



## Your Offer Letter

Dear **Mohammad**,

Ref: CASE-3804577

This letter confirms our offer of employment to you with British Broadcasting Corporation. Once you have read and understood the offer please press the 'Start' tab. This will take you to the section to accept this offer and complete the rest of the information we require about you.

### Eligibility to Work & Tax

Please refer to the instructions contained within the enclosure documents regarding the eligibility to work and tax documents we require from you.

This offer of employment is subject to you having and maintaining the right to work in the UK. You agree to notify us immediately if you cease to be entitled to work in the UK at any time during your employment with us. The offer is also subject to you having satisfactory references and qualifications that we have deemed to be necessary for your role. If a reference is received which we consider is unsatisfactory, we shall be entitled to rescind this offer without notice or pay in lieu of notice. The offer is also subject to you having satisfied our employment screening checks that we have deemed to be necessary for your role. These may include specific independent checks, references and qualifications. Should we consider any to be unsatisfactory in relation to the role, we shall be entitled to rescind this offer in either without notice or pay in lieu of notice.

### Date of Commencement

Your start date will be 24 October 2022.

### Contract type

Your engagement will be on a continuing basis.

### Job Title

Your job title will be Software Engineer.

Your Broad Pay Band will be C.

### Location

You will be based in London - New Broadcasting House.

### Salary

Your salary on joining will be £57,000.00 per annum and your London weighting allowance will be £4,918.00 per annum. For more information regarding your payslips and other pay documents, please refer to the myPay Information document - [https://www.bbc.com/backstage/downloads/ENG\\_My\\_Pay\\_Information.pdf](https://www.bbc.com/backstage/downloads/ENG_My_Pay_Information.pdf).

### Your Manager

Your manager will be in touch with you about your first day to let you know where to arrive and at what time, and who you should ask for, if for some reason your manager will not be available to greet you.

### Emergency Contact & Next of Kin

Please ensure the correct Next of Kin and Emergency Contact details are provided on joining - <https://webapps.bbc.co.uk/people/me>.

### Induction - Upfront

Once you start at the BBC you will need to book yourself onto Upfront, the face to face element of the BBC's induction programme. Upfront is a one day event and is predominantly run in Broadcasting House, London and MediaCityUK, Salford Quays. It introduces you to many key aspects of the BBC and it is mandatory for new BBC Public Service staff on a contract of six months or more. Upcoming dates are displayed on the Academy website - <http://www.bbc.co.uk/academy/beta/en/courses/COU-20013309>, where you can book a place online. Delegates are required to book their own hotels and travel if required, from their departmental charge code. If you have any queries please contact [upfront@bbc.co.uk](mailto:upfront@bbc.co.uk).

### Benefits

By working at the BBC you may be eligible for a range of benefits such as pension, life assurance, season ticket loans, employee support programmes and a range of policies to support your work/life balance and dependent care needs.

There are also optional benefits which you may be eligible for such as cycle to work scheme, health assessments and flexible holidays. Once you have started with us, please visit myChoices site on Gateway to find out further information on the range of benefits which may be available to you. For more information, please refer to the myChoices document- [https://www.bbc.com/backstage/downloads/ENG\\_MyChoices.pdf](https://www.bbc.com/backstage/downloads/ENG_MyChoices.pdf).

### **Disclosures**

To satisfy the requirements of the Royal Charter and to deliver greater transparency about how the corporation operates and delivers value for money, the BBC annually publishes the total remuneration of people whose gross payment exceeds £150,000.00 in bands of £10,000

The expenses, register of gifts & hospitality received and any declarations of personal interests of this group are also published on a quarterly basis.

You can find out more about these disclosures and view how the BBC publishes this information on the BBC Website - <http://www.bbc.co.uk/corporate2/insidethebbc/managementstructure>.

Please do not hesitate to contact us using the following details to discuss any aspect of this offer.



**Sarah Gregory**  
**HR Director, People Services**

For and on behalf of the British Broadcasting Corporation on the 4 October 2022.

BBC HR  
BBC Birmingham Mailbox  
Wharfside Street  
Birmingham  
B1 1AY  
0370 024 3477  
BBCHR@bbc.co.uk



## Your Employment Contract

### A. Personal terms

Mohammad Alcheikhmousa ("you")

579744T

The British Broadcasting Corporation ("the Organisation") or ("we") or ("us") is your employer and has pleasure in offering you employment on the following terms and conditions. This contract supersedes all previous terms and conditions of employment.

This offer of employment is subject to you having and maintaining the right to work in the UK. You agree to notify us immediately if you cease to be entitled to work in the UK at any time during your employment with us. The offer is also subject to you having satisfactory references and qualifications that we have deemed to be necessary for your role. If a reference is received which we consider is unsatisfactory, we shall be entitled to rescind this offer or if you have commenced employment to terminate your employment, in either case without notice or pay in lieu of notice.

Contract type	Your engagement is on a continuing basis.
Start Date	Your start date is 24 October 2022. Your continuous employment date for the purpose of contractual benefits is 24 October 2022.
Job Title	Your job title is Software Engineer. You are however, expected to be flexible and to carry out any other duties reasonably required by us from time to time. You will do nothing to harm us including our reputation and will perform to the best of your abilities all the duties of this job and any other job you may subsequently hold and any other duties which may be reasonably required of you.  We reserve the right to change your title, reporting line and/or production/programming area, and will discuss any such proposed changes with you.  Your Broad Pay Band is C.
Location	You will be based in London - New Broadcasting House.  However we may require you to work at other locations anywhere in the United Kingdom as required for the proper performance and exercise of your duties and as is considered reasonable in the circumstances (either on a permanent or temporary basis).  You may be required to travel on business, undertake duty tours and/or work for periods of time within the United Kingdom or abroad as we may reasonably require.  If we require you to work outside the United Kingdom for a period of more than three months, we will provide you with written details of any terms and conditions which may apply to your work and to your return to the United Kingdom.
Salary	Your salary on joining will be £57,000.00 per annum and accrues from day to day. Your salary is paid monthly by credit transfer or any other method that we may adopt in the future. It is payable by bank credit in equal monthly payments, half paid in advance and half in arrears. You will normally be paid on the 15th of each month for the whole month. When the 15th falls at a weekend or a public / bank holiday, your salary for that month will be credited to your account on the last working day before the 15th.

	<p>We shall be entitled, at any time during your employment and on termination, to deduct from your salary and/or any other payments due to you any money you owe to us, including but not limited to overpayment of salary, allowances, leave, outstanding loans, advances, or any termination, redundancy, leave and/or expense payments. Your salary will be subject to such deductions as may be required by law under this contract.</p> <p>Your salary will be reviewed annually. We do not make automatic annual increases and any increases are at our discretion. There is no contractual entitlement to any increase to your salary.</p> <p>Your salary would not be reviewed if you are under notice to terminate your employment.</p> <p>Should your start date be on or after 1st April you will not be included in any salary review for that year. Recent salary review information can be found on the BBC intranet.</p> <p>Your London weighting allowance will be £4,918.00 per annum. The London weighting allowance is paid only to employees who work in London and will be reviewed separately to your base salary during any salary review period. Any change to your base/location will mean that your eligibility for London weighting allowance is reviewed.</p>
Hours of work	<p>Your working schedule will be a fixed pattern agreed with your manager on joining and may be varied from time to time by your manager. Your normal hours of work will be 35.00 hours per week exclusive of unpaid breaks. You may be required to work such additional hours as may be necessary for the proper performance of your duties.</p>
Flexibility	<p>You will be advised by your manager of your normal working pattern. Working patterns may involve working early, late, at night, on weekends and/or on bank holidays. Working patterns are subject to change at all times. We will aim to give you as much notice as operationally possible when pre-notified work times or days need to be changed.</p>
Probation period	<p>The first six months of your contract will be a probationary period. This period enables both parties to review and be satisfied that the role is suitable.</p> <p>During the probation period you will be required to demonstrate to our satisfaction your suitability for the position in which you are employed and this will be monitored however the provisions of the BBC's Capability Policy - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/capability_policy.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/capability_policy.pdf#zoom=100</a> and BBC Appeal's Policy - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/bbc_appeals_policy.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/bbc_appeals_policy.pdf#zoom=100</a> will not apply to your employment during the probation period. Subject to the terms of the BBC's Guide to Probations - <a href="https://intranet.gateway.bbc.co.uk/fo/hr/resourcing-and-recruitment/Documents/guide-to-probation-periods.pdf">https://intranet.gateway.bbc.co.uk/fo/hr/resourcing-and-recruitment/Documents/guide-to-probation-periods.pdf</a> this period may be extended at our discretion.</p>
Annual Leave	<p>The annual leave year runs from 1st April to 31st March. You are entitled to a maximum of 175 hours per year. You are also entitled to the BBC Corporation Day and public holidays (equivalent to 63 hours) per year. These entitlements are pro-rated for part-time working.</p> <p>If you join or leave part way through the leave year you will have a proportionate entitlement to annual leave (including the BBC Corporation Day and public holidays).</p> <p>Holiday must be taken at reasonable times and always with the prior consent of your line manager. If required, you agree to take your holiday at times we specify, provided reasonable notice is given.</p>

