

Key Terms and Conditions

Place of work

KSS AHSN staff are currently working on a remote / hybrid basis. Your normal place of work will be our primary place of business, which is currently The Beehive, Gatwick / Crawley, West Sussex. Other normal places of work include our satellite offices in Guildford, Surrey and Brighton, West Sussex.

KSS AHSN does reserve the right to change your place of work in the interests of the business after consultation with you.

Hours of work

Full time hours of work are 37.5 per week, excluding lunch breaks. You may be eligible to be considered for flexible working.

Holiday entitlement

The leave year runs from 1 April to 31 March and you will earn paid leave on a pro-rata basis for each month of service. In addition to public holidays, full-time annual leave entitlement is as follows:

- First two years of employment: 33 days
- After two completed years of employment: 34 days
- After five completed years of employment: 35 days

For new staff recruited during the year, a pro-rata holiday entitlement will be provided in the period up to 31 March.

Pension Scheme

The company currently offers a tax efficient salary sacrifice scheme with any registered pension scheme, as specified by the employee.

A workplace pension scheme is also offered to AHSN staff and if you meet the criteria, you will be automatically enrolled into the AHSN pension scheme when you join the organisation at month 1. A 5% Gross employee contribution will be deducted from your pay and the employer (KSS AHSN) will also pay a 3% Gross contribution to the employee's pension scheme.

Full details of the scheme will be given to you when you are enrolled, including details of your right to opt out, if you do not want to be a member of the scheme. While participating in the scheme, you agree to worker pension contributions being deducted from your salary, as indicated above.

Season Ticket Loans

An interest-free loan for a travel season ticket is available. The loan will be recovered by salary deduction over a maximum period of twelve months.

Probation Period

Your employment will be subject to a six-month probationary period.

Health and wellbeing

KSS AHSN are committed to both supporting and boosting the health and wellbeing of its staff. We pride ourselves in maintaining this organisational value and encourage a healthy work/life balance for our entire workforce.

As part of that commitment, we offer our staff and their immediate family members, access to our Employee Assistance Programme (EAP). The EAP service provides a complete support network that offers expert advice and compassionate guidance, 24/7, 365 days a year. In addition to the counselling support and advice, the EAP service also comes with access to a wellbeing portal and an e-Health mobile app which provides access to holistic health and wellbeing support at the tap of a finger anywhere and at any time.

Diversity

It is the desire of KSS AHSN to broaden diversity within its current workforce. KSS AHSN is an equal opportunities employer and ensures that all new, existing and prospective employees are treated fairly through the principles of equal treatment and promotion of diversity. This includes:

- ensuring that all individual who come into contact with the AHSN, whether as employees, stakeholders or in any other capacity, are treated with dignity and respect;
- ensuring that the opportunities the AHSN provides for learning, personal development and employment are made available on a non-discriminatory basis;
- and providing a safe, supportive and welcoming environment for employees, stakeholders, visitors and others.

Along with all 15 AHSN's in the AHSN Network, we are committed to a [series of pledges](#) to further support the diversity and innovation agenda.

To enable us to develop and monitor the effectiveness of our diversity policies, we will ask you to complete a short questionnaire shortly after you join us. Your answers will be treated in the strictest confidence.

Values and behaviours

Our values and behaviours are important to us. We have developed a clear vision for the direction of the company. We have developed and agreed the below [values and behaviours framework](#), in order to underpin this vision. Applicants and employees will be expected to demonstrate an understanding of and commitment to these values and behaviours, which will be assessed through the recruitment, selection and appraisal processes.

Innovation | Improvement | Impact

| Strive for, and inspire, excellence | | Act with integrity | | Value people | | Work collaboratively | |
|---|--|--|--|---|---|--|--|
| We will: | We won't: | We will: | We won't: | We will: | We won't: | We will: | We won't: |
| Take pride in our work and celebrate our achievements | Become complacent or settle for less than our best | Act professionally and ethically | Compromise an individual's integrity | Recognise, respect and value others | Undermine or belittle one another | Work as one team | Work in silos or work against each other |
| Have courage, promote adventure and innovation | Create or allow blame or bullying cultures | Be transparent and honest, and promote a culture of openness | Be political or self-serving | Be kind, understanding and supportive towards one another | Blame or scapegoat one another if things go wrong | Create positive team environments | Be negative or have a bad work ethic |
| Embrace creativity and different viewpoints | Avoid difficult conversations | Enable people to speak up and have a voice | Discriminate or show favouritism | Promote inclusion and embrace diversity | Be dismissive of ideas and suggestions | Be willing to learn from others and adapt | Make assumptions or judge one another |
| Share knowledge and information | Knowingly keep people in the dark | Act on feedback | Moan without owning the issue | Listen to each other | Criticise one another | Provide constructive feedback | Take constructive criticism personally |
| Hold ourselves and each other to high standards | Misuse resources | Be clear about our roles and responsibilities | Over complicate information and communications | Provide opportunities for personal growth and development | Be inflexible | Provide clarity around our direction and aims | Procrastinate |
| Maximise our resources and productivity | Be inefficient | Take responsibility and be accountable | Make excuses | Promote well-being and a healthy work/ life balance | Tolerate poor behaviour | Be sensitive to others' work patterns and time commitments | Have unrealistic expectations of others |