



**Kellogg College**  
University of Oxford

# Staff Induction Pack



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**For up-to-date information  
please visit the College website:  
[www.kellogg.ox.ac.uk](http://www.kellogg.ox.ac.uk)**

**To get in touch with any of Kellogg's team,  
please visit:  
[www.kellogg.ox.ac.uk/explore/our-people](http://www.kellogg.ox.ac.uk/explore/our-people)**

**Other useful information  
Latest events:  
[www.kellogg.ox.ac.uk/latest/events](http://www.kellogg.ox.ac.uk/latest/events)**

# Introduction to Kellogg

**Kellogg was established in 1990 with a mission to make graduate study more open and accessible. It offered part-time study options that were more compatible with career progression outside academia, and recognised the personal commitments of family life.**

This simple concept was ground breaking at the time, but is now part of the fabric of the University of Oxford. Kellogg continues to innovate, and is committed to making lifelong learning available for the professional and personal development of its students, and the betterment of society.

With people ranging from their 20s to 70s and beyond, members of College represent around 100 nationalities and form an egalitarian and inclusive community, which is perhaps the friendliest and most distinctive in Oxford. Kellogg College is now home to over 1400 students and has over 100 Fellows of various categories – and it continues to grow. Students are admitted from some 200 courses across the University





# Our history

**Our roots lie in the University of Oxford's outreach activities, and especially to its commitment to lifelong learning. During the 1980s, a group of academics in the University's Department for Continuing Education came together to work towards the establishment of a new College at Oxford.**

A College which was designed to offer fellowship to senior members of the University who had a particular involvement in the University's lifelong learning and outreach activities, and one that would also be a College for part-time students should part-time degrees become a reality. With funding from the W.K. Kellogg Foundation (WKKF 2020 Annual Report), the College was established. It was in 1992 that the College matriculated its first Master's students reading for the degree of MSc in Educational Studies.

After a lengthy search for suitable premises, the College secured a four-acre site in a prime location in Norham Manor to which it moved in 2006. The Norham Manor Estate was developed in the second half of the nineteenth century and the Kellogg site contains a number of the original villas set within spacious gardens. Most of them are listed as buildings of special architectural or historical interest and the whole campus is included in the first conservation area designated by Oxford City Council in 1968.

In its short life, Kellogg College has celebrated the graduation of thousands of students, most of whom would not have had the opportunity to study at Oxford had it not been for the University's decision that postgraduate students would be permitted to study for certain degrees on a part-time basis. Part-time degree study is now firmly embedded and accepted at the University of Oxford and Kellogg is proud of the role it played in bringing that about.





# Our mission, vision and values



## Mission

Kellogg's mission is to welcome and support part-time and full-time graduate students, promoting the University's work in lifelong learning, and delivering the best possible Oxford experience for students.



## Vision

Our vision is to strengthen the positive impact the University has locally, regionally, nationally and globally, bringing together full-time and part-time students within the College, thereby enriching the pool of intellectual talent attracted to study and research in Oxford.

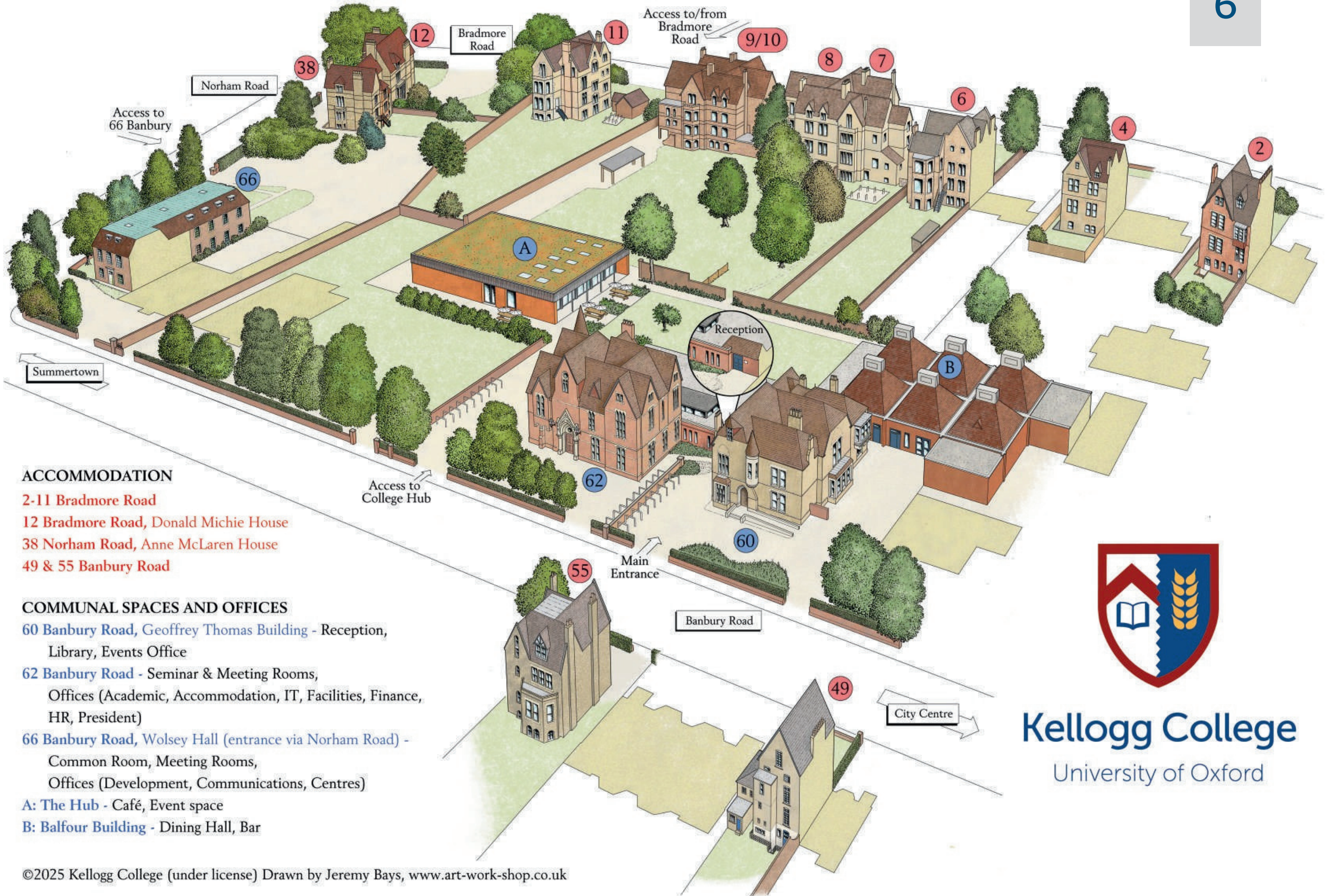


## Values

We value openness, innovation and social relevance, promoting knowledge exchange and research impact. Kellogg is an inclusive and egalitarian intellectual community, learning and researching across the disciplines. We are flexible and responsive, and give our members a voice in shaping the future of the college.