	<p>We shall not pay you in lieu of untaken holiday except on termination of employment where you have been unable to take your leave entitlement for operational reasons. If, when you leave, you have taken more annual leave than you have earned in that calendar year, your final salary will be deducted by an amount equivalent to the number of excess days taken. If either party has served notice to terminate the engagement, we may require you to take any accrued but unused holiday entitlement during your notice period.</p>
Notice period	<p>During or at the end of the probation period your employment may be terminated at any time on one month's written notice.</p> <p>After the successful completion of your probation period the prior written notice required from you or us to terminate your employment is as follows:</p> <p><b>(a)</b> up to five years of continuous employment: one calendar months' notice;</p> <p><b>(b)</b> after five complete years but less than nine years' service: two calendar months' notice; and</p> <p><b>(c)</b> after nine complete years' service: three calendar months</p> <p>These notice periods may be varied by mutual agreement but, on our part, will not be less than those provided by statute.</p> <p>We are entitled to terminate your employment without notice or pay in lieu of notice if you commit a serious breach of your obligations as an employee, including but not limited to gross misconduct, neglect, refusal of duty or you cease to be entitled to work in the United Kingdom.</p>
Duties on termination	<p>You agree that on leaving employment, or during your notice period at our request you will immediately:</p> <ol style="list-style-type: none"> <li>1. hand over to us all documents, books, materials, records, correspondence, papers and information (including copies) (on whatever media and wherever located) relating to our business or any member of the BBC Group, any magnetic discs on which information relating to its or their business is stored and any keys, credit cards and other of our property or any member of the BBC Group (including in particular any car, computer, mobile phone provided to you) which may be in your possession, custody, care or control and shall immediately provide, if requested by us, a signed statement that you have complied fully with the terms of this Clause;</li> <li>2. irretrievably delete any information relating to our business or any member of the BBC Group stored on any disc or memory device (including the hard drive of your home computer) and all matter derived from such sources which is in your possession or under your control outside our premises and shall produce such evidence of compliance with this clause as we may require; and</li> <li>3. advise your line manager of your password(s) to any of our property or that of any member of the BBC Group and provide him / her with such information about work you are currently undertaking as we may require to effect a proper handover.</li> </ol>
BBC Computer Elevated User Privileges	<p>As an employee of the Organisation, you will have the ability to install software and modify application and operating system configuration on your work computer ("<b>your PC</b>"). By accepting the terms and conditions of this contract, you agree to adhere to the following and take full responsibility for any consequence caused by the use or misuse of your PC:</p> <p>Specifically in respect of Online software development activity, you will undertake to:</p> <ol style="list-style-type: none"> <li>1. use the latest version of the Development Sandbox VM image when launching a new guest operating system on a local virtualisation tool; and</li> <li>2. not use unpatched/outdated web browser software to browse third party websites. Use of old browsers is permitted for testing of BBC developed websites.</li> </ol>

	<p>You will ensure that before you install any software on your PC, that:</p> <ol style="list-style-type: none"> <li>1. the software is not already available to order from the BBC's Software Catalogue;</li> <li>2. you have a legitimate business justification for installation;</li> <li>3. you have read and understood the software licensing/usage terms and conditions*, and sought legal advice from BBC Legal if required;</li> <li>4. the software will only be installed and used in accordance with the license terms of that software;</li> <li>5. the software does not store any of our data outside of our controlled networks. (Any software tool that exports data externally can only be installed with Information Security approval); and</li> <li>6. for commercial software (i.e. paid for software rather than freeware) you ensure that any licence purchases are formally recorded with Software Compliance.</li> </ol> <p>* Certain open source software licences have already been vetted for use – for further guidance please see the Open Source Software Usage policy which can be found on the BBC intranet.</p> <p>For any software that you have installed (including that in any virtualisation instance), you must ensure that:</p> <ol style="list-style-type: none"> <li>1. you keep it fully up to date with any security patches; and</li> <li>2. you remove it immediately after any evaluation period has expired.</li> </ol> <p>You will ensure that you (and anyone else who may have access to your machine) do not:</p> <ol style="list-style-type: none"> <li>1. tamper with nor modify/disable the Anti-Virus, Firewall, Data Leak Prevention or Encryption software;</li> <li>2. tamper with, disable or remove the client management software that delivers security patches, policy settings and software to your machine;</li> <li>3. alter the PC asset identification details, including the name and MAC address;</li> <li>4. install, or develop any code, or launch any program that advertises services on the BBC office data network (unless the application in question has been approved by BBC Information Security department);</li> <li>5. install or develop any code that alters core operating system files; and</li> <li>6. interfere with the logging mechanisms integrated with the managed BBC desktop, or the log files created by them.</li> </ol>
	<b>END OF PERSONAL TERMS</b>

## Standard Terms

Item	Content
Policies and Regulations	<p>Any reference to a collective agreement or policy in this contract is a reference to the prevailing agreement or policy in place from time to time.</p> <p>We reserve the right to introduce new agreements and other policies and regulations and/or review, revise, amend, replace, add to, withdraw, delete, vary, modify or make changes to our existing agreements or other policies and regulations.</p> <p><u>(i) Collective agreements</u></p> <p>The collective agreements that form part of your employment contract are available on the BBC's intranet and internet sites.</p> <p>Any changes to these collective agreements are negotiated with our recognised trade unions. Any negotiated changes to these collective agreements are incorporated into your contract of employment.</p> <p>You are expected to read and observe these collectively agreed statements.</p> <p><u>(ii) Other policies and regulations</u></p> <p>You are expected to read and agree to comply with the terms of our policies, guides, handbooks and procedures in force from time to time.</p> <p>Where the terms of a policy, guide, handbooks or procedure forms part of your contract of employment this will be clearly stated on the relevant document and/or referred to in this contract.</p>
Health & Attendance	<p>If you are absent due to illness or incapacity you must comply with the <u>BBC Managing Health &amp; Attendance Policy- <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/health_sickness_absence_policy.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/health_sickness_absence_policy.pdf#zoom=100</a></u>. Failure to do so could lead to disciplinary action being taken against you.</p> <p>You may be eligible to receive payment in accordance with the terms of the <u>BBC Managing Health &amp; Attendance Policy- <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/health_sickness_absence_policy.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/health_sickness_absence_policy.pdf#zoom=100</a></u> provided you comply with the terms of this policy including the reporting procedure outlined within the policy.</p> <p>You agree to consent to medical examinations (at our expense) by doctors nominated by us, should we so require. You agree that any report(s) produced in connection with any such examination(s) may be disclosed to us.</p> <p>You should inform your manager if you consider yourself to be affected by a disability or any medical condition which affects your ability to undertake your work.</p>
Pension	<p>The Government requires employers to provide a workplace pension arrangement for its workers; this is called 'pension automatic enrolment' (PAE). The BBC has chosen NEST (National Employment Savings Trust) as its PAE provider. The BBC reserves the right to use an alternative provider other than NEST in respect of PAE at any time in the future.</p> <p>The BBC has chosen to postpone automatic enrolment for three months; therefore you will (provided you meet certain criteria regarding your age and earnings) be automatically enrolled into NEST three months after starting at the BBC. Further details regarding NEST will be provided to you once you begin working for the BBC. You can choose to opt out of NEST but only after you have been automatically enrolled.</p> <p>You can find out more about NEST by visiting <a href="http://www.nestpensions.org.uk">www.nestpensions.org.uk</a>.</p>



	<p>Alternatively you may be eligible to become a member of LifePlan which is the BBC's defined contribution plan (benefiting from higher BBC matching contributions and increased life assurance benefits for your dependants), or such other pension arrangement as the BBC may nominate from time to time. Your membership of the plan will be subject to the rules and regulations of the plan and also subject to the BBC agreeing suitable terms with any insurer. The BBC reserves the right to amend the terms of the plan or to withdraw it at its sole discretion. You can find out more about LifePlan, including details of how to join, by visiting <a href="http://www.bbc.co.uk/mypension/join">http://www.bbc.co.uk/mypension/join</a>.</p> <p>If you already have large pension savings and you have previously registered for any form of Fixed or Enhanced Protection status with HM Revenue &amp; Customs (HMRC) then you should be aware that joining a pension arrangement with the BBC may cause you to lose the benefit of your Fixed or Enhanced Protection. If you believe that this may apply to you, we would recommend that you seek independent financial advice as regards your pension benefits and tax position.</p> <p><b>Life Assurance</b></p> <p>Life cover is provided automatically on joining (or re-joining) the BBC. If you have registered with HM Revenue &amp; Customs (HMRC) for Enhanced Protection or Fixed Protection because you have built up large pension benefits you will have to voluntarily opt-out of this life cover by contacting <a href="mailto:myPension@bbc.co.uk">myPension@bbc.co.uk</a> in order to maintain your Enhanced Protection /Fixed Protection status. HMRC treats this life cover as joining a new pension arrangement and so under HMRC rules this would result in the protection being lost unless you opt-out. The BBC strongly recommends that you seek independent financial advice before taking any decision to opt-out.</p>
Use of BBC Equipment	<p>You should familiarise yourself with the guidelines on the use of IT and related equipment. You agree to read and comply with the <u>BBC's Acceptable Use of Information Systems Policy</u> - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/acceptable_use_policy.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/acceptable_use_policy.pdf#zoom=100</a>, a copy of which can be found on the BBC Intranet.</p>
Expenses	<p>We shall reimburse all reasonable expenses wholly, properly and necessarily incurred by you in the course of your employment, subject to production of receipts or other appropriate evidence of payment and subject to you complying with our policies on expenses.</p>
Purchasing	<p>If you are required, as part of your role, to purchase goods and services you must comply with the <u>BBC's Purchasing Rules</u> - <a href="http://downloads.bbc.co.uk/supplying/pdf/purchasing-rules.pdf">http://downloads.bbc.co.uk/supplying/pdf/purchasing-rules.pdf</a>.</p>
Disciplinary procedures	<p>We have procedures for dealing with issues of misconduct and poor performance which are set out in the <u>BBC Disciplinary Policy</u> - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/disciplinary_policy.pdf">http://downloads.bbc.co.uk/foi/classes/policies_procedures/disciplinary_policy.pdf</a> and the <u>BBC Capability Policy</u> - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/capability_policy.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/capability_policy.pdf#zoom=100</a></p> <p>These policies are contractual employment policies. If, in the opinion of the BBC, your standard of skill, ability or conduct shall through any cause whatsoever fall below that required by the BBC, it will be dealt with in accordance with these procedures.</p>
Suspension	<p>We may suspend you on full pay (including contractual benefits) for so long as we consider necessary in order to conduct an investigation or otherwise carry out a disciplinary process in relation to any actual or alleged actions or omissions on your part including, where appropriate, to hold a disciplinary hearing. Alternatively, we may temporarily adjust your duties during such period.</p>
Payment In Lieu Of Notice (PILON)	<p>We may, at our discretion, terminate your employment at any time with immediate effect by paying you basic salary only in lieu of all or any outstanding period of notice. This will not include payments in respect of any benefits in addition to your basic salary, such as, allowances, pension contributions or any annual leave that would have accrued during your notice period.</p> <p>During any period of notice (and/or at any time during your employment) we reserve the right to place you on Garden Leave (as defined in the clause entitled Garden Leave), and/or ask that you undertake alternative duties to your substantive role, and/or work from home provided you continue to receive your salary and benefits.</p>
Garden leave	



