Monmouthshire Housing Association has a number of Human Resource policies, which as a new employee, are important to familiarise yourself with during your induction. A summary of the main policies is included below:

HR Policies	Purpose
Agile Working	Procedures to enable you, where appropriate, to work from home or another location.
Attendance	What you should do, and what support you are entitled to, if you are ill.
Bad Weather	What action staff should take if they are unable to attend work during weather disruption.
Capability	Formal procedures to support staff who are unable to carry out part or all of their job requirements.
Career Break	Sets out employees' entitlements to take a leave of absence from their job for 9 months or up to 3 years.
Code of Conduct	Sets out the rules of integrity and professionalism for all employees.
Dignity At Work	Procedures to follow and the support available if you feel bullied or harassed at work.
Disciplinary	Formal procedures to deal with issues of misconduct.
Dress Code	Guidance for employees on what is expected in terms of appearance and suitable clothes for work.
Flexi-time Scheme	Sets out the reporting requirements and allowances for flexible working hours.
Flexible Working	Procedures to follow if you wish to change your working hours or days.
Grievance	Guidance for employees on how to raise their concern about an aspect of their work that they are unhappy about.
Job Evaluation	Explains the process MHA uses to grade jobs.
Learning & Development	Sets out the support available for employees to undertake further training/qualifications.
Leave for Parents	Provides your entitlements if your partner/someone you are responsible for is having a baby/adopting a child.
Lone Worker	Safety procedures for you to follow if you are required to work alone.
Maternity/Adoption	What you are entitled to if you are having a baby/adopting a child.
Monmouthshire Achievers Programme	How MHA identifies and develops Talent in our employees.
Pay	Sets out the elements within MHA's pay structure including overtime, Standby duty and pay for additional responsibilities.
Probation	What support is provided and reporting required during your initial 6 months with MHA.
Protection of Employment	Explains employees' rights if there are changes to their job following a restructure.
Recruitment & Selection	Outlines the fair procedures that MHA will following when filling vacancies.

Redundancy	Provides information on entitlement to redundancy pay if jobs are made redundant.
Road Risk	What is expected of you, and safety advice, if you are required to drive during work time.
Smoking, Alcohol and Substance Misuse	Sets out MHA's rules on not smoking, drinking or using illegal substances during work time and support available for those that have an addiction.
Staff Volunteering	Allows employees up to 3 days paid leave per annum to contribute their time to a charity.
Supervision & Mentoring	Explains the provision for employees to have a one-to-one meeting with their manager every 6 – 12 weeks to discuss their workload or any support they require.
Support for Personal Development	An annual process where employees can bid for financial support towards a non-work
Travel & Subsistence	Sets out what you can claim when you incur expenses such as travelling on work issues.
Wellbeing	Provides advice and guidance on prevention and how MHA would support an employee who is experiencing stress-related illness.
Whistleblowing	Outlines the legislation which protects individuals who wish to raise concerns of professional malpractice.
Worklife Balance	An over-arching policy which emphasises MHA's commitment to having a good worklife balance which promotes the health and wellbeing of our employees.
Working Hours & Leave	Sets out the standard working hours, holiday entitlement, and special leave provisions for urgent domestic situations.
Workplace Domestic Abuse	The support which is available for any employee who has experienced abuse at home.

Please contact your line manager or the HR Team if you have any queries on any of the above.