Kellogg aspires to formal independence as a separate charity with a Royal Charter.





## ACCOMMODATION

- 2-11 Bradmore Road
- 12 Bradmore Road, Donald Michie House
- 38 Norham Road, Anne McLaren House
- 49 & 55 Banbury Road

## COMMUNAL SPACES AND OFFICES

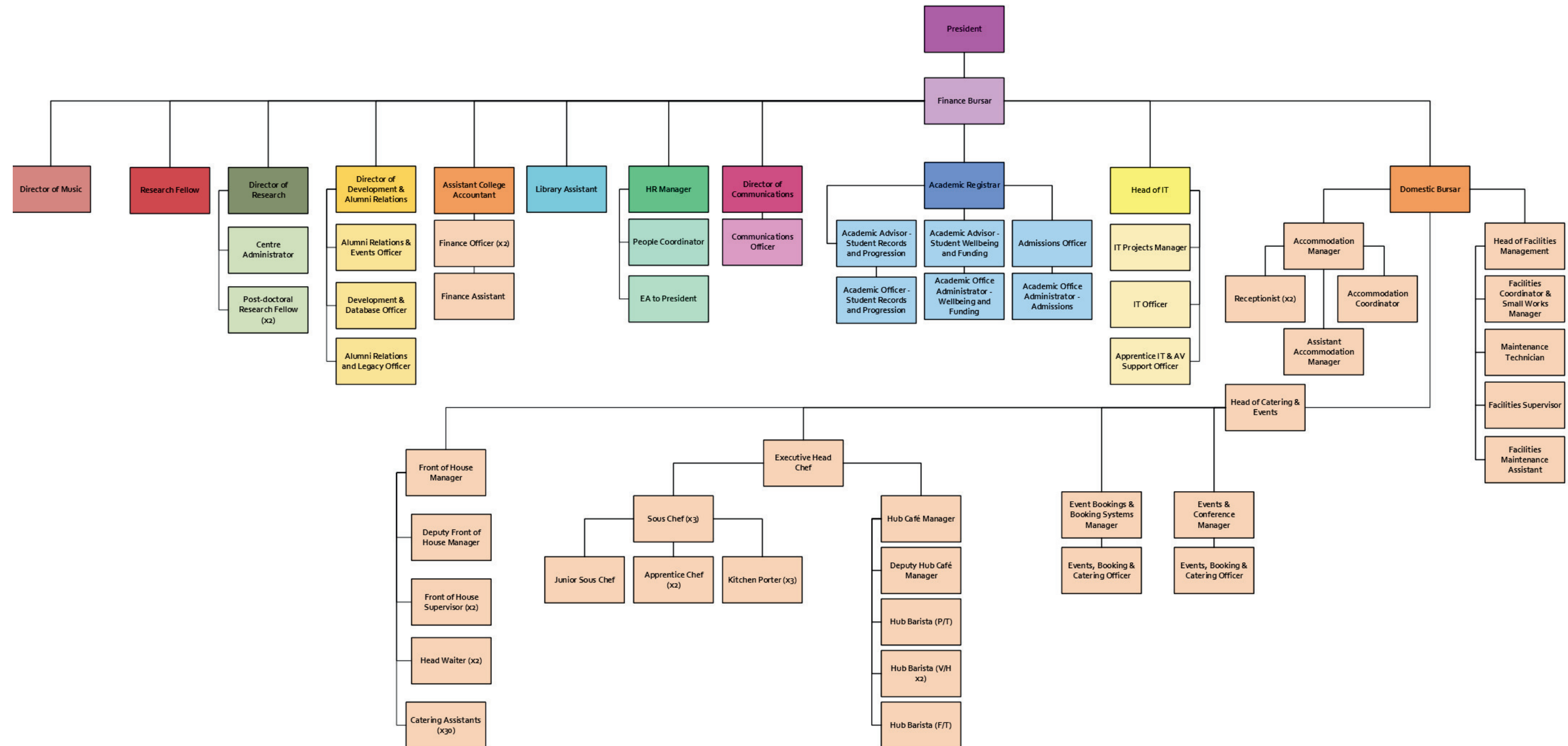
- 60 Banbury Road, Geoffrey Thomas Building - Reception, Library, Events Office
- 62 Banbury Road - Seminar & Meeting Rooms, Offices (Academic, Accommodation, IT, Facilities, Finance, HR, President)
- 66 Banbury Road, Wolsey Hall (entrance via Norham Road) - Common Room, Meeting Rooms, Offices (Development, Communications, Centres)
- A: The Hub - Café, Event space
- B: Balfour Building - Dining Hall, Bar



