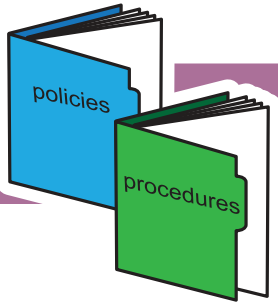


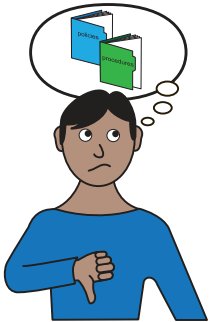


policies and procedures

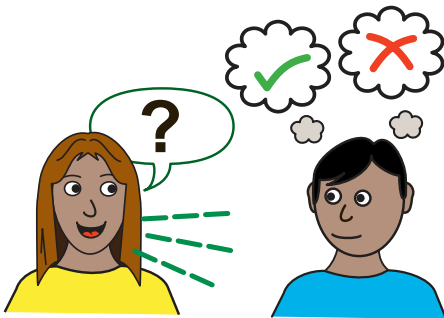


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

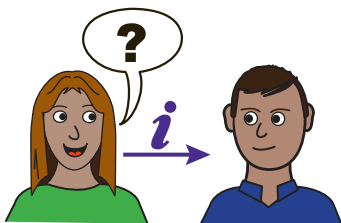


The policies and procedures also tell us what to do if something goes wrong.

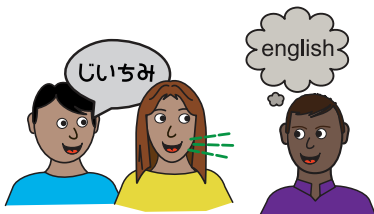


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**  
text: **07531 215 999**  
email: **info@pyramid.org.uk**



### Providing References

Pyramid is happy to provide references for all members, volunteers and workers when required.

- The Director writes, or approves, all references
- Any other members of staff / workers receiving a reference request should forward it to the Director
- No one may use their job title, the name 'Pyramid of Arts' or 'Pyramid', a Pyramid email account or our logo / letterhead when providing a personal ("character") reference or imply in any way that the reference is endorsed by Pyramid
- If you have participated in Pyramid activities for less than 6 months, we will only confirm your role and start/end dates; we cannot comment on your performance or suitability for a role
- After 6 months, we can provide a full reference
- We will take care to ensure that references are accurate, truthful and fair
- All references are treated as private and confidential

### Receiving References

- Pyramid requires two satisfactory references for anyone taking up a paid or voluntary position within the organisation
- Referees must have known the applicant for a minimum of 6 months
- Personal references are acceptable for volunteers but paid workers require at least one employer referee
- We will contact referees by phone to verify the reference
- If we have any concerns about a reference, we will talk to the applicant to clarify before making a decision
- All references are treated as private and confidential
- References form part of your personnel record. Please see the Data Protection Policy for information on accessing your records, and retention periods.