



# Staff Handbook

Introduction

Issue 0.2

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## Document History

Title	<Title>: <subtitle>
Michael Odling-Smee	<Author>

## Review Panel

Name	Role
Michael Odling-Smee	Technical Director
Jo Chadwick	HR

## Change history

#	date	author	comment
0.1	27th Mar 2017	Michael Odling-Smee	Initial version
0.2	9th Oct 2020	Jo Chadwick	Annual review. Updated "Line Manager" with appropriate role and changed to latest branding/plain English

## 1. **Introduction**

- 1.1 Aire Logic was started in 2007 by a group of experienced healthcare ICT architects who realised that many of the NHS's most expensive technology decisions were being made without systematic approaches for making those decisions and by individuals with limited coal face experience in the NHS. Our aim is to remedy that by engaging closely with trusts and clinicians and providing staff who want to contribute to making sure Healthcare ICT is implemented in a manner that makes sense to the business and will bring measurable results for patients.
- 1.2 We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

## 2. **Using the Staff Handbook**

- 2.1 This Staff Handbook sets out the main policies and procedures that you will need to be aware of while working for us. You should familiarise yourself with it and comply with it at all times. Any questions you may have with regard to its contents or what you have to do to comply with it should be referred to your line manager.
- 2.2 The policies and procedures set out in this handbook apply to all staff unless otherwise indicated. They therefore apply to directors, employees, associates, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff (collectively referred to as **staff** in this handbook). They do **not** form part of the terms of your contract with us, which are provided to you separately. Your contract sets out your job title, hours and place of work, probationary period, salary, holidays and holiday pay, sickness absence reporting procedure and sick pay, your entitlement to and obligation to give notice to terminate your contract and the duties of confidentiality and restrictions that continue to apply after the termination of your contract.

## 3. **Responsibility for the Staff Handbook**

- 3.1 The Company Secretary has overall responsibility for this Staff Handbook and for ensuring that its policies and procedures comply with our legal obligations.
- 3.2 The Staff Handbook is reviewed regularly to ensure that its provisions continue to meet our legal obligations and reflect best practice.
- 3.3 Everyone should ensure that they take the time to read and understand the content of this handbook and act in accordance with its aims and objectives. Managers must ensure all staff understand the standards of behaviour expected of them and to take action when behaviour falls below those requirements.

## 4. **Personal details, home address and next of kin**

- 4.1 The Company Secretary is responsible for maintaining up-to-date details of the home address, next of kin and emergency contact telephone numbers of each member of our staff.
- 4.2 We will request this information when you start work and you should advise of any changes straight away. Information is held in confidence and used in accordance with our Data Protection Policy.

## 5. **Contact details**

- 5.1 Your employment contract will contain the details of your line manager. The contact details for other individuals referred to in this staff handbook are as follows:

<b>Managing Director</b>	Joseph Waller 07793841932 joseph.waller@airelogic.com
<b>Technical Director</b>	Michael Odling-Smee 07946512754 mike.odling-smee@airelogic.com
<b>Company Secretary</b>	Kate Guilding 07850659726 kate.guilding@airelogic.com