![Goalball UK logo]

Religious Observance at Work Policy

Goalball UK, EIS, Coleridge Road, Sheffield, S9 5DA

First Issued	January 2023
Last review	January 2025

1   Introduction

1.1   This policy sets out our approach to requests for time off, or a change to working patterns, during religious festivals or for religious observance.

1.2   This policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

2   Our commitment

2.1   The policy demonstrates our commitment to a diverse and inclusive working environment, where we support staff of all religions and beliefs, together with staff who choose not to follow a religion or belief.

2.2   We also acknowledge that there is diversity within religions and that individuals may choose to observe their particular religion or belief in different ways.

2.3   We treat all requests for time off, or a change to working patterns, during religious festivals or for religious observance equally.

3   Requesting time off

3.1   While there is no automatic right to time off to observe religious holidays, we aim to support any employee who requests time off for this reason, where it is reasonable and practical to do so.

3.2   If you wish to take time off during a religious festival or for religious observance, you will need to book annual leave in line with our Annual Leave Policy.

4   Requesting a change to working patterns

4.1   If you wish to change your working pattern temporarily for a short period for religious observance reasons, you will need to make a request to your Line Manager who will attempt to meet your request where it is reasonable and practical to do so.

4.2   If you wish to change your working pattern on a longer-term basis due to a continuing requirement, you will need to make a request under our Flexible Working Policy.

5   Balancing requests and the needs of the business

5.1   We will be as fair and flexible as possible when considering requests for time off or a change to working patterns.

5.2   Wherever feasible, the greater the period of notice that you provide, the more likely it is that we will be able to meet your request. Similarly, we ask that the amount of time that you request is not excessive or unreasonable.

5.3   However, we do need to operate our business effectively and there may be circumstances where the operational needs of the business mean that we have to decline your request, either in full or in part. If that is the case, we will attempt to give you as much notice as possible.

6   Facilities

6.1   We provide a dedicated quiet room for the purpose of allowing employees to pray or observe religious practices. This room is open to all employees, irrespective of their religion or belief.

6.2 Employees who do not follow any religion or belief may also use this room for the purpose of quiet contemplation, meditation or rest. All employees who choose to use the quiet room are requested to respect the rights of other individuals to observe their personal beliefs.

7 Food

7.1 We provide food storage facilities. These are available to use by all employees.

7.2 Employees must ensure that all food placed in the fridges or on the shelves provided is always stored in sealed containers. This is for the benefit of all employees, some of whom may wish to ensure that their food does not come into contact with, for example, pork or other meat products.

8 Queries

8.1 Any employee who has a query related to their religious needs should contact their Line Manager.

9 Review

9.1 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.

10 Definitions

10.1 Goalball UK ("we", "us", "our")

10.2 The Employee ("you")

Document control box

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