



PYRAMID

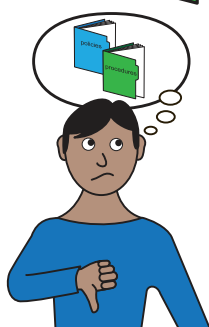
# Accessibility Statement

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.

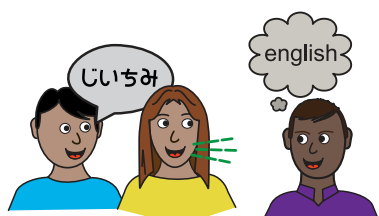


It is important that everybody at Pyramid can access and understand our policies and procedures.

**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: **[governance@pyramid.org.uk](mailto:governance@pyramid.org.uk)**

## Capability Procedure

Key terms / words	Please use the <b>glossary of policy terms</b> for definitions of key terms used in our policies and procedures.				
Clarifications	<p>The term 'worker' is used in this policy to refer to both employees and freelance workers.</p> <p>'We' refers to Pyramid, and usually your line manager / assignment manager would be the individual responsible for implementing the stages of this procedure.</p>				
Who does this policy / procedure apply to?	Employees and freelance workers				
Related policies and procedures					
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>				
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there was a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 15 May 2023.</p>				
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <table border="0"> <tr> <td><b>Email</b></td><td><b>Phone</b></td></tr> <tr> <td>governance@pyramid.org.uk</td><td>0113 234 6040</td></tr> </table>	<b>Email</b>	<b>Phone</b>	governance@pyramid.org.uk	0113 234 6040
<b>Email</b>	<b>Phone</b>				
governance@pyramid.org.uk	0113 234 6040				

This procedure explains what will happen if you become less capable of doing your job.

This might be because

- The job has changed over time, and you've not been able to keep up with the changes.
- You change. For example, a change in your health or personal circumstances may affect your ability to do your job.

### **General capability / changes to the job**

1. If we are concerned about your ability to do your job, we will firstly talk to you informally about it. We will make sure you understand what is expected of you, and be specific about what needs to improve and the timescales for improvement.

We are open to making reasonable adjustments to support you in carrying out your work to the best of your ability, and will discuss this with you.

We will discuss your training needs with you and ensure you receive adequate training. We will direct you to resources so you can browse training and have a clear picture of what is available. You must tell us if you feel you need more training to carry out your duties.

We will send you a written record of everything that's been discussed and agreed.

2. If there is no improvement within the agreed timescale, we will issue a written warning to you. The warning will say that you need to improve to keep your job.

We will talk to you again about what we expect, and what else you might need to do your job properly and to an acceptable standard. We will work with you to help you meet the standards required.

We will set a date to review your work again.

3. After your review, if the required standard of work still hasn't been met, we will issue a final written warning.

We will continue to talk to you about the situation as outlined above.

We will set a date to review your work again.

4. After your review, if the required standard of work still hasn't been met, you will be dismissed according to the terms in your contract.

## Personal Circumstances / Health Issues

We understand that situations may arise that

- don't prevent you from attending work but do prevent you from carrying out your normal duties
- prevent you from attending work, either for a prolonged period(s) or for frequent short absences

Examples of such changes in circumstance are divorce/ separation, bereavement, carer responsibilities, short-term illness, long-term illness, injury.

We are supportive of all workers and, wherever possible, we will be flexible and make reasonable adjustments to enable you to keep working.

You must be honest with us about what is happening, and we might ask for medical evidence if the issue is physical or psychological.

We will need to know if the situation is temporary, or if it will affect your ability to work in the long term.

When we have obtained as much information as possible regarding your condition / situation, and after consultation with you, we will make a decision about your future employment with us, in your current role or, where circumstances permit, in a more suitable role.

## Your contract

We will always refer to and abide by the terms and conditions of your employment contract / contract for services when we must make a decision about your capability.

If you are still in your trial period of employment with us, we may dismiss you without warning. If this happens, you still have the right to appeal.