



HERIOT SCHOOL PERSONNEL POLICY

Under the State Sector Act 1988 (s77A), a board of trustees has a responsibility to be a good employer and such responsibilities require the development and implementation of good employer programmes and practices (Equal Employment Opportunities).

The principal will ensure good management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the current terms of employment documents and identified good practice. Therefore, the principal shall:

1. ensure that employees are not discriminated against and use clearly job-related criteria, individual performance or qualifications in decision making.
2. ensure all employees their rights to personal dignity, safety and access to an approved and fair internal grievance process.
3. ensure that all staff are registered or have a current Limited Authority to Teach.
4. provide a smoke free environment.
5. provide for all staff an employment agreement.
6. provide a suitable professional development programme which takes into consideration the requirements of the strategic and annual plans.
7. carry out annual performance appraisals.
8. meet employment legislation.
9. take reasonable steps to protect staff from unsafe or unhealthy working conditions.
10. meet the requirements of the 'Health and Safety at Work Act' (and any subsequent amendments or replacements of that Act).
11. provide Protected Disclosure protection.

Review schedule: Triennially