**Kellogg College**  
University of Oxford

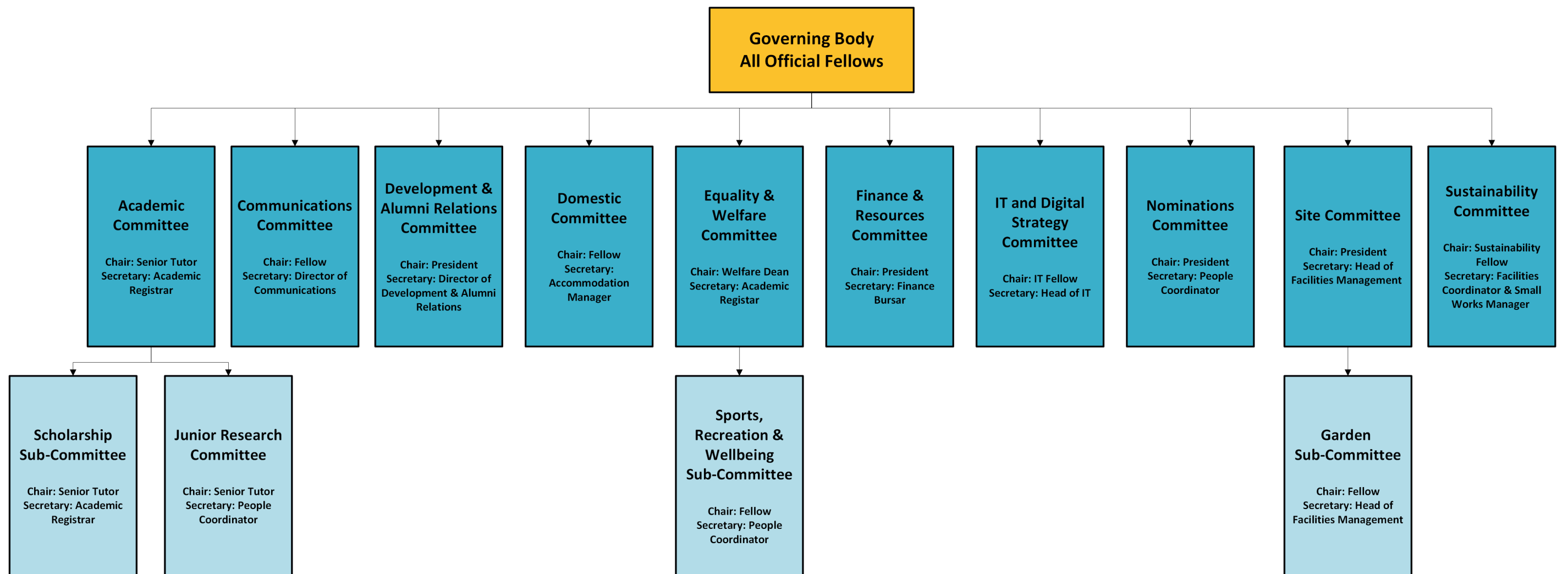


# Kellogg organisation chart





# Committee structure





# Useful contacts

**Academic Office** – [academic.office@kellogg.ox.ac.uk](mailto:academic.office@kellogg.ox.ac.uk)

**Accommodation** - [accommodation@kellogg.ox.ac.uk](mailto:accommodation@kellogg.ox.ac.uk)

**Bookings** - [bookings@kellogg.ox.ac.uk](mailto:bookings@kellogg.ox.ac.uk)

**Hospitality** - [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk)

**Events** - [events@kellogg.ox.ac.uk](mailto:events@kellogg.ox.ac.uk)

**Communications** – [communications@kellogg.ox.ac.uk](mailto:communications@kellogg.ox.ac.uk)

**Development** - [development@kellogg.ox.ac.uk](mailto:development@kellogg.ox.ac.uk)

**Alumni Relations** - [alumni@kellogg.ox.ac.uk](mailto:alumni@kellogg.ox.ac.uk)

**Hub** - [hub@kellogg.ox.ac.uk](mailto:hub@kellogg.ox.ac.uk)

**Kitchen** - [kitchen@kellogg.ox.ac.uk](mailto:kitchen@kellogg.ox.ac.uk)

**Restaurant** - [restaurant@kellogg.ox.ac.uk](mailto:restaurant@kellogg.ox.ac.uk)

**Human Resources** –  
[college.administrator@kellogg.ox.ac.uk](mailto:college.administrator@kellogg.ox.ac.uk)

**College Administration** -  
[college.administrator@kellogg.ox.ac.uk](mailto:college.administrator@kellogg.ox.ac.uk)

**Vacancies** – [vacancies@kellogg.ox.ac.uk](mailto:vacancies@kellogg.ox.ac.uk)

**Finance** - [financials@kellogg.ox.ac.uk](mailto:financials@kellogg.ox.ac.uk)

**IT** – [it-support@kellogg.ox.ac.uk](mailto:it-support@kellogg.ox.ac.uk)

**Library** - [library@kellogg.ox.ac.uk](mailto:library@kellogg.ox.ac.uk)

**Reception** - [enquiries@kellogg.ox.ac.uk](mailto:enquiries@kellogg.ox.ac.uk)

**Facilities** - [buildings@kellogg.ox.ac.uk](mailto:buildings@kellogg.ox.ac.uk)

**GCHU** – [gchu@kellogg.ox.ac.uk](mailto:gchu@kellogg.ox.ac.uk)

**Senior Tutor** - [senior.tutor@kellogg.ox.ac.uk](mailto:senior.tutor@kellogg.ox.ac.uk)

**College Dean** - [college.dean@kellogg.ox.ac.uk](mailto:college.dean@kellogg.ox.ac.uk)

**Peer Support** - [peer.support@kellogg.ox.ac.uk](mailto:peer.support@kellogg.ox.ac.uk)

## Safety Officers

**Jason King** – [jason.king@kellogg.ox.ac.uk](mailto:jason.king@kellogg.ox.ac.uk)

**Mel Parrott** – [mel.parrott@kellogg.ox.ac.uk](mailto:mel.parrott@kellogg.ox.ac.uk)

**Gary Walker** – [gary.walker@kellogg.ox.ac.uk](mailto:gary.walker@kellogg.ox.ac.uk)

## First Aiders

**Raul Intriago Olaya** - Via Reception

**Kabilan Puliyadi** – 12055

**Carina Klingenberg** - 12007

**Jon Wilmot** - 12016

**Grant Cherry** - 12058

**Alejandro Falla** - 12016

**Agnieszka Deputowska** - 12039

**Jonathan Wilmot** – 12016

**Jasmine Buckley** – 12046

**Djamel Sehrane** – 12016

**Gabriela Di Benedetto** – 12016

**Pete Silverwood** – 12041

**Stephane Lisner** – 12016

**Giuliana Forestieri** - 12044

**Sarah Plaistowe** - 12045

## Mental Health First Aiders

**Jasmine Buckley (HR Manager)** – 12046

**Jessica Pearson (Assistant Academic Administrator)**  
– 12008

**Carina Klingenberg (Academic Registrar)** – 12013

**Eoin Malins (IT Projects Officer)** – 12013

**Sebastian Sufaru (Sous Chef)** – 12016

**Elizabeth Dawson (Database and Development Officer)** – 12013

**Priscila Drummond (Assistant Academic Administrator)** – 12013

**Jo Doyle (Accommodation Manager)** – 12025

**Alicia Gardiner (Event and Booking Systems Manager)** – 12024

**Jessie Weavers-Medina (Centre Administrator)** –  
12035

**Afiqah Inegbedion (Admissions Officer)** - 12053



# Mandatory training courses/information

Below is a list of training courses you will need to complete as soon as possible after you start at Kellogg. Please take a read through the links at the end.

