

Sample Carers Policy (short)

When to use this model carers policy

Use this model policy to indicate that your organisation firstly recognises and supports employees who have caring responsibilities and secondly to set out, in one place, what support your organisation offers.

Commitment to supporting carers

The Company/Organisation recognises that some people have caring responsibilities and that carers will constitute a part of its workforce. It also understands that some employees may find it difficult to combine work and caring and this policy sets out what support the Company/Organisation offers to enable employees to do this.

The Company/Organisation believes that carers should have the same opportunity to obtain a job within the organisation and keep their job as everyone else and is committed to providing as much support as is reasonably practicable.

Definition of carers

The Company/Organisation defines carers as employees with significant caring responsibilities that have a substantial impact on their working lives. These employees are responsible for the care and support of disabled, elderly or sick partners, relatives or friends who are unable to care for themselves.

* You can replace ** as appropriate to adapt this policy for your organisation.

- 1.1 ** recognises that some people have caring responsibilities and that carers will constitute a part of its workforce. Carers provide unpaid care by looking after an ill, frail or disabled family member, friend or partner. ** further recognises that employees may find it difficult to combine paid work and caring. We have therefore adopted the following code of good practice in order to support employees who are also or who are likely to become carers.
- 1.2 This policy is fully supported by and integrated with other relevant policies such as:
 - Flexible Working Policy
 - Homeworking Guidelines
 - Leave Policy

- 1.3 This policy applies to all employees of **.
- 1.4 We reserve the right to amend this policy from time to time.
- 1.5 Staff will in no way be discriminated against on the grounds of their caring responsibilities. For further information, please refer to the Equality and Diversity Policy (or Diversity and Inclusion Policy).
- 1.6 Employees are not obliged to disclose to their line manager that they are caring for someone but will be actively encouraged to do so. All line managers should ask whether staff they are supervising also have caring responsibilities, and should have due regard to issues of confidentiality concerning this information.
- 1.7 ** welcomes comments and suggestions from all staff on how the organisation may further improve the working environment so that it is better equipped to deal with the varying needs of carers in the workforce.
- 1.8 All employees will be entitled to request time out in order to attend to the sudden needs of the individual that they care for. For further information, please refer to the Special Leave section of the Leave Policy.
- 1.9 All employees will be entitled to request to work flexibly (e.g. to request to work part-time, to work from home etc) in order to attend to the needs of the individual that they care for. For further information, please refer to the Flexible Working Policy.
- 1.10 All employees with caring responsibilities will be entitled to use the telephone at work in connection with their role as a carer. For further information, please refer to the Electronic Communications Policy.
- 1.11 ** understands the difficulty that carers may face and is committed to providing as much support as is reasonably practicable. We invite the carers in our workforce to access and use the resources we make available to carers in the wider community e.g. advice and information etc.

*Approved by ** Date ** .*