

Employee Guidelines

At Brighton University Hospital, the Employee Guidelines provide a comprehensive set of rules and regulations for all staff members to follow, covering areas such as communication, professionalism, and discipline. The guidelines are organized into categories and sections, with the first number indicating the category and the second number referring to the specific section.

Brighton University reserves the right to modify these guidelines without prior notice, and continued employment at BUH constitutes automatic agreement to these terms. Should you wish to opt out of this agreement, you must submit a resignation to your line manager, which can be recorded on the Hyra system. Failure to comply with the Employee Guidelines may result in termination of employment, in accordance with the provisions of Section 1.3 of the Disciplinary Standards.

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@Rhyz_07 [CM]	r.smith	02/02/23	02/02/02
@WillNeame [VC]	w.neame	02/02/23	02/02/23
@rhys_215 [EB]	r.whitehouse	02/02/23	02/02/23

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Section 1.1 - Effective Communication

At Brighton University Hospital, it is mandatory for all members of the team present during a shift to participate in a voice communication platform (VC). Additionally, any board members hosting must be actively engaged in the platform and communicating with the team. This is the most effective method of communication among team members and the board, promoting collaboration and enabling the team to focus on medical cases without distractions from other communication channels.

During the shift call, it is expected that all members maintain a professional demeanor and that all conversations remain relevant to the hospital, its development, or any active medical cases in the game. If discussions veer away from these topics, the staff member should be reminded to keep the conversation on track. If the inappropriate behavior persists, disciplinary action will be taken in accordance with the [1.3 Disciplinary Standards](#).

Section 1.2 - Attendance & Expectations

At Brighton University Hospital, we utilize a comprehensive tracking system called Hyra. Hyra maintains a record of all staff discipline, activity, and other important information related to the group. In order to maintain the high standards set by our organization, we require all staff members to fulfill a minimum weekly requirement of 4.5 hours, equivalent to 3/8 shifts. Any deviation from this requirement will result in a review of the individual's circumstances.

Executive Board members at BUH are held to an even higher standard and are expected to attend a minimum of 4/8 shifts per week, which equates to 6 hours of weekly participation. This expectation reflects the high level of responsibility and commitment expected from these key members of our organization.

Section 1.3 - Disciplinary Standards

Brighton's disciplinary standards are based on a 6-category ladder, which determines the appropriate punishment for various infractions. For instance, a case of misconduct may be recorded as a warning or staff strike, which could potentially escalate to a suspension, depending on the severity of the incident and the individual's previous record.

This ladder serves as a guide for enforcement of various policies, and the punishment meted out will be relevant to the infraction. All punishments, unless specifically marked "no appeal," can be appealed through the ticket system provided in the BUH discord's #support channel (discord.gg/QMBnttuDh5).

Type	Information	Example
Reminder	This is a basic reminder that in short means that you have had a minor incident and a note has been left on your profile.	You forgot to wear gloves once when treating a minor case patient.
Warning	This is slightly more serious than a reminder and may be followed up by monitoring or striking depending on the scenario.	You persistently ignored a staff member's instruction of what to do in a scenario.
Monitoring	This is serious, and you're getting closer to losing your position at BUH, you'll be monitored closely for any repeated actions within the same area.	You started chaos in the game or did something outside the game causing backlash in the hospital.
Staff Strike	This is quite serious now, and you will be followed up on the event and possibly receive a suspension.	You did something quite serious, such as severe unprofessionalism in the game or discord.
Suspension	Suspension is very serious and may result in full demotion or termination depending on the scenario and the monitoring period following the suspension.	You may have caused lots of controversy in the group by sparking unnecessary drama or chaos
Demotion	Demotion is a last resort before full termination, this could be extreme misconduct or acts that breach other areas of the guidelines.	You did something very serious, such as persistently ignoring instructions or being rude to patients and other staff.
Termination	This is extremely serious and if you are terminated you'll either be provided with a grace period (time until you may reapply) or placed on the staff blacklist database preventing you from reapplying again.	You did something either extremely serious in the game, or you decided to repeatedly break the rules set out in the communications server.

Section 1.4 - Competing Institutions

Brighton adopts a broad approach with regard to staff members working at competing institutions. The only time a staff member's position may be reevaluated is if they choose to work at a blacklisted group. On the other hand, board members at BUH (those ranked Executive Board and above) cannot work as executive management members at any institution that may be considered competition, including, but not limited to, hospitals, medical groups, and patient healthcare organizations. The final determination of whether a group is considered competition is made by chair members, and no action can be taken until it has been confirmed as competition or could potentially impact their activity and productivity within the group.

Section 1.5 - Unionisation in the group

Unions are strictly banned in BUH, any members seen forming a union aimed purely at Brighton will be terminated, and the union will be shut down. And those leading the union will be punished in accordance with the section [1.3 disciplinary standards](#).

Unions that are existing in BUH have to be authorized by the chairman and vice chairman, in order to get a union authorized you must present reasoning for the union and what you want to come from it.

Section 1.6 - Exploitation and Copyright

Brighton's assets and documents are protected by copyright law. Unauthorized use, reproduction, distribution, or modification of these materials is strictly prohibited and may result in legal consequences. The group reserves the right to enforce its copyright and take appropriate legal action against any individuals or entities that violate its rights. It is important to respect the group's intellectual property and to seek permission before using any of its assets or documents. By doing so, we can ensure that the group's hard work and creativity are properly acknowledged and protected.

The use of in-game exploits is strictly prohibited for all staff members at Brighton University Hospital. Exploits are any game mechanics that are used in an unintended manner to gain an unfair advantage over other players or staff members. Engaging in such activities undermines the integrity of the game and detracts from the overall experience of the community. Any staff member found to be using exploits will be subject to disciplinary action in accordance with the provisions of the Employee Guidelines and the Disciplinary Standards. It is imperative that all staff members maintain the highest levels of professionalism and fair play while representing Brighton University Hospital in the game.

Section 1.7 - Discrimination in the group

Brighton University Hospital is committed to providing a workplace free of discrimination. As part of its policy, it prohibits discrimination against any employee or applicant for employment based on race, color, religion, gender, national origin, age, disability, or any other classified characteristic. The hospital recognizes that discrimination can take many forms. It is not limited to just outright prejudice, but also includes harassment and unfair treatment. Brighton University Hospital takes this seriously and has implemented a number of measures to ensure that all employees are treated equally and fairly. The hospital also offers equal opportunity training for all employees. This education and training helps to ensure that all employees understand the policy and how to behave in a respectful and non-discriminatory way.

Finally, Brighton University Hospital has set up a formal complaint process for any employee who believes that they have been the victim of discrimination. This provides employees with a way to voice their concerns and seek redress for any mistreatment or discrimination. Overall, Brighton University Hospital is committed to providing a workplace that is free of discrimination. It has implemented a number of measures to ensure that all employees are treated with respect and fairness. By following its policy and providing education and training, the hospital is helping to create an environment where everyone can work without fear of discrimination.