## **Equality and Diversity Briefing**

This course introduces you to what equality and diversity mean and why they are so important both to the University and to you as an individual. It provides an overview of the legislation, your rights and responsibilities, and guidelines for ensuring that equality and diversity are embedded in your work.

[Open course here](#)

## **Implicit Bias**

This course introduces the topic of implicit bias in the workplace. It is for all members of staff across the collegiate University. You will understand implicit bias and where it comes from, how it impacts people around you in the workplace and what you can do to minimise the negative consequences. [Open course here](#)

## **Information Security**

This module will get you up to speed on what you need to do to keep University (and your own) data safe. It has been created for self-study and can be completed at any time and pace. The module needs to be completed by all University Staff each year. [Open course here](#)

## **Display Screen Equipment (DSE) Assessments**

This site is designed to provide an understanding of the risks associated with your display screen equipment and to enable you to conduct an assessment of your own workstation. [Open course here](#)

## **Working from home**

Being able to work from home enables us to configure our working day to accommodate the various demands on our time and energy while making the most of our periods of peak productivity, but it also brings with it a series of challenges around communication, collaboration and engagement. This course sets out what home workers can do to make sure that they stay healthy, happy and productive while remaining connected to their organisation and able to reap all the benefits that homeworking has to offer. [Open course here](#)

**Sexual Harassment Awareness:** This course helps you to identify, address, remove, and prevent sexual harassment at work - making the 'grey areas' crystal clear. Under the new law, all employees must undertake the training upon starting to ensure the college remains compliant. [Open course here](#)

## **Training courses/guidance for new line managers**

### **Developing Leadership Skills**

A team leader or manager needs to be an effective decision-maker, communicator, mentor, motivator and coach. Managers are responsible for driving and sustaining performance, both of their team as a whole and the individuals within it, as well as looking after their professional development. New leaders can find the competing demands of their role particularly daunting and the transition from team member to team leader can be a challenging one. Using a series of dramatised scenarios around a newly promoted team leader, this course introduces new and established managers alike to the skills they need to lead and inspire their team successfully. [Open course here](#)

**Sexual Harassment Awareness for managers:** This course helps you to understand your responsibilities as a manager on how to reduce risks of sexual harassment and the law. Under the new law, all employees must undertake the training upon starting to ensure the college remains compliant. [Open course here](#)

If you would like to be informed of relevant opportunities and resources to support you in your role as a people manager, please subscribe to the People Managers' termly newsletter by clicking on the link below. Please note this is only for those colleagues who currently manage staff. Subscribe to the People managers' mailing list by emailing [peoplemanagers-subscribe@maillist.ox.ac.uk](mailto:peoplemanagers-subscribe@maillist.ox.ac.uk)

You can also join our [People Managers' Team](#).

Please take a read through the Leadership Framework, provided by People and Organisational Development.

<https://pod.admin.ox.ac.uk/leadership-framework-0>

<https://staff.admin.ox.ac.uk/working-at-oxford/new-tothe-university>

<https://pod.web.ox.ac.uk/new-to-oxford>



# Health and safety at Kellogg

Jason King, Mel Parrott and Gary Walker are the College's Health and Safety Officers. This means they are responsible for ensuring College grounds are up to standard to keep the College Members safe. Mel and Jason both review and sign off on all risk assessments (personal and college wide). If you require a personal risk assessment, your line manager is required to write and submit the assessment to Jason and Mel for it to be reviewed and then approved. Where necessary the Human Resources and Occupational Health teams should be consulted prior to your line manager writing the draft Risk Assessment.

Display Screen Equipment (DSE) – when you start, you should seek to complete a DSE Assessment to ensure you are sat correctly at your desk, this in turn will reduce RSI or other job related injuries. Your line manager will need to request this with the Facilities Office.

Health and Safety Induction – an induction to Health and Safety is to be done once you have started. Your line manager should request this with the Facilities office. The induction will cover where the Fire exits are, meeting point in case of a fire, when the fire alarm testing happens, the buildings that make up Kellogg College and their layout, location of first aid information, and general security arrangements that are in place.

## First aiders

**Kabilan Puliyadi:** 12055

**Jonathan Wilmot:** 12016

**Pete Silverwood:** 12041

**Stephane Lisner:** 12016

**Giuliana Forestieri:** 12044

**Sarah Plaistowe:** 12045

**Jasmine Buckley:** 12046

**Djamel Sehrane:** 12016

**Gabriela Di Benedetto:** 12016



Outside of office hours (5.00pm-08.00am),  
Oxford University Security Services  
can be contacted at **(01865 2)72944**



# Wellbeing guide

## Thriving at Oxford

Supporting you to feel and perform at your best as part of the University community. This is a new strategy and development program to support staff wellbeing. Content, information, links and key developments in the program will be posted [here](#).

## Mental wellbeing

### University welfare support

**Employee Counselling Service:** A free confidential employee counselling service provided by Carefirst is available for you and adult members of your immediate family who live with you. The service is [available](#) 24 hours a day, 365 days of the year.

**Togetherall** is a safe, online community where people support each other anonymously to improve mental health and wellbeing. As a member of the University, you can access mental health support via Togetherall 24/7 wherever you are in the world. Register free with your Oxford email to connect with others through online forums or connect online to a mental health professional using the '[message a wall guide](#)' feature.

**Thriving at Oxford** – Supporting you to feel and perform at your best as part of the University community. This is a new strategy and development program to support staff wellbeing.

### External resources

**Samaritans** is an independent listening service – always [available](#) 24/7 by telephone or online chat.

### Mental health first aiders

**Jasmine Buckley (HR Manager):** 12046

**Jessica Pearson (Assistant Academic Administrator):** 12008

**Carina Klingenberg (Academic Registrar):** 12013

**Eoin Malins (IT Projects Officer):** 12013

**Sebastian Sufaru (Sous Chef):** 12016

**Elizabeth Dawson (Database and Development Operations Officer):** 12013

**Priscila Drummond (Assistant Academic Administrator):** 12013

**Jo Doyle (Accommodation Manager):** 12025

**Alicia Gardiner (Event Bookings and Booking Systems Officer):** 12025

**Jessie Weavers-Medina (Centre Administrator):** 12025

**Afiqah Inegbedion (Admissions Officer):** 12025

## Occupational health for physical and mental wellbeing

University of Oxford Occupational Health is in place to ensure continuous care is provided Oxford University's students and staff. The Occupational Health Service delivers services that support the University's policies in regards to the prevention of ill health and the promotion of health and wellbeing. OH have a self-referral service so you can refer yourself for an appointment, or your line manager can do a referral for you (management referral). If you have further questions about how [Occupational Health](#) can support you in the workplace, please do get in touch with the HR Manager.