	During any period of notice we reserve the right to require you not to carry out your duties or to carry out different duties, to require you not to attend your place of work, not to enter any BBC Group premises, not to contact or deal with any officer, employee, consultant, client or supplier of the BBC Group, or anybody under contract to any member of the BBC Group, in an artistic or performing capacity or otherwise, to ask you to work from home and/or not to undertake work or provide services (paid or unpaid) to any third party. You will continue to receive your salary and benefits and will continue to be bound by all the terms of this contract. You agree that we are able to contact you for business reasons and that you will undertake any duties assigned to you during such period. You agree and acknowledge that for business continuity reasons it may be necessary to replace you during this period.
Grievance Procedures	We have procedures for dealing with grievance issues which are set out in the <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/grievance_policy.pdf#zoom=100">BBC Grievance Policy - http://downloads.bbc.co.uk/foi/classes/policies_procedures/grievance_policy.pdf#zoom=100</a> and the <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/bullying_harassment_policy.pdf">BBC Bullying &amp; Harassment Policy - http://downloads.bbc.co.uk/foi/classes/policies_procedures/bullying_harassment_policy.pdf</a> .
Expected behaviour	<p>Whilst you are employed by us, you agree to act at all times in accordance with our policies and Values.</p> <p>We will not tolerate any form of bullying and harassment and we are committed to providing a workplace in which the dignity of individuals is respected. You are expected to familiarise yourself with the <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/bullying_harassment_policy.pdf">BBC Bullying &amp; Harassment Policy - http://downloads.bbc.co.uk/foi/classes/policies_procedures/bullying_harassment_policy.pdf</a> and the <b>BBC's Diversity and Inclusion Policy</b> which are available on the BBC Intranet and not to act in a way that could be regarded as bullying and/or harassment. Acts of bullying and/or harassment are regarded as a serious disciplinary matter and could lead to your dismissal regardless of whether the acts take place during or outside working hours.</p> <p>At all times whilst you are employed by us (whether during working hours or outside working hours) you are expected to comply with BBC policies, carry out your duties to the best of your ability, comply with all reasonable and lawful directions given to you by us and not to act or behave in such a way that could bring the BBC into disrepute.</p> <p>You agree that you will report your own wrongdoing whilst working for the Organisation immediately on becoming aware of it.</p>
Editorial Guidelines	As an employee, you contribute to our work producing compelling content and services, so it is essential that your decisions and actions are in our interests and values. To help you with this you agree to familiarise yourself with and abide by the <a href="https://www.bbc.co.uk/editorialguidelines/">BBC's Editorial Guidelines - https://www.bbc.co.uk/editorialguidelines/</a> . You are required as part of your duties to observe and abide by the BBC's Editorial Guidelines - <a href="https://www.bbc.co.uk/editorialguidelines/">https://www.bbc.co.uk/editorialguidelines/</a> , as varied from time to time. Failure to work within the Editorial Guidelines is regarded as a serious disciplinary matter and could lead to your dismissal.
Working with children/adults	If you work with children and/or vulnerable adults whilst at the Organisation, you will be required to comply with the <a href="http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child_protection.html">BBC Child Protection Policy - http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child_protection.html</a> . Failure to comply with the policy may result in disciplinary action and could lead to your dismissal.
Anti-bribery	You agree to comply with the Bribery Act 2010 and the <a href="http://www.bbc.co.uk/commissioning/tv/compliance-and-policy/bbc-policies.shtml">BBC's Anti-Bribery Code of Conduct and Policy - http://www.bbc.co.uk/commissioning/tv/compliance-and-policy/bbc-policies.shtml</a> which can be found on the BBC's intranet. Any breach of this obligation will be dealt with under the <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/disciplinary_policy.pdf">BBC's Disciplinary Policy - http://downloads.bbc.co.uk/foi/classes/policies_procedures/disciplinary_policy.pdf</a> and could lead to your dismissal.
Whistleblowing	Nothing in this contract of employment shall be construed or interpreted as preventing you from making a 'protected disclosure' within the meaning of the Public Interest Disclosure Act 1998. In circumstances where you feel it is necessary for you to make such a disclosure you should comply with the <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/protected_disclosure_policy_whistleblowing.pdf">BBC's Whistleblowing Policy - http://downloads.bbc.co.uk/foi/classes/policies_procedures/protected_disclosure_policy_whistleblowing.pdf</a> .
Driving on our business	If you are required to drive for the purpose of performing your duties, you must first have a current driver declaration and appropriate driving licence.

	<p>Where you intend to provide the vehicle you will drive on our business, use of the vehicle is subject to the approval of your line manager and you agree to comply with the BBC's Motor Vehicle Policy - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/motor_vehicle_policy_2012.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/motor_vehicle_policy_2012.pdf#zoom=100</a> including the requirement that you hold appropriate motor insurance.</p> <p>You agree to provide upon request, information and documentation to demonstrate compliance with these requirements (and any such other requirements as you are notified of).</p> <p>Further details are available at the BBC's Motor Vehicle Policy - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/motor_vehicle_policy_2012.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/motor_vehicle_policy_2012.pdf#zoom=100</a>.</p>
Health & Safety	<p>You are responsible for complying with such standards of health and safety as are appropriate in the circumstances of your employment. The current safety regulations may be found on the BBC myRisks site - <a href="http://www.bbc.co.uk/safety">http://www.bbc.co.uk/safety</a>.</p>
Declaration of Personal Interests	<p>It is agreed that whilst you work for us you will abide by the <u>Declaration of Personal Interests Policy</u> - <a href="http://downloads.bbc.co.uk/foi/classes/policies_procedures/declaration_of_personal_interests_policy.pdf#zoom=100">http://downloads.bbc.co.uk/foi/classes/policies_procedures/declaration_of_personal_interests_policy.pdf#zoom=100</a> and complete a Declaration of Personal Interests Form as required and update this form if your circumstances change at any time during your employment.</p> <p>If you are a manager you are responsible for signing the Declaration of Personal Interests Forms for all of your direct reports. You should also undertake to review the existing forms of your direct reports as soon as you commence employment with your team.</p>
Confidentiality	<p>During the course of your employment with us, information of a confidential nature concerning the affairs or business or products or services or customers, clients or suppliers or employees of the Organisation or any member of the BBC Group may come into your knowledge or possession. This may include, but is not limited to, information regarding:</p> <ol style="list-style-type: none"> <li>1. programmes, products, schedules, services, finance and audit;</li> <li>2. communications, dealings and / or negotiations (whether policy, commercial, staffing, regulatory, legal, and/or relating to grants in aid, the BBC's Charter or the licence fee);</li> <li>3. trade secrets, production and design secrets, processes, inventions, technical designs;</li> <li>4. actual and / or contemplated activities (including research, development, planning and strategy) relating to the Organisation and / or any member of the BBC Group or any of its / their officers or employees and/or any such information concerning any of its/their suppliers, agents, distributors or clients ("Confidential Information").</li> </ol> <p>You agree that you will not (except in the proper course of your duties) either during or at any time after the termination of your employment, howsoever caused, reveal to any person any Confidential Information, and shall use your best endeavours to prevent the unauthorised publication or disclosure of, and shall not use for your own purposes or for any purposes other than those of the Organisation and / or any member of the BBC Group, any Confidential Information. You shall promptly and fully report to the Organisation any such unauthorised use or disclosure of any Confidential Information that comes to your knowledge. Such restrictions shall not apply to any Confidential Information which is or may become (otherwise than through your default) available to the public generally or which you are ordered to disclose by a court of competent jurisdiction or otherwise required to disclose by law. The obligations of this clause are in addition to all obligations of confidentiality which apply to you under general law.</p>

All notes, memoranda and records in whatever form and including computer media made or used by you in relation to any of the matters referred to above shall be and remain the property of the Organisation and / or any member of the BBC Group and shall be delivered immediately together with all copies thereof to the Organisation as it shall direct from time to time on demand or at the time you leave the service of the Organisation. If you hold confidential journalistic information then prior to leaving the Organisation you must discuss with your line manager what information you may be permitted to retain.

