



## SEPTEMBER 2015 NEWSLETTER

'Read our regular BLOGS to keep up to  
date with current trends'

<http://bit.ly/1bQ0GTj>

### Gross Misconduct & Suspension

It seems our Disciplinary article last month provoked some thought amongst our readers to consider their own in-house policy. This has led to a number of questions being raised. We've chosen to cover 2 of the most popular topics:-

**What constitutes Gross Misconduct?** Well this is not as easy question to answer as it may seem, it is very much led by the type of industry you work in, as it is important to align business needs to your in-house policies which is why at B2P we prefer not to offer 'off the shelf' solutions. For example:

- The childcare sector health, safety and safeguarding is a must;
- Creative companies such as IT and Marketing protecting your intellectual property is a prerequisite;
- Companies where driving, flying or operating machinery is part of the role then having policies around drink, hours of work, drugs (including prescribed) and medical assessments is important.

In essence the following 'general' list is a good starting point:-

- Physical violence, actual or threatened;
- Theft or attempted theft;
- Malicious damage to property;
- Falsification of records/documents;
- Bullying, harassment or discrimination;
- Behaviour which brings company into disrepute;
- Gross negligence.

**When should I suspend an employee?** The most important element here is that your company policies / employment contracts covers suspension.

- Suspension should only be imposed following careful consideration;
- The duration of suspension should be for no longer than is necessary and reviewed regularly;
- Unless agreed, during a period of suspension the employee should not enter the company premises, contact any clients, customers, contractors or employees;
- The employee will receive basic pay and contractual benefits.



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### Employment Law Update:

#### The National Minimum Wage (Amendment) Regulations 2015:

Age	Current (per hour)	From October 2015 (per hour)
Age 21+	£6.50	£6.70
Age 18-20	£5.13	£5.30
Age 16-17	£3.79	£3.87
Apprentices	£2.73	£3.30

#### The Deregulation Act 2015

Changes to this act will see the exemption for (turban-wearing) Sikhs having to wear a safety helmet on construction sites extended to all workplace situations. Some exceptions will still apply mainly concentrated around emergency services and the armed forces.

#### The ban on smoking in company vehicles is now extended to private cars

This change represents a combination of regulations (The Smoke-Free (Private Vehicles) Regulations 2015 and an amendment to the Smoke-free (Exemptions and Vehicles) Regulations 2007) which makes smoking in private cars where passengers are under 18 years of age a criminal offence.

This legislation has been introduced as a consequence of the health risks of exposing others to second hand smoke and extends to allowing other passengers to smoke where there is a person under 18 in the vehicle. Failure to comply with these new regulations could result in a £50 fixed penalty fine.

Remember to review your in-house policies and processes to ensure that they are up-to-date and legislatively compliant.



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## Coaching for Performance

Last month we asked is coaching a 'friend or fiend' and asked if you felt your organisation was ready for coaching?

One of the questions that this has raised is how does coaching actually work? Well one thing we can say is it's certainly not a dark art; there are no cards, creepy chants or hypnosis involved! The power of coaching is all down to the coachee, how engaged and receptive they are to coaching and genuinely wanting to make a change or enhance their own performance.

- Coaching is about stimulating thinking.
- What options do you have? It matters not if they are good ideas or options at this stage it's about creating lots of options so you have a choice.
- Being proactive, creative and targeted with your thoughts and actions.
- Giving yourself time to think through tasks, in detail and making decisions.
- Setting personal targets – do it now? In the future? Not at all?
- It's about getting off the merry-go-round for a moment and dealing head on with that issue/problem or decision.

We've found some interesting quotes which we hope you will find thought provoking and perhaps help you to decide if your organisation is ready for coaching:-

"A problem will not be solved by the same kind of thinking that created it in the first place" *Albert Einstein*

"We all know what happens to people who stay in the middle of the road – they get run over" *Aneurin Bevan - Politician*

Today I will do what others won't, so tomorrow I can accomplish what others can't" *Jerry Rice - NFL Player*

"Impossible is just a big word thrown around by small men who find it easier to live in the world they've been given, than to explore the power they have to change it. Impossible is not a fact. It's an opinion.

Impossible is not a declaration. It's a dare. Impossible is potential.

Impossible is temporary. Impossible is nothing." *Muhammad Ali*

Delivery of coaching will be by an accredited Coach Practitioner, EQA (European Quality Award), qualified through The Oxford School of Coaching & Mentoring, member of the EMCC (European Mentoring & Coaching Council) and conducted in-line with the strict codes of professional conduct and ethics.

Protect next year's training budget – coaching is a cost but one that is quickly recovered – can you afford not to?

"Strong product offerings and good customer service will reap rewards but it's your employees that create the extra magic!"

*The success of this newsletter relies on feedback from you - spend a moment to tell us what topics you would like to see covered in 2015!*

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Together we can make a difference"

## Health & Well-being Events



Macmillan cancer support are challenging you to do something amazing for people with cancer and become a "soberhero" in October.

Macmillan are there to help people take back control from cancer, from the moment of diagnosis, through their treatment and beyond. Providing help and support to those diagnosed with cancer the energy to take back control of their life.

But think about your own life – how could not drinking for a month affect you and your family? Feeling fresh in the morning, perhaps lose some weight? Could you be more productive? ...not to mention how much you could save ££'s! Which you could then donate to Go Sober for October!

So **Soberhero's** raise a glass (of water or something non-alcoholic) to ensure even more people don't have to face cancer alone.

Visit <https://www.gosober.org.uk/> Or if you would like a more personal service call free on 0808 808 00 00 (Monday to Friday, 9am–8pm) or visit: [macmillan.org.uk](http://macmillan.org.uk).

Swap your cocktail for a mocktail  
<http://wellbeing.gosober.org.uk/mocktails/>

### Watermelon Wonder

- 2 large pieces of watermelon
- 6 mint leaves
- 3 tsp elderflower syrup
- 2 tsp grenadine
- 2 tsp lime juice
- Watermelon & mint to garnish



### Seasonal Food:

Beetroot, Chillies, Cobnuts, Damsons, Fennel, Figs, Hazelnuts, Brown Crab, Squid, Cornish Sardines, Wild Duck



### October Events:

- Breast Cancer Awareness Month – 01-31/10
- National Cholesterol Month – 01-31/10
- Back Care Awareness Week – 05-11/10
- Stoptober – 01-31/10

This newsletter and articles are for general informational and educational guidance purposes only and should not be regarded as a substitute for taking legal advice.