# Annual leave process

The number of working days paid Annual Leave to which you are entitled in each leave year is 38 per year comprised of:

- **24 days** of personal leave
- **Closure days** (to be taken at pre-determined dates as advised by the University, 1 the Thursday before Easter and then around Christmas break).
- **8 bank holidays**

For staff with less than a years' service, and part-time staff, the amount of annual leave allowed will be calculated on a pro-rata basis. Annual Leave accrual begins from the first day of your employment.

Annual Leave is to be taken at times approved in advance by your line manager (who will not unreasonably withhold consent) and in line with any restrictions laid out in your contract of employment. The normal leave year runs from 1 January to 31 December. A maximum of 5 days unused Annual Leave may be carried forward into the new leave year, at the discretion of your line manager.

Catering staff will be required to take part of their Annual Leave entitlement during kitchen closure days, depending on the requirements of the College. The kitchen closure is dependent on external factors (for example, lunch bookings until the end of July) and will be communicated to you by the Head of Catering and Events.

## Requesting annual leave

All annual leave requests must be made using TeamSeer. Staff should submit their annual leave request and have it approved by their Line Manager before making any firm holiday arrangements. Annual Leave requests will only be considered if they are approved on TeamSeer and will be allocated fairly within teams ensuring that operational efficiency and minimum staffing levels are maintained throughout the year.

The minimum notice normally required for Annual Leave, is at least two weeks' notice of intention to take Annual Leave of more than 3 consecutive days, and one week's notice for odd single days. Any staff member requiring annual leave in an emergency should discuss the matter with their line manager at their earliest opportunity.

Your line manager may decline the request for Annual leave. For Example, if the request leaves the department short staffed, or is during a business-critical time then the request may be rejected.





# Annual leave process

## Annual leave entitlement on leaving

Leaving the employment of the College and the University, is the only time when any untaken Annual Leave may be paid. If you have not taken your full Annual Leave entitlement at the time you leave, you will be paid accrued Annual Leave pay calculated in proportion to the period already worked during the leave year less the value of any days of Annual Leave already taken.

For example; you work from January 1st to May 31st. You will have accrued 16.5 days annual leave. 5 of these days will be used by bank holidays, so you will have 11.5 days personal allowance for the period 1st January – 31st May.

If you have taken more than your full Annual Leave entitlement at the time that you leave, calculated in proportion to the period already worked during the leave year, then the College will deduct an appropriate sum from your final payment. Using the example above, by the time your employment ended, you had taken 3 weeks annual leave (15 days), a deduction of 3.5 days would be taken from your final payment.

## Annual leave entitlement for part-time workers

Annual Leave entitlement for part-time workers is pro-rata to that of full-time workers, including pro-rata time off in lieu for bank holidays, according to the number of hours and days of the week worked.

## Additional annual leave for long service

[Find out more information.](#) Your long service allowance will automatically enter into TeamSeer at the start of the year's annual leave.





# Staff sickness absence process guidance

The below information outlines what steps you should take if you need to be absent from work due to illness.

1. If you are unable to attend work due to illness, you (or someone on your behalf) must notify your line manager, by telephone on the first day of your absence, no later than one hour after you are due to start work. If it is not convenient to phone, a note/email written on the first day of absence should be sent.
2. Your line manager will register you as on sickness absence in [TeamSeer](#)\*
3. Keep your line manager up to date with a return to work. Where possible, please inform them the day before if you do not think you will be able to attend work.
4. Upon your return to work, you will need to log into TeamSeer to complete the return-to-work form. The link can be found in the absence notification email that was received on the first day of your absence. Once completed, your line manager will review and sign off.

Sickness Absence from work for up to seven days (inclusive of weekends and bank-holidays) can be self certified.

## Sickness absence for more than 7 days

- If you are absent from work for more than 7 days due to sickness, you should obtain a Fit Note from your GP – a copy of this should be sent to your department and Human Resources as soon as possible, but no later than the ninth day. Failure to do so may result in salary payments being stopped, as well as disciplinary action under section 4.1 of the Staff Handbook. Guidance on fit notes can be found [here](#).
- Continue to send Fit Notes until your GP/doctor decides you are fit to return to work.
- If necessary, an occupational health referral will be completed to support you in your return to work and ensure any required adjustments are put in place. The Occupational Health report may need to be conducted prior to your return to work – please speak to Human Resources where required.

## Sickness during annual leave

If you are taken ill whilst on annual leave, or a fixed closure day which is deducted from the annual leave allowance set out in your contract, arrangements will apply under which, provided you satisfy the department by production of a self-certification form or doctor's certificate (Fit Note), you will be able to take the balance of your annual holiday (but excluding any allowance for sickness on days of public holiday or fixed closure days which are in addition to the annual leave allowance) a later date after you return to work.

The normal reporting requirements still apply when you are taken ill whilst on annual leave.

## Time off for medical appointments

Reasonable time off will be given for medical appointments. While not always possible, you should try to book appointments at the start or end of the day. Reasonable time off would be 1 hour total, inclusive of the appointment and travel time. You should notify your manager and then add the Medical appointment to TeamSeer using the Yellow Misc option.

*\*This should not be registered by yourself, someone else should always register you absent if you are sick.*



# Staff absence process guidance

The below information outlines what steps you should take if you need to be absent from work for reasons other than annual leave or sickness.

## Bereavement

If you have suffered a bereavement, you should notify your line manager and HR. HR will be able to confirm how many days you will be eligible to take, and these should be booked off by using [TeamSeer](#). If you require extended time away from work, for example, where long distance travel is required, you should discuss your requirements with your Departmental Administrator or Head of Department, or, where this is the agreed arrangement within the department, with your line manager. Additional leave, which will normally be unpaid or taken as annual leave, may be granted at the discretion of the Head of Department or Departmental Administrator.

## Planned absence

All known absences should be requested using [TeamSeer](#) in advance of the time off.

## Unplanned absence

If you have an unplanned absence, you must inform your line manager as soon as possible on the first day, and provide a reason for the absence.