### **Press and Public Relations**

If you wish to make any press release, write for any publication or speak in public about the Organisation and/or any member of the BBC Group or its / their affairs whether during your employment or following termination of your employment, then you must seek prior approval unless you would be doing so in the usual course of carrying out your duties.

You will not at any time whether during your employment or following termination of your employment make any untrue or misleading statement in relation to the Organisation and /or any member of the BBC Group or any of its /their employees or officers.

Nothing in this clause above shall be construed or interpreted as preventing you from making a 'protected disclosure' within the meaning of the Public Interest Disclosure Act 1998. In circumstances where you feel it is necessary to make such a disclosure you should comply with the BBC's Whistleblowing Policy - [http://downloads.bbc.co.uk/foi/classes/policies\\_procedures/protected\\_disclosure\\_policy\\_whistleblowing.pdf](http://downloads.bbc.co.uk/foi/classes/policies_procedures/protected_disclosure_policy_whistleblowing.pdf).

IP and consent for recording broadcast

1. All Intellectual Property Rights in respect of any work originated, conceived, written or made by you in the course of your employment (whether or not in the course of your duties) ("Works") shall vest in Organisation to the fullest extent permitted by law and you hereby assign to Organisation all such rights in respect of such Works for the full term throughout the world.
2. You must do all things reasonably required of you by the Organisation, including without limitation the execution of all documents required by the Organisation to enable the Organisation to apply for, register, assert and maintain protection of such Intellectual Property Rights. This clause shall survive termination of your contract of employment.
3. You will not make any application for any Intellectual Property Right arising from the Works (in particular to register titles as trade marks) and you will not oppose any Organisation or any BBC Group trade mark applications made by or on behalf of the Organisation or any member of the BBC Group arising from the Works. You will not knowingly do or procure the doing of anything to imperil the registrability, validity or enforceability of any Intellectual Property Rights of the Organisation or those of any member of the BBC Group.
4. For the avoidance of doubt the Organisation and/or any relevant member of the BBC Group has the right to edit, alter and adapt the Works and you waive any moral rights which may arise under the Copyright, Designs and Patents 1988, and all similar rights in other jurisdictions, relating to any copyright in the Works.
5. All members of the BBC Group shall be entitled without your further consent by any means now known or invented in future (a) to record any performance of any kind which you may at any time during the term of the Appointment/employment at the request of the Organisation give in any of the BBC's programmes (whether broadcast or not) and (b) to reproduce or transmit or authorise others to reproduce or transmit a record of any such performance at any time whether during or after the termination of the Appointment/employment. The terms of any performance made outside normal duties under your contract of employment shall be governed by the appropriate form of contract required by the Organisation's regulations at the time in question. Further, and in addition, you now give to the Organisation and the BBC Group members all and any necessary consents under Part II of the Copyright Designs and Patents Act 1988 as amended or updated in future and all other performers' consents under any present or future law or legislation in force in any part of the world to enable the Organisation or the relevant BBC Group member to make the fullest use of your performances.

General Data Protection Regulations	<p>The BBC is committed to protecting the privacy and security of your personal information.</p> <p>Our People Privacy Notice - <a href="https://intranet.gateway.bbc.co.uk/policy/Pages/Staff-Fair-Processing-Notice.aspx">https://intranet.gateway.bbc.co.uk/policy/Pages/Staff-Fair-Processing-Notice.aspx</a> describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation 2016/679 (<b>GDPR</b>). If you require further details as to how your personal data is processed, we ask that you refer to this document, which is incorporated into this notice by reference.</p> <p>Additional information about how we use your personal information and how long we keep it for can be found in the Data Protection Handbook and our Corporate Retention Schedule.</p> <p>It is your responsibility to familiarise yourself with the BBC's data processing policies and notices set out above. If you have any queries regarding the processing of data by the BBC, or require a hard copy of the policies referred to above, please contact your manager or key contact.</p>
Changes to terms and conditions	We reserve the right to make reasonable changes to any of your terms and conditions of employment. You will be notified of any change as soon as possible either through personal notification or via the BBC intranet. You will be deemed to have accepted any changes unless you notify us to the contrary within one month of any changes.
Enforcement of contract	<p>Any member of the BBC Group may enforce the terms of your contract of employment, but the Parties may rescind, vary, waive, assign or release any or all respective rights or obligations without the consent of any member of the BBC Group.</p> <p>Other than as provided in this Clause, the Parties do not intend that any terms of your contract of employment shall be enforceable solely by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to your contract of employment.</p>
Severability	If at any time any term or provision in your contract of employment, shall be held to be illegal, invalid or unenforceable, in whole or in part, under any rule of law or enactment, such term or provision or part shall to that extent be deemed not to form part of it, but the enforceability of the remainder of it shall not be affected.
Definitions	<p><b>"BBC Group"</b> means the BBC (including, for the avoidance of doubt, the BBC Unitary Board and the BBC World Service) together with all direct and indirect Subsidiary Undertakings of the BBC ("Subsidiary Undertaking" having the meaning set out in section 1162 Companies Act 2006)</p> <p><b>"Data Protection Law"</b> means the UK Data Protection Act 1998 and all applicable UK and EU laws and regulations relating to processing of personal data and privacy including where applicable the guidance and codes of practice, and shall include the General Data Protection Regulation when it becomes effective.</p>
Governing Law	This Agreement shall be governed by and construed in accordance with English and Welsh law and each party to this Agreement submits to the non-exclusive jurisdiction of the English and Welsh courts.
	<b>End of Standard Terms</b>

I have read and accept the terms and conditions as detailed in this employment contract and offer letter

<b>Signature</b>	<p>DocuSigned by:</p> <p><i>Mohammad Alcheikhmoussa</i></p> <p>F2A02CC32CFA4F7...</p>	<b>Date</b>	October 11, 2022
------------------	---	-------------	------------------

# **Managing Additional Hours Policy**

**Last updated:** 15th March 2019

**Policy owner:** HR Director, Employee Relations & Policy

## Summary

---

The nature of supporting production and output across the BBC can be highly variable requiring managers to work with employees to ensure varying periods of demand in workloads are sensibly managed and flexibility is shown in order to maintain a reasonable work life balance. This policy sets out the arrangements for managing working hours including 'overtime' working.

**Audience:** This policy forms part of the contract of employment that applies to BBC employees in the UK, Channel Islands and Isle of Man on Bands A-Fp, excluding the performing groups and employees engaged on a Studios Production contract and is an agreed statement between the BBC and recognised joint unions which may only be varied by joint negotiation at the National Joint Council.

## 5 key points of this policy

1. Employees are expected to perform the duties of their role within their normal working hours but may occasionally be asked to work additional hours as may be necessary to do this
2. Employees and Team Managers should take steps to ensure workloads and level of additional hours are appropriate and any concerns are discussed at the earliest opportunity
3. On occasion, there may be a business need to ask an employee to work more than their normal hours in their relevant accounting period. This will be treated as 'overtime' working for which time off in lieu (TOIL) or overtime payment will be made depending on the working pattern and as set out in this policy
4. All overtime working must be agreed in advance
5. Only 'Shift Pattern' employees, 'Variable Exception employees' at bands A-D have entitlement to paid overtime. 'Fixed' and 'Variable' Pattern employees will be managed via time off to maintain a good work life balance

## Contents

---

- 5 key points of this policy
- I. Principles
- 2. Working Patterns
  - 2.1 Fixed Pattern Employees
  - 2.2 Variable Pattern Employees
  - 2.3 Shift Pattern Employees
- 3. Premium payments



## Managing Additional Hours Policy

---

### I. Principles

- The nature of supporting production and output across the BBC can be highly variable requiring managers to work with employees to ensure varying periods of demand in workloads are sensibly managed and flexibility is shown in order to maintain a reasonable work life balance.
- Employees are expected to perform the duties of their role within their normal working hours but may occasionally be asked to work such additional hours as may be necessary.
- On occasion, there may be a business need to ask an employee to work more than their normal hours in their relevant accounting period. This will be treated as overtime working for which TOIL or overtime payment will be made, subject to the rules set out in this policy.
- All overtime working must be agreed in advance. There is an expectation that overtime is shared fairly among those in the team that want to do it.
- Employees and Team Managers must take steps to ensure workloads and levels of additional hours are appropriate and any concerns are discussed at the earliest opportunity and escalated through the appropriate channels, this could be your HR Business Partner or union representative
- Overtime payments are calculated at working time and do not include unpaid meal breaks.

### 2. Working Patterns

There are broadly three categories of working patterns for employees on Bands A-Fp in the UK and this policy defines the approach to additional hours for each of these categories. Further information about these working patterns is set out in the [BBC's Managing Working Patterns Policy - https://intranet.gateway.bbc.co.uk/fo/hr/leave-pay-benefits/pay/Pages/days-and-nights-pay.aspx](https://intranet.gateway.bbc.co.uk/fo/hr/leave-pay-benefits/pay/Pages/days-and-nights-pay.aspx).

#### 2.1 Fixed Pattern Employees

These employees work to a normal working pattern which is fixed. They are expected to perform the duties of their role and this may involve their working additional hours above their contractual hours to get the job done - and may for example stay later or come in earlier than usual to achieve this. Where these employees are asked to work additional hours there is no eligibility for paid overtime.

Managers must use reasonable time off in order to ensure a good work life balance, particularly where pre-agreed additional hours relate to work outside of the normal day-to-day duties.

