dependants Leave Policy	Statutory definition of dependents leave entitlement
Dignity at Work Policy	Describes expected standards of behaviour in relation to dignity in the workplace and process for resolving for concerns around bullying, harassment and discrimination
Disciplinary Policy	Describes expected standards of behaviour and process for resolving for concerns around conduct

Domestic violence and abuse Policy	Definitions of abuse, manager responsibilities, workplace adjustments
Drugs and alcohol Policy	Links to code of conduct and safe working practices
Equality and Diversity Policy	Legal duties, roles and responsibilities
Fixed Term Contract Policy (FTC)	Describes process for ending FTC
Flexible Working Policy	Describes how to make a request, outlines part time work, term time, job share, job split. Forms for applying also included.
Further Education Policy	Describes process for making a request including financial support and study leave
Grievance Policy	Describes process for raising and resolving concerns
Maternity Leave Policy	Describes process for requesting maternity leave and details of statutory and enhanced provisions.
On call Policy	Describes on call process, also included in attendance policy
Parental Leave Policy	Guidance on statutory entitlement to unpaid parental leave
Pension Scheme Policy	Statement saying AIUK will enrol everyone into current pension scheme
Probation Policy	Probation reviews and dealing with issues during probation
Recruitment and selection Policy	Responsibilities, overview of process, advertising length etc
Recruitment of Ex-offenders Policy	No current policy
Redundancy Policy	Describes process to be followed in redundancy situations including information on statutory and enhances provisions
References Policy	Process for requesting references but not providing them
Religion and Belief Leave Policy	2 days religious leave per year entitlement
Social Media Policy	Guidelines on using work accounts and personal accounts
Secondment and Acting up Policy	Internal/external secondments process, rules around advertising acting up arrangements/how long they can last etc
Shared Parental Leave Policy (SPL)	Enhanced SPL provision to match maternity leave, process of notifying and curtailing mat leave. Forms for applying also included
Sickness Absence Policy	Notification of absence, sick pay entitlement, sickness triggers, process for sickness absence management, is also included in attendance policy
Special Leave Policy	Compassionate leave provision
Time off for Public Services and Jury Service	Describes process for requesting time off for public duties and Jury service.
Whistleblowing Policy	Describes process for making protected disclosures and procedure for addressing.

Menopause Policy	To be developed
Transitioning at Work Policy	To be developed

SUBMISSIONS / TIMELINE

Please provide written submission (in Word or PDF format), detailing how you would approach this project. Your submission should include:

- Methodology
- Timescales for completion
- Detailed budget breakdown
- Rate card for any work that falls out of scope
- Identification of any challenges/barriers to the project that you foresee, and recommendations on how to overcome these
- An overview of ways of working between your team(s) and AIUK's team(s)

Deadline for submission of proposals is 10th August 2022

Meeting of selected prospects is 18th August 2022 following which a decision will be made and contract awarded.

BUDGET

The budget available for this project is c.£10,000.