## Maternity leave

All pregnant employees are entitled to 52 weeks' statutory maternity leave. It is up to the individual employee to decide how much of this entitlement she wishes to take but the law requires that a minimum of two weeks' leave must be taken immediately following the birth of the child. This is known as compulsory maternity leave.

You should notify your department and Human Resources as soon as possible of your pregnancy so that appropriate actions and risk assessments can take place.

## Paternity leave

Paternity leave is an entitlement to time off that may be taken by the biological father or the mother's partner (regardless of gender or marital status) following the birth or adoption of their child. Paternity leave is intended to support parents in the early stages of a child's life/adoption.

All eligible employees may be able to take one or two weeks' paternity leave which may be available at full pay. Paternity leave must be taken in the first 56 days following the birth or adoption of a child.

You should notify your department and Human Resources as soon as possible of your intent to take Paternity Leave so that appropriate actions can be taken.

## Time off for dependants

In every case, save in the case of an emergency occurring overnight, or at the weekend, you must apply in advance to your Departmental Administrator or to the person to whom you would normally report sickness absence. You should not leave your place of work without having obtained permission from that person, or from your head of department or administrator.

As in the case of sickness absence, if you are prevented from attending at your place of work due to an emergency you should inform the appropriate person of the reason for the absence as soon as possible on the first day of absence.



# Time off in lieu (TOIL) policy

Time off in lieu (TOIL) is time off which staff are allowed to take for hours worked beyond the normal working day. For staff on University contracts, the standard number of hours in the working week is 36.5 for those on grades 1 – 5 and 37.5 for those on grades 6 – 10. Time off in Lieu is in place for when departments need extra cover or support during busy times or to support with events.

TOIL applies to additional periods of work either before or after the normal working day. It does not apply to lunch periods.

## Principles governing the use of TOIL:

- TOIL may only be accumulated within a plan agreed with your line manager, with any additional hours that need to be worked agreed in advance. Administrative staff who need to stay late to finish off routine work will not be given TOIL unless they are working on a specific project which requires the commitment of additional hours. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost.
- Working additional hours is voluntary.
- Additional hours should be sporadic and only required for a limited period of time only (e.g. for a specific project or short notice cover for a gap in establishment) – if it is for a period longer than a month then line managers should review the overall staffing needs for the department to ensure working practices are effective.
- Staff will receive appropriate breaks during additional work in order to comply with the Health and Safety procedures set in place as well as regulation.
- Time off accumulated through TOIL arrangements must be equal to time actually worked.
- TOIL should be taken as soon as practicably possible after it has been accrued. If this is not possible it must be taken within 2 months of accrual. TOIL accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered.
- Managers should ensure that employees are given reasonable opportunities to take any accrued TOIL within the approved period.
- The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL will be treated as a disciplinary matter.
- TOIL shall not be carried to the next leave year/next period.

## TOIL management

While accrual of TOIL is managed within teams, use of TOIL earned that exceeds 2 hours should be entered into TeamSeer, and approved by the line manager.

## TOIL entitlement on leaving

All TOIL accrued should be taken before leaving employment. TOIL will not be paid when you leave University Employment.





# Confidentiality

## A very short introduction

While it would be easy to write a book on this subject, this very short introduction will explain how we understand and use confidentiality at Kellogg College.

The reason confidentiality became an issue in recent years was because people discovered that personal information had been used with little regard or thought for the person. Many of us will have had an experience where something personal has been shared without our permission leaving us feeling at best, let down, and at worst, exploited. Here at Kellogg College we want to underline our respect for you as a student and any information, personal or otherwise, which you give us.

We wish to be as clear as we can about how confidentiality works. Any information given to a fellow, College officer, College advisor or a fellow student with responsibility within the College may need to be shared with the Dean, Senior Tutor, Bursar or Academic Registrar, especially if this information puts the individual or other people at risk. The sole reason for this is to support any student going through complex or difficult circumstances as far as we can. We do know that it is always difficult to ask for help, or that sometimes our concerns result in 'tunnel vision' and we fail to see what support is available, although we 'ask' for this help by our 'acting out' behaviours.

**For example**, if a student told their College advisor that they thought they were being harassed by another student (in the same or a different College) or staff member or academic, it would be in their best interests for their advisor to share some of this with the Dean or Senior Tutor. This would likely result in a further meeting but it could ensure that such harassment stops and allows the student to resume studying and enjoying their time at Oxford supported and enabled by Kellogg College.

On the other hand, if a student tells someone they are upset because they have split up with a boyfriend/girlfriend, it is unlikely this would be shared any further unless they started harassing or stalking them.

**Another example**, suppose a student finds it increasingly difficult to sleep, becomes dominated by negative thoughts, is unable to work and as a consequence is seen by their College advisor who becomes concerned that the student may be depressed. Their advisor could share their concerns with a fellow or the Dean – that have some knowledge of mental health issues – with the intention of getting appropriate help or support. This help could be to get the student to see their G.P., talk to their academic department or tutor on the student's behalf, or support the student in accessing the professional help available at the University Counselling Service.

Members of the College staff are not subject to confidentiality in the same way. As employees of the College they have a responsibility to the College and so would normally be expected to share any concerns with their line manager. In a small College this is likely to be the Bursar or Academic Administrator. As a College we have a responsibility for their well-being, as well as yours, and that includes supporting them if they are concerned about particular issues.

**For example**, suppose a student under the influence of some liquid or other substance were to say something to a staff member on reception. If the member of staff felt there was an issue of risk to that person or to others they could inform their line manager. It is usually helpful to tell the person the action they are taking. If this were to result in the student being abusive in any way this would be an issue for the Dean to deal with.

Finally the Dean, Senior Tutor, Bursar or Academic Registrar meet from time to time (not necessarily as a group) to consider the overall life of the College and concerns may be raised or information shared that results in further support or actions being taken.

For reasons of confidentiality the examples used are composite examples of things that have happened in the past. If you are concerned at all about any aspect of confidentiality, please speak to your line manager.