#### 2.2 Variable Pattern Employees

These employees work in a variable way as they work to the demands and requirements of the tasks they are set, often in response to changing output or events. They are expected to deliver tasks that may involve working additional hours above their contractual hours. Due to the variable nature of this way of working, periods of peak working may be followed by quieter periods in which it is expected the employee and their Team Manager should discuss and agree how to appropriately manage workloads and time off across these periods. Where Variable Pattern employees work additional hours for a significant and consistent period of time the BBC allows for temporary adjustments to working hours or periods of time off to recognise this.

There is no eligibility for paid overtime unless you are a 'variable exception'.

#### 2.3 Shift Pattern Employees

These employees work to a fixed or rotating underlying rota pattern and may be asked to work additional hours on occasions.

For working an additional shift or an extension to a shift which results in their working in excess of their contractual hours in their relevant accounting period, they will be eligible for Time Off in Lieu or an Overtime Payment.

Where overtime working is agreed, Time Off in Lieu should be given in the first instance at a time that is mutually convenient to both parties. Where Time Off in Lieu is not operationally possible an Overtime Payment will be made.

At the point of agreeing to work additional hours, employees will be informed whether the additional hours will be managed via TOIL or paid overtime.

- **Time Off in Lieu** - an equivalent period of time off to the overtime worked should be scheduled as soon as possible at an agreed time and no later than the end of the next accounting period or within three months, whichever is sooner
- **Overtime Payment (Bands A - D)** - is a payment of 1.5 x the normal hourly rate (excluding London Weighting and allowances).

Full-time working hours (35 hours per week on average in the relevant accounting period) must be worked completely before an Overtime Payment can be made. Up until full-time hours are reached Part-time Shift Pattern employees will be paid at their normal basic salary rate.

A working hours review will be triggered at the point an employee's overtime earnings exceeds 15% of their basic salary in a financial year to establish the rationale for the level of overtime working and to consider the employee's wellbeing.

**Employees Band E and above or employees who are on legacy buy-out contracts (which bought out these payments) are not eligible for overtime payments.**

### 3. Premium payments

The following employees are not eligible for premium payments.

- **Band E and above,**
- **employees who are on a Studios Productions Ltd contract,**
- **employees who are on a legacy buy-out contract (which bought out these payments)**

For those working shift or variable pattern, an additional payment of their hourly rate will be payable for each hour worked over 12 hours, rounded up to the nearest 15 minutes. This does not apply where there is an underlying rota pattern designed with agreed shifts of more than 12 hours. In this event payment will only be made for each hour worked over the originally scheduled shift, rounded up to the nearest 15 minutes.

For those on fixed pattern, TOIL will be scheduled at a time that is mutually convenient to both parties for each hour worked over 12 hours, rounded up to the nearest 15 minutes.

*There are ongoing discussions between the BBC and the Joint Unions on how this provision applies to employees who are deployed overseas.*

# **Managing Working Patterns Policy**

**Last updated:** 15th March 2019

**Policy owner:** HR Director, Employee Relations & Policy

## Summary

---

The BBC recognises the importance of employees having a reasonable workload and a work-life balance. In approaching working patterns the BBC is committed to taking into account both BBC needs and employee wellbeing. The general aim and expectation is that managers and employees reciprocally accommodate one another's needs and requests wherever possible.

This policy sets out the arrangements for managing working patterns. The BBC is a 24/7 organisation and may reasonably require employees to work flexibly in order to meet the demands of broadcasting whether creating or supporting the delivery of the BBC's output.

This policy will be delivered in keeping with the principles and guidance set out in the Guide to Managing Working Patterns.

This policy sets out minimum standards for publication and management of working patterns. The policy intention is not to reduce best practice, but to ensure at least minimum standards are adhered to across the BBC.

**Audience:** This policy forms part of the contract of employment that applies to BBC employees in the UK, Channel Islands and Isle of Man on Bands A-Fp, and is an agreed statement between the BBC and recognised joint unions which may only be varied by joint negotiation at the National Joint Council.

## 5 key points of this policy

1. Three distinct working patterns exist in the BBC: Fixed Pattern; Shift Pattern; Variable Pattern.
2. All employees will be given a minimum of two non-working days per week (averaged over an accounting period). It is the expectation of the BBC that non-working days will be scheduled in pairs.
3. Working patterns may involve working daytime, night time, weekends and Public Holidays.
4. Individual schedules will be published at least 28 days in advance for Shift Pattern employees. Changes may be made to published schedules not less than 14 days in advance. Changes with less than 14 days' notice require mutual agreement. It's the expectation of the BBC variable employees will have their working pattern published at least three weeks in advance.
5. Each nightshift will be no more than 12 hours unless mutually agreed. A night shift is any shift that includes at least three hours between 23:00 and 06:00. Night payments will be paid between 00:00 and 06:00 (rates on Gateway - <https://intranet.gateway.bbc.co.uk/fo/hr/leave-pay-benefits/pay/Pages/days-and-nights-pay.aspx>).

# Contents

---

1. Definitions and Principles
2. Working hours
  - 2.1 Accounting period
  - 2.2 Publication & Notification of Working Hours, Shifts and Schedules
3. Non-Working Days
4. Breaks and rest periods
  - 4.1 Shift / Working day durations and rest periods
  - 4.2 Publication & Notification of Working Hours, Shifts and Schedules
5. Night shift
6. Changes to the underlying rota and shift pattern design
7. Management of BBC Leave policies for Shift and Variable Pattern Employees
8. Legacy allowances

## Managing Working Patterns Policy

---

### 1. Definitions and Principles

- **Three distinct working patterns exist in the BBC:**
  - **Fixed Pattern** - repeating and pre-defined pattern, for example Monday – Friday 9.30am – 5.30pm, Tuesday to Friday 09:00 – 19:00.
  - **Shift Pattern** - working time is set out a minimum of 28 days in advance in a published schedule designed by the business to meet relatively foreseeable and continuous output requirements.
  - **Variable Pattern** - working pattern is derived from, and responds to, unpredictable output or service needs. Working time will generally be managed across periods of varying demand.
- This policy sets out the arrangements for managing working patterns for each of the categories defined above.
- The contract of employment confirms the working pattern of an employee as defined above.
- 'Split shifts' are not permissible for any working pattern, unless agreed through a Flexible Working arrangement.

Normally one break will be allowed within each shift of more than six hours, and two within a shift of ten hours or more. Unpaid meal breaks will be scheduled to ensure contractual hours are maintained, for example, 4 x 10 hour shifts may use one hour and 15 minute breaks per shift to ensure 35 hours are scheduled across a 40 hour week.

### 2. Working hours

Employees are scheduled to work the contractual hours outlined in their contract of employment (full time hours are 35 per week excluding unpaid breaks). Employees may reasonably be asked to work additional hours as set out in the BBC Managing Additional Hours Policy.

#### 2.1 Accounting period

Working hours may be scheduled and averaged over an accounting period. Accounting periods vary in length and will be determined locally.

#### 2.2 Publication & Notification of Schedules

- Fixed pattern: the line manager will confirm to the employee the days and hours of work at appointment to the role.
- Shift Pattern: employees' individual schedules will be published at least 28 days in advance and will be in line with any underlying rota design. Changes to published shifts may be required to respond to unforeseeable circumstances such as changes to demand/output requirements and/or unplanned staff absence. In these circumstances, reasonable changes to shifts (hours and non-locked days) may be made with not less than 14 days' notice to employees. Changes with less than 14 days' notice require mutual agreement with the employee.
- Variable: wherever possible, employees will be informed at least three weeks in advance of their schedule. The expected schedule may vary in order to meet output requirements.
- Where minimum output/service requirements are known and/or can be predetermined an underlying rota pattern should be designed.
- Where it is possible to do so, divisions / teams should aim for an equitable distribution of early, lates, weekends and night working amongst teams.

### 3. Non-Working Days

All employees will be given a minimum of two non-working days per week (averaged over an accounting period). It is the expectation of the BBC that non-working days will be scheduled in pairs. Employees should not be scheduled to work more than six consecutive working days.

Employees should have a minimum of one non-working day per week, which should be a minimum 35 hours between the ending of the final shift in a sequence and the start of the next. Where two non-working days are scheduled in pairs, the total time away from work will be at least 59 hours (35 + 24).

### 4. Breaks and rest periods

#### 4.1 Shift / Working day durations and rest periods

For all employees, the minimum length of a working day / shift is four hours.

Unless mutually agreed, employees should not be scheduled to work more than 12 hours in a single shift or working day. Due to output demands employees may occasionally be asked to work more than 12 hours.

Employees must have a rest period between shifts or working days of no less than 11 hours.

Employees should not be scheduled with less than an 11 hour break.

On the rare occasion, where it is absolutely necessary for a rest period of less than 11 hours, compensatory rest for all working patterns, will be managed via Toil rounded up to the nearest 30 minutes.

#### 4.2 Locks & Requests

To support employees' work life balance the below provisions for locks and request will be made.

Employees should have confidence and be able to plan their life around locks and requests. Managers should do everything possible to avoid the need to request changes to locks and requests.

- Locks: After a rota has been published by the business for a given week, employees will be entitled to 'lock' one day per week. A lock may be used to 'lock' non-working days or the allocated hours on any given day. Once a day is 'locked' changes may only be made by mutual agreement with the employee.
- Requests: Prior to the publication of a schedule, employees may make up to 1 request per calendar month provided they are made at least three weeks prior to schedule publication. A request may be to allocate a specific day as a non-working day or to work particular shift time (for example an early) on a given day. If the request is granted it becomes 'locked' and is the employee's lock for that week (i.e. the employee will not be entitled to an additional lock in that week when the scheduled is published).
- Care should be taken to avoid inadvertently making part time colleagues work more flexibly than full time colleagues.
- Employees should submit their locks and raise their requests with reasonable notice. In considering requests, managers will take into account the requirements of the individual and the needs of the business. Submissions for locks and requests will be responded to promptly and will not be refused unreasonably and in the event of a request being rejected a clear explanation will be given.

