

Capital Kids Cricket – Human Resources (HR) Policy

1. Purpose

This HR Policy outlines the principles and procedures guiding employment, conduct, performance, and support for staff at CKC. It ensures a safe, inclusive, and high-performing work environment aligned with our charitable and community-focused mission.

2. Employment Principles

- Equal Opportunities: CKC provides equal employment opportunities without discrimination based on age, race, disability, religion, gender, sexual orientation, or any protected characteristics.
- Recruitment: All roles are filled based on merit. Conflicts of interest must be declared. Any relationship to candidates must be disclosed during recruitment.
- Probation: All new hires will undergo a 3-month probation period with a performance review to determine contract continuation.

3. Working Conditions

- All staff are entitled to safe and healthy working environments in line with Health & Safety at Work legislation.
- Concerns regarding working conditions should be raised through line managers or via formal grievance procedures.

4. Hours, Attendance & Leave

- Working Hours: Must be agreed upon with line managers and documented in contracts.
- Holidays: Leave entitlements are as per employment contracts and must be approved in advance.
- Absences: Unplanned absences (e.g., sickness) must be reported by 9:00 AM on the day of absence. A doctor's note is required for absences longer than 7 calendar days.

5. Code of Conduct

CKC staff are expected to:

- Act with integrity, respect, and professionalism.
- Follow safeguarding principles and report concerns immediately.
- Avoid using their position for personal gain.
- Treat colleagues, partners, and community members with dignity and respect.

6. Performance Management

- Performance will be reviewed at least twice annually using project-based KPIs.
- Reviews will inform decisions about contract extensions, training needs, and pay (if applicable).
- Staff are expected to participate in CPD and mentoring as part of professional growth.

7. Disciplinary & Grievance Procedures

- Misconduct, poor performance, or breaches of policy may result in disciplinary action.
- Staff have the right to raise concerns or complaints under the Grievance Procedure.
- Whistleblowing is protected under the Public Interest Disclosure Act and can be used to report serious concerns.

8. Confidentiality & Data Protection

- Employees must maintain confidentiality regarding sensitive CKC, staff, and participant information.
- Data must be managed in compliance with GDPR.

9. IT, Social Media & Communication

- Use of CKC's IT systems must comply with our Acceptable Use and Social Media Policies.
- Inappropriate digital behavior or breach of privacy standards may result in disciplinary action.

10. Substance Misuse & Conduct

- CKC operates a zero-tolerance policy regarding alcohol or illegal substances during work hours or activities.
- Staff should refrain from behavior that could damage CKC's reputation.

11. Additional Employment

- Staff must disclose and obtain approval for any external work or roles that may conflict with their CKC responsibilities.

12. Review & Amendments

This policy will be reviewed annually by the CEO and Trustees and updated as required to reflect legal obligations and best practices.

Reviewed by the trustees and signed by CEO:



Name: Md. Shahidul Alam

Position: Chief Executive Officer

Date: 13th February 2025