



# Welcome and Introduction

## Honiton Town Council

Welcome to Honiton Town Councils Employee Handbook (a number of HR policies). Our strength as a Council is due to the skills and abilities of employees like you and we hope that whether you have recently joined our organisation or whether you have been with us for some time that this will give you an overview of the main things you need to know as an employee.

We are a small team and expect our employees to act with integrity at all times so as to ensure a properly functioning workplace and to maintain our professional image in the town.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains a great deal of helpful information. The aim of this staff handbook is to provide general information to our employees on their employment. It is not intended to cover every situation nor to explain everything about the employment of our staff.

This handbook explains the way in which we work and sets out the key procedures, rules and policies designed to ensure an efficient workplace and a safe and supportive environment for all employees. It is for use by all staff, as well as the Council and its Committees in making decisions with respect to personnel matters. The contents of this handbook do not form part of the terms of your contract of employment. We may need to alter or amend any policy or procedure contained in this handbook to ensure that it remains relevant and consistent with the needs of the business. You will be notified of any such change and an up-to-date copy of policies that constitute the handbook can be obtained from the shared e-directory. If there is anything in the handbook that you do not understand or in relation to which you require further clarification, you should speak to the Town Clerk or Chair of the HR Committee. We welcome any comments or suggestions as to how the staff handbook could be improved.

This handbook sets out the expected standards and behaviour of employees aimed at ensuring the smooth running of the Council and the fair treatment of all employees. Failure to meet these standards may lead to Disciplinary action through the Disciplinary Procedure.

We look forward to a long and successful working relationship with you and sincerely hope that your time with us is enjoyable and rewarding.