### 5. Night shifts

The BBC relies on night shifts to meet 24/7 output requirements.

A night shift is any shift that includes at least 3 scheduled hours between 23:00 and 06:00. Night shifts will:

- Only be scheduled where there is a clear business need
- Will be a maximum of 12 hours unless a longer shift is mutually agreed
- Will qualify for night payments as per the rates set out on Gateway
- Rotas to be designed with 'forward rotation' not backwards rotation where possible
- Rotas to be designed with appropriate rotation avoiding rotation over 1-2 weeks



- Wherever possible, rotas to be designed on repeating basis with equitable distribution amongst team of nights / weekend

The BBC recognises the additional demands that night shift working can place on employees. In recognition of these demands, employees who work night shifts can access additional help and support available through the BBC's supportive Wellbeing resources. If an employee has concerns about their health or ability to work nights, they should discuss this with their line manager.

## 6. Changes to an underlying rota pattern

There may be occasions where the business needs to make a change to working patterns through the introduction of a new underlying rota pattern to meet business requirements such as changes to service or output needs.

The following principles apply to any potential changes:

- Before the design of the new underlying rota pattern, all affected employees will be consulted on the proposed changes;
- The relevant recognised Trade Union(s) will be engaged at the earliest opportunity in this process with the aim of reaching agreement;
- The rationale for the proposed changes and the consequences for affected employees will be made clear;
- Sufficient time will be scheduled to enable completion of supporting activities, including handover and post production de-briefs for example.
- If the proposed underlying rota pattern is agreed, the changes will not take effect for at least eight weeks after the date of agreement unless an earlier implementation is mutually agreed;
- If the proposed underlying rota pattern are not agreed between the business and the Trade Union(s), the procedure for the avoidance of disputes will be invoked, and the two months' notice of changes will not be given until the procedure has been exhausted;
- The new underlying rota pattern will be documented, and a copy will be provided to each affected employee and the lead Trade Union representative(s).

## 7. Management of BBC Leave policies for Shift and Variable Pattern Employees

*To be read in conjunction with the BBC Leave Policy.*

Annual leave entitlements for employees will be calculated using hours.

Annual leave will be managed on the basis of request from employee and approval/decline from manager.

Annual leave entitlement, without meal breaks, is your contracted hours per week x five weeks and leave will therefore be calculated in line with the following examples:

- *Annual leave entitlement of five weeks will be 175 hours for a full time worker.*
- *Once a schedule is published, an employee wishing to take annual leave for a published shift will utilise the hours of their shift minus any unpaid breaks out of their leave entitlement.*
- *If employees do not work a fixed length shift, before a schedule is published the standard should be seven hours (excluding unpaid meal break) of their entitlement used to book a days leave.*
- *Where leave is scheduled, the same amount of hours will be credited to an employee's accounting period for that shift.*

Where a block of one or two weeks of leave is approved, two sets of two non-working days will be scheduled immediately prior to and after the approved leave if the employee wishes provided the leave is requested at least three weeks prior to the rota publication. This is not dependent on which day of the week leave commences.

Where a single day of leave is approved, an employee may request two non-working days to be scheduled immediately after the approved leave up to five times per leave year, if the employee wishes provided the leave is requested at least three weeks prior to the rota publication.

### Public Holiday Leave

In addition to the annual leave entitlement, all employees will be entitled to eight statutory Public Holidays and one Corporation Day per year (pro rata for part time employees), known as PHLs. This will vary from time to time in line with the number of statutory PHLs in the given leave year.

Part time PHL entitlement will be calculated as follows:

$$\frac{\text{Average weekly hours of duty (excluding meal periods)} \times 9}{35} = x \text{ days}$$

where x is rounded up to the nearest half day.

It is the intention that, unless actually required for duty, employees should be released in order to take their PHL's on the actual dates of the Public or Corporation Holiday.

Where employees work, or have booked annual leave on a Public or Corporation Holiday; or where it coincides with employees taking an off duty day on a rota, they will be entitled to apply to take the relevant PHL on another date.

Where employees actually work, or are released from duty, or are taking annual leave on the Public or Corporation Holiday, or are taking a PHL on another date, they will be credited with one day.

In addition, if employees actually work on these days, a single payment of a set rate for each day will be made for Christmas Day and/or Boxing Day (Christmas Day and/or New Year's Day in Scotland), or any other two days agreed locally. The rates for these days are available on Gateway.

Where employees commence employment part way through the year they will be given a PHL for each Public and Corporation Holiday remaining in the year.

## 8. Legacy allowances

**This entitlement does not apply to employees whose employment with the BBC commences on or after 1st August 2018 regardless of whether they have any prior BBC service, or any employee who is not already in receipt of the allowance.**

Employees in receipt of Legacy Flexibility Allowance, Legacy Unpredictability Allowance Level 1 or Legacy Unpredictability Allowance Level 2 will continue to receive the allowance as a personal frozen legacy allowance based on their substantive position i.e. where an employee in receipt of a legacy allowance has had this removed whilst on attachment, on return to their substantive role the allowance will be reinstated at the frozen rate.

The legacy allowance will be applied pro rata for part time employees, and will increase/decrease pro rata with any changes to contractual hours.



## Information About You

---

### Declaration of Personal Interest

High standards of objectivity, integrity, fairness and honesty characterise the BBC's relationship with the public. You are required to read the BBC Declaration of Personal Interests Policy which sets out the requirements you must observe and the declarations that you must make. For more information on the policy please CTRL or CMD click BBC Declaration of Personal Interest Policy -[http://downloads.bbc.co.uk/foi/classes/policies\\_procedures/declaration\\_of\\_personal\\_interests\\_policy.pdf#zoom=100](http://downloads.bbc.co.uk/foi/classes/policies_procedures/declaration_of_personal_interests_policy.pdf#zoom=100).

What are the types of things you are required to declare?

- Executive or non-executive directorships and/or offices held
- Shareholdings, securities, debentures
- External business interests/relationships with customers/suppliers/ direct competitors
- Interest in a competing company
- Outside activities/membership of voluntary/statutory organisations
- Political membership and activity
- Any other interest that could appear to or does place the BBC in a position that could bring it into disrepute or affect its reputation for impartiality

Do you have any personal declarations to make? ☐ No

If you answer Yes, BBC HR will send you a declaration form which you must fill out and return. Please be aware that failure to return this form may result in a delay to your payments.

If you answer No, and your circumstances change, you can obtain a declaration form from BBC HR or from the BBC's intranet site, Gateway.



## Employment History and Reference Details.

Your offer with the BBC is subject to you having satisfactory references that we deem to be necessary for your role.

We'll need 2 names of people who can verify the last 3 years of your employment or education. If you've had more than 2 employers over the last 3 years, please provide the details of where you were employed for the longest duration.

If you're unable to provide 2 names to cover the last 3 years, we'll need 3 names of people who can verify your work or education history going back to a maximum of 10 years.

### Activity 1 *\*Mandatory*

**Type of activity** (Student/Employee/Volunteer etc.): Employee

**Organisation/Establishment:** Radically digital

Dates

From: February To: September

**Position Held:** Senior software engineer

**Reason for leaving:** I want to work in product based environment and team orientation and cultural

#### Referee Details:

Name: Daniele Baelde

Job Title: Senior software engineer

Email address: don@radicallydigital

Telephone number: N/A

**When can we contact your referee?** Any Tuesday

If not now, please provide a suitable date (unless you are joining us within 4 weeks. This must be no less than 4 weeks before your start date.)

**Activity 2 \*Mandatory****Type of activity** (Student/Employee/Volunteer etc.): **Organisation/Establishment:** 

Dates

From:  To: **Position Held:** **Reason for leaving:** **Referee Details:**Name: Job Title: Email address: Telephone number: **When can we contact your referee?** 

If not now, please provide a suitable date (unless you are joining us within 4 weeks. This must be no less than 4 weeks before your start date.)

**Activity 3****Type of activity** (Student/Employee/Volunteer etc.): **Organisation/Establishment:** 

Dates

From:  To: **Position Held:** **Reason for leaving:** **Referee Details:**Name: Job Title: Email address: Telephone number: **When can we contact your referee?** 

If not now, please provide a suitable date (unless you are joining us within 4 weeks. This must be no less than 4 weeks before your start date.)

**Please provide any additional details and explain any gaps in employment history below:**



## Information About You

### Eligibility to Work

It is a requirement of the UK Border Agency that you provide us with original evidence of your eligibility to work on your first day. The eligibility documents which you are required to bring are listed below. For further information please visit <http://www.ukba.homeoffice.gov.uk/>. Please select from one of the five following options:

#### Option 1

##### **I have a valid UK Passport**

You are required to bring your valid UK passport with you on your first day and show this to your manager. This cannot be a copy of your passport.

If you have different names on your documents you will need to provide evidence such as a marriage certificate, a divorce decree or statutory declaration.

You will not be able to work until this check has been satisfactorily completed.

