

Sporting Events Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
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1 Introduction

- 1.1 This policy sets out our approach to major sporting events such as the World Cup or the Olympic Games, including what concessions may be granted and the expectations that we have of you around the time of a major sporting event.
- 1.2 Any flexibility given to you during a major sporting event will be on a temporary basis and is a privilege, rather than a right.
- 1.3 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2 Time off work

- 2.1 If you wish to book annual leave around the time of a sporting event, you must use the normal holiday request procedure. You are encouraged to book holiday well in advance of any event.
- 2.2 Every effort will be made to meet a holiday request. However, we must maintain a minimum level of staffing at all times due to operational needs and/or for safety reasons.
- 2.3 If we receive a large number of requests for annual leave at the same time, leave will be granted on a first-come, first-served basis. In these circumstances, it may not be possible to grant all requests.

3 Temporary flexible working arrangements

- 3.1 During a major sporting event, we may permit changes to your working arrangements, such as a variation of working hours, on a temporary basis. This is provided that you obtain prior written approval from your Line Manager, and you agree to make up any lost time.
- 3.2 There may be circumstances where it will not be possible to grant flexibility due to the operational needs of the business.

4 Unauthorised absence

- 4.1 Levels of attendance at work are monitored. If you are absent from work without permission on the day of a major sporting event, this will be treated as an unauthorised absence.
- 4.2 If you are unable to provide medical evidence or some other acceptable explanation for your absence, you will be subject to a disciplinary investigation.
- 4.3 Unauthorised absence from work or lateness is regarded as misconduct and will be dealt with under our Disciplinary Procedure.

5 Sporting events televised during working hours

- 5.1 You must always obtain permission from your Line Manager to watch a sporting event during work time.

6 Drinking or being under the influence of alcohol at work

- 6.1 You are not permitted, in any circumstances, to drink alcohol while watching a major sporting event during working hours.

6.2 If you are under the influence of alcohol or caught drinking alcohol during working hours including during a lunch break, this will be dealt with under our Disciplinary Procedure.

7 Conduct

7.1 During a major sporting event, you should be respectful to your colleagues. Harassment linked to an event, for example hostile or racist remarks about a particular country, will not be tolerated.

7.2 Misbehaviour outside work, for example being drunk and disorderly at a public event or being involved in hooliganism, can affect the trust that we have in you to carry out your role and damage our reputation.

7.3 You should be aware that any misconduct, whether committed at work or outside work, during a major sporting event may lead to disciplinary action, up to and including summary dismissal.

8 Review

8.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

9 Definitions

9.1 The Foundry ("we", "us", "our")

9.2 The Employee ("you")

Document control box

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