

**Reference Number:** FOI/2019/184  
**From:** Private Individual  
**Date:** 07 May 2019  
**Subject:** Employment - contract and policies & procedures

Q1 I am raising this Freedom of Information request, dates 04.05.19 for a digital copy of the following:

Employee Terms & Conditions of employment, including all processes and procedures relating the management of sickness absence, reporting and disciplinary procedures, and appeals processes.

A1 Please find attached the Trust's sickness absence policy and toolkit, Disciplinary policy and toolkit, and the Agenda for Change Terms and Conditions handbook:

- [managing-attendance-v41](#)
- [final-managing-attendance-toolkit-sept15](#)
- [disciplinary-policy-v23](#)
- [final-disciplinary-toolkit](#)
- [AfC Terms and Conditions 39](#)