#### Option 2

##### **I have a valid British Islands Passport (i.e. Jersey, Guernsey, Isle of Man)**

In addition to your passport, you are required to bring the following documents depending upon your place of work:

- If you will be working in the Isle of Man – evidence that you hold 'Isle of Man Worker status', a work permit, or work in an exempt occupation
- If you will be working in Jersey – a UK, British Islands or EEA passport, or a work permit
- If you will be working in Guernsey – a 'status declaration document' or a right to work document

If you have different names on your documents you will need to provide evidence to explain this difference, such as a marriage certificate, a divorce decree or statutory declaration.

You will not be able to work until this check has been satisfactorily completed.

#### Option 3

##### **I am a UK citizen but do not have a valid UK Passport.**

If you are a UK citizen but do not have a valid UK Passport you are required to bring your original UK or British Islands full birth/adoption certificate or your registration/naturalisation certificate (these certificates must be the long versions) and;

Official documentation which contains your permanent National Insurance number and your name. An official document will be one of the following:

- your P45/P60; or your original National Insurance Card; or
- a document issued by a Government agency containing your permanent National Insurance number and name.

If you have different names on your documents you will need to provide evidence such as a marriage certificate, a divorce decree or statutory declaration.

You will not be able to work until this check has been satisfactorily completed.

### Option 4

**I have a valid passport or National Identity Card from a European Economic Area (EEA) or Switzerland.**

You are required to bring your passport or national identity card showing that you are a national of an EEA country or Switzerland.

If you have different names on your documents you will need to provide evidence such as a marriage certificate, a divorce decree or statutory declaration.

You will not be able to work until this check has been satisfactorily completed.

### Option 5

**I have a valid non-EEA or non-UK passport.**

If you have limited right to remain in the UK or Great Britain please insert your expiry date

On your first day you are required to bring:

- your original passport which shows your right to live and work in the United Kingdom; or
- your original passport along with a work permit or other approval document issued by the Home Office UK Border Agency.

If you have different names on your documents you will need to provide evidence such as a marriage certificate, a divorce decree or statutory declaration.

You will not be able to work until this check has been satisfactorily completed.

**Please select one of the five following options:**

Option 4 - I have a valid passport or National Identity Card from a EEA or Switzerland.

Option 5 only- If you have limited right to remain in the UK or Great Britain please insert your expiry date:

31 / 04 / 2024





## Your Personal Details

Please complete your personal details.

*Mandatory fields are marked with an asterisk \**

### Your Name

Title \*

Mr

First Name\*

Mohammad

Surname\*

Alcheikhmousa

Middle name(s)

Preferred name

Yusuf

### Your Address

1st line of address \*

Flat 1 Fairchild close

2nd line of address

Town/City \*

London

County

Wandsworth

Country\*

England

Postcode \*

SW11 2SU

Contact number \* (Include area code)

+447880817790

Alternative contact number

## Your Bank Details

Please provide us with your bank account details by choosing one option below.

*Mandatory fields are marked with an asterisk \**

### Option 1- UK Bank Account

Please enter your bank account details below.

Name of account holder(as appears on account)\* *Enter "TBC" if Unknown*

MR MOHAMMED ALCHEIKHMOUSA

Name of Bank\* *Enter "TBC" if Unknown*

LLOYDS BAMK

Account number\* *Enter "TBC" if Unknown*

68073460

*If your account number is 9 digits please remove the '0' at the beginning of the number.*

Sort Code\* *Enter "TBC" if Unknown*

309664

*6 digts only*

Roll number

*(Building societies)*

### Option 2

I do not currently hold a UK bank account

**When you have your new bank account details please contact BBC HR to update your records.**

Any questions?

Contact BBC HR on 0370 024 3477 or [BBCHR@bbc.co.uk](mailto:BBCHR@bbc.co.uk)



# Information About You

## Person to be Contacted in an Emergency

Please complete the details of the person we may contact in the event of an emergency.

Mandatory fields are marked with an asterisk \*

**Name**

Title\*

Miss

First Name\*

Elizabeth

Surname\*

Moore

Relationship to you \*

Partner

**Address**

This is the same as my address\*

No - Complete the below

1st line of address \*

34 cassland road

2nd line of address

Town/City \*

London

County

Hackney

Country

England

Postcode \*

E9 7AN

Contact number \* (Include area code)

+447889982695

Alternative contact number

Any questions?  
Contact BBC HR on 0370 024 3477 or BBCHR@bbc.co.uk

# Next of Kin Details

Please complete the details of your next of kin.

Mandatory fields are marked with an asterisk \*

<b>Name</b>	This is the same as my emergency contact*		No - Complete the below	
Title*	Mr			
First Name*	<input type="text" value="Jonathan"/>		Surname*	<input type="text" value="Hughes"/>
Relationship to you *	<input type="text" value="Close friend"/>			
<b>Address</b>				
1st line of address *		2nd line of address		
<input type="text" value="21 Ballingdon road"/>		<input type="text"/>		
Town/City *		County		
<input type="text" value="London"/>		<input type="text" value="Clapham"/>		
Country		Postcode *		
<input type="text" value="England"/>		<input type="text" value="SW11 6AJ"/>		
Contact number * (Include area code)		Alternative contact number		
<input type="text" value="+447827840688"/>		<input type="text"/>		

Any questions?

Contact BBC HR on 0370 024 3477 or [BBCHR@bbc.co.uk](mailto:BBCHR@bbc.co.uk)



## New Starter Checklist

You are required to populate the New Starter Checklist. This form will be sent onto our payroll provider, and will be used to ensure you are not over-taxed. Filling in this form will minimise the chances of being over-taxed.

This form holds all fields required by HMRC to ensure you are put on the correct tax code.

**Please note that we will also require your P45 if you are able to provide it.**

*Mandatory fields are marked with an asterisk \**

### Your Personal Details

First Name(s)\*

Last Name\*

Are you male or female?\*

Male

Date of Birth (DDMMYYYY)\*

Home Address\*

Flat 1 Fairchild close
London
SW11 2SU
Wandsworth

Employment start date (DDMMYYYY)

Can you provide your National Insurance number?\*

Yes

National Insurance if known (AB123456C)  
Enter "N/A" if Unknown

If you do not have a National Insurance number, please go to [www.gov.uk/apply-national-insurance-number](https://www.gov.uk/apply-national-insurance-number) to find out how to apply for a National Insurance number. You will be allocated with a temporary number. When you have received your National Insurance number please contact BBC HR with the details to update your record.

Choose the statement that applies to you, either A, B, or C, and check the appropriate box:

Statement A	Statement B	Statement C
<p><b>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</b></p> <p>Choose this statement if the following applies.</p> <p>This is my first job since 6 April and since the 6 April I have not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p><b>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</b></p> <p>Choose this statement if the following applies.</p> <p>Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p>Choose this statement if:</p> <ul style="list-style-type: none"> <li>• you have another job and/or</li> <li>• you're in receipt of a State, Works or Private Pension</li> </ul>
<p>Statement C applies to me</p>		

### Student Loan

Tell us if any of the following statements apply to you:

- you do not have any Student or Postgraduate Loans
- you're still studying full-time on a course that your Student Loan relates to
- you completed or left your full-time course after the start of the current tax year, which started on 6 April
- you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

No

If '**No**', please answer the following question.

To avoid repaying more than you need to, tick the correct Student Loans that you have – use the guidance in the table below to help you.

Please tick all that apply.

Plan 1      N/A

Plan 2      N/A

Plan 4      N/A

Postgraduate Loan (England and Wales only)      No

Types of Student Loan			
Plan 1	Plan 2	Plan 4	Postgraduate Loan
<p><b>You have Plan 1 if:</b></p> <ul style="list-style-type: none"> <li>• you lived in Northern Ireland when you started your course</li> <li>• you lived in England or Wales and started your course before 1 September 2012</li> </ul>	<p><b>You have Plan 2 if:</b></p> <p>You lived in England or Wales and started your course on or after 1 September 2012</p>	<p><b>You have Plan 4 if</b></p> <p>You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course</p>	<p><b>You have a Postgraduate Loan if any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• you lived in England and started your Postgraduate Master's course on or after 1 August 2016</li> <li>• you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017</li> <li>• you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018</li> </ul>





## Information About You

---

### Diversity Monitoring

As an organisation, we want the BBC to be the most creative organisation in the world, and to achieve that, we need to draw on the widest possible range of experiences and talent and ideas in all we do.

The BBC belongs to everyone and because of that, we have a particular responsibility to represent as many voices and views as possible, reflecting the United Kingdom's diversity and communities. For more information please visit <http://www.bbc.co.uk/diversity>.

So that we can ensure our employment practices and decisions meet our commitments, we ask you to complete all sections. Where you prefer not to answer a question please select "prefer not to say".

Please be assured that the information collected is confidential and is only used for workforce reporting purposes and helping inform our diversity and inclusion initiatives.

### Privacy Notice

Your trust is very important to us. This means the BBC is committed to protecting the privacy and security of your personal data. It is important that you read this notice so that you are aware of how and why we are using such personal data.

#### **What will BBC collect and how will we use it?**

The BBC will collect and process the following personal data that you provide to us about yourself.

- your gender
- details of the type of school that you attended
- details of the occupation of your main household earner when you were 14 years of age

If you decide to answer any of the questions in the Diversity Monitoring Form, the BBC will also collect and process your special category data, including personal data revealing your:

- racial or ethnic origin;
- health (including your disability status and any reasonable adjustments you may require);
- sexual orientation;
- genetic data;
- religious or philosophical beliefs.

If you are applying for a role based in Northern Ireland, we will also process personal data in relation to your religion to enable us to fulfil the requirements of the Fair Employment (NI) Act 1989.

