

People Policy

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1. Policy Statement

The Foundation of Light (FOL) has the Trustee, staff and volunteer resources in place to support the delivery of its services and the implementation of its strategic objectives. All of the FOL's Trustees, staff and volunteers are valued for their contribution to its work and the FOL takes appropriate steps to protect their health and wellbeing and recognise and reward their contribution.

2. Policy Aim

People and relationships are critical to the effective operation of all organisations. A key part of the FOL's effectiveness is the management and development of its staff and volunteers. In order to be an effective organisation, everyone has clearly defined roles, clear lines of accountability and an understanding of how they contribute towards the FOL's objectives. FOL is committed to learning and development, in line with available resources and aims to focus on individuals' wellbeing and support people with mental health concerns. FOL welcomes diversity.

3. Definition of Terms

The term "volunteer" is used to describe a person who chooses to support the work of the FOL by undertaking certain tasks without being paid. This is distinct from a person who is participating in one of the FOL's programmes and, as part of that, is given the opportunity for personal development by leading or supporting certain FOL activities.

4. Scope

The policy (and accompanying manual) applies to all employees, Board Members, partners, and volunteers of the Foundation. It also applies to contractors and visitors, not employed by the Foundation but engaged to work with or who have access to Foundation information, for example, computer maintenance contractors, Foundation partners, and consultants working on behalf of the Foundation.

5. Policy Principles

Management Structure

The FOL Structure includes Trustees, various Boards and Committees, the Executive team, Departmental Heads, staff and volunteers.

People Resources

To inform the development of its Strategic and Operational Plans, the FOL monitors and assesses the skills and experience of its staff and volunteers; the diversity of its staff and volunteers and the extent to which they represent the communities in which the FOL operates; support, training and development needs of our people; and opportunities for the recruitment of additional staff and volunteers.

Roles and Responsibilities

The FOL has a role description for each staff and volunteer position reviewed annually at appraisals. The FOL has a written contract of employment for each member of staff, signed by both the employee and the FOL. The FOL has a written code of conduct for its staff and its volunteers. There is a departmental scorecard.

Recruitment

The FOL has a recruitment and retention strategy that incorporates safer recruitment processes including undertaking appropriate checks and offering equal opportunities.

People Management

The FOL has written policies and procedures in respect of its staff and volunteers including recruitment, anti-bullying, whistle blowing, grievances and disciplinaries, home working and continuous professional development. Policies and procedures are reviewed and approved every three years, or when required.

The FOL has an annual performance review system for all staff and a system in place to monitor, assess and where necessary review the performance of all volunteers. link

The FOL runs satisfaction surveys for staff, and separately for volunteers, every year with the results reported to the Board together with an action plan to address any issues arising.

FOL has a People Strategy.

Training and Development

All staff and volunteers receive an induction tailored to their position. The FOL has a written procedure for the support and development of staff and volunteers. This includes the implementation of a training and workforce development plan for all staff and volunteers. link

Equality, Diversity and Inclusion

We will ensure that equality is embedded in all our activities, policies and decisions and will work with our partners to share good practice.

Harassment

FOL is dedicated to fostering a workplace where all individuals are treated with dignity, respect, and are free from harassment. We uphold a zero-tolerance stance on all types of harassment including sexual, applicable to all staff members, including employees, contractors, and any other individuals associated with our organisation. Recognising that harassment may occur both within and outside formal work settings, such as during social events, business trips, or online interactions, we emphasise that any form of harassment or victimisation will lead to corrective measures up to and including dismissal. Our commitment is to prevent and address incidents of harassment by establishing a clear framework for reporting, investigating, and managing such complaints. This commitment applies to all individuals within the organisation, as well as interactions with third parties, such as clients, vendors, and visitors. We promote a culture where all employees are encouraged to report any harassment they experience or witness.

6. Policy Ratification and Review

The Policy will be reviewed every three years.