



# General Information

## WIMM

Updated  
Nov-15

(Nuffield Division of Clinical Laboratory Sciences)

Factsheet 12

### Part 1

#### Annual Leave

Annual leave (form available from your HR team) must be approved by your line manager before going on leave. As much notice as possible should be given. The authorised form should be emailed to your HR team ([annual.leave@imm.ox.ac.uk](mailto:annual.leave@imm.ox.ac.uk)) every time leave is logged and approved.

#### Leave for other reasons

Please contact your line manager if you require leave for any other reason. Such leave should be discussed with your line manager and recorded with your local HR team prior to you taking leave or as soon as possible in the case of an emergency. If you are unable to contact your line manager please contact: [wimm.hr@imm.ox.ac.uk](mailto:wimm.hr@imm.ox.ac.uk)

#### Conflict of Interest

It is the duty of every member of staff or student to disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest. The University's

Policy on Conflict of Interest can be found at [www.admin.ox.ac.uk/researchsupport/integrity/conflict/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/)

#### Dress Code

Your line manager will be able to advise you as to the dress requirements for your area of work.

#### Drinking and Drugs

It is not permitted to bring alcohol or illegal drugs or substances on to any RDM premises. Drinking on the premises (unless for a recognised social function or authorised entertaining) or being intoxicated during working hours is considered gross misconduct and could lead to dismissal.

#### Expenses & Benefits Guide

The expenses and benefits manual forms part of the Financial Procedures documentation of the University. As such, compliance by all staff is mandatory and non-compliance may lead to disciplinary action. Claims submitted by employees which do not conform to these instructions will not be paid.

### Overseas Staff

Staff joining the University from overseas may find the following link useful:

[www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/)

This provides information about what you need to do before you arrive, when you arrive in the UK, as well as local information about living in Oxford and schooling.



All staff and claimants should be fully aware of the contents of the Expenses & Benefits Guide, available on-line at [www.admin.ox.ac.uk/finance/expenses/guide/](http://www.admin.ox.ac.uk/finance/expenses/guide/)

For staff new to the University, please visit: [www.ox.ac.uk/staff/about-the-university/new-to-the-university](http://www.ox.ac.uk/staff/about-the-university/new-to-the-university)



You are strongly advised to acquaint yourself with the manual. In the event of queries, please ask the admin team in advance of incurring the expenditure.

### Harassment & Bullying

Harassment and bullying are unacceptable behaviours which are not tolerated by the University of Oxford.

RDM takes any instance of harassment and/ or bullying very seriously. If you have been or think you are being harassed or bullied, **confidential** sources of support are available to you:

- RDM Harassment Officers: [www.rdm.ox.ac.uk/rdm-harassment-advisors](http://www.rdm.ox.ac.uk/rdm-harassment-advisors)
- University Harassment Advisor Network: [www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork/](http://www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork/)
- Confidential hotline tel. 01865 270 760
- University Counselling Service: [www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/](http://www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/)

Your [Administrator](#) and [HR Officer](#) can also offer advice on where to get further support.

Sources of advice and support within RDM include a booklet on '[Bullying and Harassment, some facts and how to help yourself](#)' and two information leaflets entitled '[Common bullying questions answered](#)' and '[Anti-bullying information for staff and students](#)'. These are displayed around RDM for you to help yourself to.

Your Administrator and HR officer can also offer advice on where to get further support. Further details on dealing with harassment and/ or bullying in the workplace can be found at: [www.rdm.ox.ac.uk/harassment-and-bullying-3](http://www.rdm.ox.ac.uk/harassment-and-bullying-3) and [www.admin.ox.ac.uk/uohs/at-work/mental-health/bullying/](http://www.admin.ox.ac.uk/uohs/at-work/mental-health/bullying/)

### Honorary Contract

All medical, nursing and other staff working in premises under the Oxford University Hospitals NHS Trust and having direct contact with patients, volunteers or access to patient notes must have an honorary or observer contract with the NHS Trust. These contracts **must** be in place before work commences. Please contact your local HR team for additional information and application forms. Further information at <http://>

[orh.oxnet.nhs.uk/HumanResources/Pages/HonoraryObservercontracts.aspx](http://orh.oxnet.nhs.uk/HumanResources/Pages/HonoraryObservercontracts.aspx)  
Please remember to provide HR with a copy of your contract once issued.

### Library

Cairns Health Care Library is located on level 3 of the John Radcliffe Hospital. Application forms to become a member are available from the Cairns Library reception. Further details about the Oxford University Libraries can be found at [www.bodleian.ox.ac.uk/](http://www.bodleian.ox.ac.uk/)

### Medical appointments

If it is necessary for you to arrange an appointment during the normal working day, to visit a doctor, dentist or a hospital to receive treatment or screening, attempts should be made to arrange the visit in such a way as to disrupt the work of the department as little as possible. Please contact your line manager as soon as possible should such a need arise.

**Occupational Health** is a University service to help prevent work related ill-health and to support those at work with health problems or disabilities.

Further details can be found at [www.admin.ox.ac.uk/uohs](http://www.admin.ox.ac.uk/uohs)

## For more information contact

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