#### **Who is the Data Controller?**

If you are engaged by the BBC, the BBC is the "data controller" of your personal data. If you are engaged by BBC Studios, BBC Studios is the "data controller".

This means that the BBC or BBC Studios decides what your personal data is used for and the ways in which it is processed. For the avoidance of doubt, your personal data will be collected and processed solely for the purposes set out in this privacy notice. As the data controller, the BBC or BBC Studios, has the responsibility to comply, and to demonstrate compliance with, data protection law.

#### **Lawful basis for processing your personal data**

The legal basis on which the BBC processes your personal data is for the performance of a public task, being the promotion of the BBC's Diversity and Inclusion Strategy.

If you provide us with special category data as described above, the BBC processes this data to promote the BBC's Diversity and Inclusion Strategy. This is on the basis of substantial public interest to identify or keep under review the existence or absence of equality of opportunity and treatment between staff with specific demographic characteristics to enable the BBC to promote and maintain such equality of opportunity and treatment. This is subject to the measures described in this privacy notice to safeguard

Any questions

Contact BBC HR on 0370 024 3477 or [BBCHR@bbc.co.uk](mailto:BBCHR@bbc.co.uk)

your fundamental rights and interests.

### **Sharing your data**

The BBC works with our approved third-party providers who help us to provide some of our services. These partners only use your personal data on behalf of the BBC and not independently of the BBC.

We will not share any personal data with a third party without your prior consent unless required or permissible by law.

### **Retaining your data**

The BBC will use technical measures to ensure that you cannot be identified from your survey responses, such as removing identifiers from (such as your name) and storing survey responses in an aggregated form which will be kept by the BBC for the purposes of analysis until it is no longer required.

### **Your rights and more information**

You have **rights** under data protection law. You can **request a copy** of the personal data BBC stores about you.

You have the right to ask for the personal data we collect about you to be **deleted** however there are limitations and exceptions to this right which may entitle the BBC to refuse your request.

In certain circumstances, you have the right to **restrict** the processing of your personal data or to **object** to the processing of your personal data.

You have the right to ask that we **transfer** the personal data to you or to another organisation, in certain circumstances.

If you have questions or you wish to find out more details about your rights, you can contact our, **Data Protection Officer** (at [dataprotection.officer@bbc.co.uk](mailto:dataprotection.officer@bbc.co.uk)).

If you have a concern about the way the BBC has handled your personal data, you can raise your concern with the supervisory authority in the UK, the Information Commissioner's Office (ICO) <https://ico.org.uk/>.

### **Updating this privacy notice**

We will revise the privacy notice if there are significant changes to how we use your personal data.

**1. What is your ethnicity/race?**

Middle/Near Eastern/Arab

**2. Do you have a disability or long-term condition (as defined by the Equality Act 2010)?**

"You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities."

(Examples include physical disabilities, non-visible disabilities, sensory disabilities, learning disabilities, mental health conditions, and neurodiversity, dyslexia) Note: in certain circumstances this may also include repetitive strain injury or depression)

*Note that if you have told us that you consider yourself to be disabled, then our Access and Disability Service will automatically make contact with you to discuss your situation and any adjustments you might need.*

No

If you answered Yes above, please fill in the following Disability & Reasonable Adjustments Section

**Disability & Reasonable Adjustments Section (To be completed if Yes to Question 2)**

**3. Do you believe you will need any reasonable adjustments to carry out your the role?**

- *Note that this question is asked for monitoring purposes only and no action will be taken to put adjustments in place based on your answers. However, please note as set out above that if you have told us in this form that you consider yourself to be disabled then our Access and Disability Service will automatically make contact with you to discuss your situation and any adjustments you might need.*

No

**4. If Yes, what type of adjustment(s)?**

- *Note that this question is asked for monitoring purposes only and no action will be taken to put adjustments in place based on your answers. However, please note as set out above that if you have told us in this form that you consider yourself to be disabled then our Access and Disability Service will automatically make contact with you to discuss your situation and any adjustments you might need.*

Working Patterns (including adjustment of hours and breaks)

Modification of Duties

Parking Provision

Assistive Technology Software

Physical Adjustment (including structural

building alterations or changes to work space)

Provision of Support Worker(s)

Other

Prefer Not to Say

**5. Please tell us which of the following best describes your disability/disabilities - please tick as many options as appropriate:**

Physical Disabilities

Sensory Disabilities

Learning Disabilities

Learning Difficulty Including Dyslexia

Speech Difficulties

Mental Health Conditions

Neurodivergence

Long Term Health Condition such as Cancer or HIV

Repetitive Strain Injury

Other

Prefer Not to Say

**6. Will your disability affect your ability to evacuate yourself from any buildings in the event of an emergency?**

- *Everyone who enters a building must be able to leave it safely in an emergency and assemble at a place of safety. People with disabilities may need some arrangements in place to make use of evacuation equipment or have assistance to help them in emergencies. These arrangements must be described and communicated to those involved in a Personal Emergency Evacuation Plan, also known as a PEEP.*

No

## **Disability Passport Guidance**

BBC colleagues have the option to develop a "Disability Passport" at any point during the course of their employment.

The Disability Passport is an optional document that can be used by you to support discussions you may

Any questions

Contact BBC HR on 0370 024 3477 or [BBCHR@bbc.co.uk](mailto:BBCHR@bbc.co.uk)

have in relation to your disability or any workplace adjustments that you have in place. You can decide whether to use the document and what personal information you share with us in your passport.

We've developed the passport to give you clarity and continuity on what has been agreed. It also helps Team Leaders to understand and support your reasonable adjustments.

It's a voluntary process and can be used to record the impact of any visible or non-visible health conditions and any agreed reasonable adjustments.

You will be able to complete the disability passport as soon as you start your employment, and share with your new line manager. The passport will follow you as you change job, move office or have a change of team leader. You can also take it with you if you leave the BBC.

If you need guidance on how to access the disability passport when you start your employment, and guidance on how the passport works then please contact the HR Service Centre.

**7. What is your sexual orientation?**

Heterosexual

**8. What is your Gender Identity?**

Male

We already collected binary sex information from you (which matches that held with HMRC) as part of the New Starter Checklist

**9. Do you identify as trans/transgender?**

No

**10. What is your religion/belief?**

Muslim

**11. Which type of school did you attend for the majority of your time between the ages of 11 and 16?**

A state run or state-funded non-selective school

**12. When you were at school, were you eligible for free school meals?**

Does Not Apply to Me

**13. What was the occupation of your main household earner when you were aged about 14?**

Technical and craft occupations

**Modern professional & traditional professional occupations** such as: teacher, nurse, physiotherapist, social worker, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, journalist, civil / mechanical engineer

**Senior, middle or junior managers or administrators** such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager

**Clerical and intermediate occupations** such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse

**Technical and craft occupations** such as: motor mechanic, plumber, printer, electrician, camera operator, sound technician, train driver, police officers, fire-fighter, military

**Routine, semi-routine manual and service occupations** such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff

**Long-term unemployed** (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)

**Small business owners** who employed fewer than 25 people such as: convenience store owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner

**Other** such as: retired, looked-after child, my parents did not work, this question does not apply to me, I don't know

**Prefer not to say**

**14. For Northern Ireland based roles**

This information is required to enable us to fulfil the requirements of The Fair Employment (NI) Act 1989. Please indicate your religion, or the religion to which you would be perceived to belong, by selecting the appropriate option:

**Certificate Of Completion**

Envelope Id: 975FAA9CFCBE4303A7E98147D1063D1B

Status: Completed

Subject: CASE-3804577 Your BBC Offer and Contract

Source Envelope:

Document Pages: 42

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

BBC HR

AutoNav: Enabled

BBC Birmingham

Envelopeld Stamping: Disabled

Mailbox

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

Wharfside Street, Birmingham B11AY

bbchr@bbc.co.uk

IP Address: 132.185.161.122

**Record Tracking**

Status: Original

Holder: BBC HR

Location: DocuSign

04-Oct-22 | 15:21

bbchr@bbc.co.uk

**Signer Events**

Mohammad Alcheikhmousa

mohammad963yusuf@gmail.com

Security Level: Email, Account Authentication  
(None), Access Code**Signature**

DocuSigned by:  
  
 F2A02CC32CFA4F7...

Signature Adoption: Pre-selected Style

Using IP Address: 79.71.0.7

**Timestamp**

Sent: 04-Oct-22 | 15:22

Resent: 04-Oct-22 | 15:25

Viewed: 11-Oct-22 | 09:50

Signed: 11-Oct-22 | 11:50

**Electronic Record and Signature Disclosure:**

Accepted: 11-Oct-22 | 09:50

ID: 7948b91b-4612-4dae-9b49-972647e3c91b

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

04-Oct-22 | 15:22

Certified Delivered

Security Checked

11-Oct-22 | 09:50

Signing Complete

Security Checked

11-Oct-22 | 11:50

Completed

Security Checked

11-Oct-22 | 11:50

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, BBCHR (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.



**How to contact BBCHR:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [BBCHR@bbc.co.uk](mailto:BBCHR@bbc.co.uk)

**To advise BBCHR of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [nuala.rochfort.ext@bbc.co.uk](mailto:nuala.rochfort.ext@bbc.co.uk) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from BBCHR**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [BBCHR@bbc.co.uk](mailto:BBCHR@bbc.co.uk) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with BBCHR**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [BBCHR@bbc.co.uk](mailto:BBCHR@bbc.co.uk) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>•Allow per session cookies</li><li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li></ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify BBCHR as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by BBCHR during the course of my relationship with you.