# Useful links

## Getting started at Oxford

This link will give you useful information and guidance on how to get your IT accounts set up. <https://www.it.ox.ac.uk/getting-started>

## HR Self Service

Employee Self-Service gives you access to your payslips and P60s, personal and contractual information, as well as the Internal Job Board. For further information about

how to use the system, and how to log in, please visit the HR Self Service webpage <https://staff.admin.ox.ac.uk/working-at-oxford/you-and-work/hr-self-service>

## Pay dates

These are normally the penultimate working day of the month. This information will also be shown in HR Self-Service. For a full list of dates, please visit the Pay Dates Webpage <https://finance.admin.ox.ac.uk/pay-dates>

## TeamSeer

This is our absence booking system and it is used for all types of absence. You can request holiday and report unauthorised absence for colleagues. Please note you should not report unauthorised absence for yourself. To log in, you will need your Single Sign On <https://www.kellogg.ox.ac.uk/for-members/for-staff/>

## Inrehearsal

The platform offers a Netflix-style learning experience, with access to hundreds of short video classes delivered by expert facilitators and industry leaders. Content is designed to increase awareness and understanding on themes including leadership, diversity, wellbeing and personal development.

Bite-sized content and playlists enable staff to learn and develop skills and knowledge at their own pace, encouraging continuous professional development. To get started, visit the POD learning-on-demand page and [log-in](#) with Single Sign-On.

## Upay

This is our bookings system used to book on to events. As a College member of staff, you can also use it to pay for meals in the Dining Hall and Hub Café. An account will be created for you when you start <https://www.kellogg.ox.ac.uk/for-members/for-staff/>

## Staff benefits

The University offers a wide range of benefits to staff, including financial benefits, travel discounts, wellbeing and work-life balance. To find out about the benefits available, please visit the Staff Benefits webpage <https://hr.admin.ox.ac.uk/staff-benefits>.

## Discounts

There are a number of discount codes available exclusively to Oxford University Staff. The full list can be found at <https://hr.web.ox.ac.uk/discount-codes>

## OxBikes

This is a new rental scheme set up by Students at Oxford University. With Oxbikes you can easily rent a bike 24/7 on their online platform from the very many convenient college depots for entirety of Michaelmas for only £33.99, or all three terms for just £89.99 – including a d-lock! There is a base at Kellogg College that you can collect the bike from. Further information on the scheme can be found at <https://bykeltd.co.uk/>

## CoSy

CoSy is our course booking system, and it contains e-learning courses and in person training opportunities. To log in, you will need your Single Sign On <https://skills.it.ox.ac.uk/cosy>

## Occupational Health

The University's Occupational Health Service is a specialist branch of medicine that focuses on the health and wellbeing of employees in the workplace, offering a range of services to the University and its employees. If you would like to discuss this service further or would like support making a referral, please speak to Kellogg's HR Team. <https://occupationalhealth.admin.ox.ac.uk/referral-service>

## People and organisational development (POD)

POD contributes to people development strategy across the University. The unit enables individuals to take charge of their own development through self directed learning. They offer a series of training courses. For further information about POD and what they do, please visit <https://pod.admin.ox.ac.uk/>

## iHasco

iHasco delivers the College's Sexual Harassment Awareness training. For further information, please contact the HR team. <https://www.ihasco.co.uk/>



# Useful links

## **Sustainability at Kellogg**

Kellogg College is taking action against global warming and climate change, as well as facilitating behavioural change among staff, students, fellows and members of the College. We are proud to say we achieved a NUS Green Impact Bronze Award in 2018, Gold Awards in 2019 and 2020, and a Beyond Gold Award in 2021. Please take a read through the Sustainability Policy.

## **A short history of Kellogg**

A short history of Kellogg can be read [here](#).

## **Staff Members**

A list of Kellogg Staff can be found at on [website](#).

## **Kellogg Fellows and Common Room Members –**

A full list of Fellows and Common Room Members can be found [here](#) by using the filter for the different fellowship groups (found [here](#))

If you have questions relating to HR Self Service, TeamSeer, please email [college.administrator@kellogg.ox.ac.uk](mailto:college.administrator@kellogg.ox.ac.uk)

For queries relating to Upay, please email [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk)



# Financial Regulations and key policies

There are a number of key regulations and policies in place in the University underpinning financial administration and ethical decision-making. Departments are responsible for ensuring that all staff are aware of them, and all staff are responsible for ensuring that they comply with them. Please find links to the policies and a brief overview below. If you have any queries or concerns, please contact [financials@kellogg.ox.ac.uk](mailto:financials@kellogg.ox.ac.uk) or [compliance@admin.ox.ac.uk](mailto:compliance@admin.ox.ac.uk). Each policy contains details of how to report or manage issues. A [list of all policies](#) is also available.

## Financial Regulations and supporting financial processes

The Financial Regulations and supporting financial processes are established to ensure the proper use of University financial resources, satisfying requirements for accountability, internal control, and the management of financial risk, as well as fulfilling legal and financial obligations (e.g. requirements of government agencies, funders and donors). All staff are responsible for complying with these regulations and the financial control requirements of financial processes.

The Financial Regulations are relevant to all staff even if their role is not primarily financial. For example, they cover purchasing, expense claims, and managing research funding, so anyone involved in these should ensure they are familiar with relevant processes.

The Financial Regulations also set out how key authorities are delegated, for example for committing the University in contracts or committing expenditure. The finance team in the department is available to ensure that the department carries out activity in line with the Financial Regulations. So that we can best support you, please contact [financials@kellogg.ox.ac.uk](mailto:financials@kellogg.ox.ac.uk) in advance of relevant activities. If you would like advice from the Finance Division, please contact [financial.assurance@admin.ox.ac.uk](mailto:financial.assurance@admin.ox.ac.uk) who will be happy to advise.

## Statement of policy and procedure on conflict of interest

In a University of the size and complexity of Oxford, conflicts of interest are bound to occur. The [policy](#) is not in place to prevent activities taking place, but to facilitate activities and to protect individuals and the University from any appearance of impropriety. A conflict of interest arises where the commitments and obligations owed by a member of staff or student to the University or to other bodies (for example a funding body) are likely to be compromised, or may appear to be compromised, by:

1. personal gain, or gain to immediate family (or a person with whom the staff or student has a close personal relationship) whether financial or otherwise; or
2. the commitments and obligations that person owes to another person or body.

Each individual is responsible for recognising situations in which they have a conflict of interest, or might reasonably be seen by others to have a conflict, to declare that conflict to the appropriate person and to take such further steps as may be appropriate in line with the conflict of interest policy.

The general rule (with the exception of committee business) is that disclosure should be made in writing to the Head of Department (or equivalent) at the time the conflict first arises or it is recognised that a conflict might be perceived. Note that the duty to declare a possible conflict applies to the perception of the situation as well as the actual existence of a conflict. This is important to protect the reputation of the University and funders, as well as to avoid any consequences (e.g. financial loss) of conflicts arising.

There are a number of examples provided on the website. For further support in the department please contact [financials@kellogg.ox.ac.uk](mailto:financials@kellogg.ox.ac.uk). If you would like advice from the central University administration, please contact [compliance@admin.ox.ac.uk](mailto:compliance@admin.ox.ac.uk) who will be happy to advise.

## Anti-Bribery Policy

Bribery is the offering, promising, giving, requesting, or accepting of a financial or other advantage with the intention to induce or reward improper performance.



# Financial Regulations and key policies

The UK Bribery Act 2010 makes the giving, solicitation or receiving of bribes a criminal offence, and makes it a corporate offence for an organisation to fail to prevent bribery by an associated person (such as a member of staff or a service provider) regardless of geographical location.

The University is committed to conducting its activities fairly, honestly and openly, in accordance with relevant legislation, and to the highest standards of integrity; it has no tolerance of bribery. All staff are responsible for ensuring that they comply at all times with the [Anti-Bribery Policy](#) and guard against the commission of bribery.

Staff are expected to act at all times in a manner that is fair, impartial, and without favouritism or bias and to abide by the following standards:

- no member of staff or person acting on behalf of or providing services for the University shall seek a financial or other advantage for the University through bribery; nor shall they offer, promise, give, request, agree to receive or accept a bribe for any purpose;
- the payment or acceptance of facilitation payments is unacceptable and will not be tolerated, except where the relevant territory specifically permits such payments in its written law;
- staff and persons acting on behalf of or providing services for the University must abide by the University Policy on Gifts and Hospitality;

- any suspicion of bribery should be reported immediately through the channels defined by this Policy, and the University will consider appropriately all such reported instances.

Everyone is encouraged to review [Bribery: essential reading](#).

## Anti-Fraud Policy

Fraud is a dishonest act or omission that is made with the intent of making a gain or causing a loss (or the risk of a loss). The University is committed to conducting its activities fairly, honestly and openly, in accordance with relevant legislation, and to the highest standards of integrity. The University has no tolerance of fraud committed by staff or associated persons, and aims to reduce instances of fraud perpetrated against the University to the absolute practical minimum.

Staff are expected to act at all times in a manner that is fair, honest and open and to abide by the following standards:

- no member of staff or person acting on behalf of or providing services for the University shall commit any form of fraud;
- all staff shall ensure that the Information Security Policy and other relevant guidance is followed at all times, in order to reduce the risk of fraud from unauthorised access to systems and data;
- any suspicion of fraud or irregularity should be reported immediately through the channels defined by this Policy, and the University will consider appropriately all such reported instances.

Compliance with the [Anti-Fraud Policy](#) is important to fulfil the law.

## Gifts and hospitality Policy

Gifts and hospitality are defined as the provision or receipt of property, consumables, services, entertainment or money for which no reasonable fee is paid in return by the recipient. The University operates on a global basis in pursuit of its mission to achieve and sustain excellence in every area of its teaching and research. Integrity and fairness, both actual and perceived, are vital to its success in achieving this mission. The University's staff and representatives must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias.

The [Gifts and Hospitality Policy](#) may be summarised as follows:

1. The University's staff and representatives must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias.
2. Gifts and hospitality may only be accepted by University staff or representatives when:
  - the offer has been made for a proper purpose;
  - acceptance is consistent with the purposes of the University;
  - it is appropriate and its value reasonable and proportionate to the circumstances;
  - acceptance accords with all applicable University policies and governmental legislation.

# Financial Regulations and key policies

3. Gifts and hospitality may only be provided by University staff or representatives when

- the offer is consistent with the purposes of the University;
- the purpose is not to influence improperly;
- it is appropriate and its value reasonable and proportionate to the circumstances;
- provision accords with all applicable University policies and governmental legislation.

4. There is a requirement to record gifts and hospitality above certain thresholds in a departmental Gifts & Hospitality Register. Please note there are lower thresholds with regard to public officials

5. The University does not make political donations.

Compliance with the policy is vital in order to protect the reputation of the University and individual staff, and to also ensure compliance with the Anti-Bribery Policy.

## Anti-Facilitation of Tax Evasion Policy

Tax evasion, and (since 2017) the deliberate and dishonest facilitation of the commission of tax evasion by another person in the UK or overseas, are criminal offences as set out in the Criminal Finance Act. Risks arise from a number of activities and the University has a number of policies, processes and tools in place that ensure that these are addressed, including:

- [Employment taxes](#) (including the HMRC [Check Employment Status for Tax \(CEST\) Tool](#) to support the assessment of individual employment status and Personal Services Companies to ensure employment taxes are appropriately managed.

- [Research VAT treatment](#) including the [VAT Research Tool](#), to support the assessment of research income, costs etc for appropriate VAT treatment.
- [Collaborator VAT treatment](#) (included in the VAT Research Tool) to support the appropriate identification of collaborative relationships versus supplier relationships to ensure correct VAT treatment.
- Donations are managed to ensure appropriate [due diligence](#) is undertaken and they are [correctly accounted for](#).
- An [International Working Arrangements Policy](#) supports (1) staff working internationally and ensure that the risks posed by cross-border working can be mitigated; and (2) departments/faculties in making informed decisions when sending employees overseas or choosing to support employees working internationally.
- The [Gifts and Hospitality policy](#) is in place to ensure gifts given or received are identified and any tax implications dealt with.
- If in doubt, contact [financials@kellogg.ox.ac.uk](mailto:financials@kellogg.ox.ac.uk) before commencing these activities so that we can ensure the right arrangements are in place.

## Public interest disclosure (whistle-blowing) code of practice

The University places the greatest importance on the integrity of its operations, and has in place a number of policies and procedures to address problems that may arise for its employees and students, including those relating to grievance, harassment, discipline and individual allegations of fraud.

Where there are genuine concerns about possible malpractices or improprieties that are not adequately covered by other University policies or procedures, staff are encouraged to make a public interest disclosure.

Other key policies

- [Information Security policy](#)
- [Risk management framework](#)
- [Guidance Notes on the Holding of Outside Appointments](#)





**Kellogg College**

University of Oxford

**OXFORD OX2 6PN**

**[www.kellogg.ox.ac.uk](http://www.kellogg.ox.ac.uk)**