



Policy Title: Significant Events Policy

Policy Manual Section: Governance

Date Approved by Management Committee: 25 May 2017

Next Review Date: May 2021

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1.0 Aim of the Policy

- 1.1 Cadder Housing Association recognises that that there are significant events that affect the lives of Committee and staff members and it is appropriate that the Association should acknowledge such events.
- 1.2 The nature of a significant event could be happy, such as a birth, marriage, birthday, etc or sad, such as illness or a death.
- 1.3 It is important for the Association to ensure that it is consistent in its approach to all such events and that all members of committee and staff are acknowledged equally.
- 1.4 It is accepted that colleagues in their sections or across the Association may wish to mark events individually or collectively and this policy is not intended to interfere with this nor replace workplace collections or individual choice.

2.0 Birthdays

- 2.1 It is the Association's policy to acknowledge "milestone" birthdays. For the purposes of the policy "milestones" are defined as: -

18th Birthday
21st Birthday
30th Birthday
40th Birthday
50th Birthday
60th Birthday
65th Birthday
and every five years thereafter

- 2.2 The Association will acknowledge such birthdays by giving a card and a gift card to the value of £30.
- 2.3 It is recognised that some individuals may not wish their birthday to be recognised or age known by their colleagues and therefore can if they wish, "opt out" of any acknowledgment by the Association. The principle of individual choice is paramount and will be adhered to.

3.0 Births

- 3.1 The Association will send a card and [gift card](#) up to £30 expressing congratulations to any committee or staff member on the birth of their child. This will also include the adoption of a child.

4.0 Marriages

- 4.1 A congratulatory card and a [gift card](#) up to the value of £30 from committee and staff will be sent to any committee or staff member on their marriage.

5.0 Resignations/Retirement

- 5.1 The Association has a policy on resignation and retirement of staff who have worked for the Association for over five years and this determines the level of gift and hospitality the Association can grant.
- 5.2 The Association will, however, give a card and [gift card](#) to the value of £30 to all staff [with at least five years' service](#) who resign or retire, except in cases where resignation is as a result of a dispute with the Association.
- 5.3 All functions in respect of retirement will take place during the afternoon, in the Association's office and comprise of a presentation [and a small buffet](#) and light refreshments [up to the value of £100](#).

6.0 Committee Recognition Policy

- 6.1 The Association will recognise the commitment of Committee members who have over ten years service on the Management Committee.
- 6.2 The Committee Member Service Recognition Policy also sets out the provisions and the arrangements to be followed on the resignation of a long serving committee member.
- 6.3 The Association will celebrate the long service of any member who has reached their tenth, and every five years thereafter anniversary of service with the Association.
- 6.4 This celebration will take place at the last general meeting prior to the Annual General Meeting each year.
- 6.5 Light refreshments will be served at the end of the meeting and a gift to the value of £30, for example flowers, bottle of spirits or a gift will be given to the qualifying member.

7.0 Illness

- 7.1 The Association will send a card and flowers or basket of fruit to all committee or staff members who are in hospital, regardless of the length of stay. This will be sent to the individual's home address if appropriate.

8.0 Death

- 8.1 The Association will send a card and flowers expressing condolences to any committee or staff member who experiences the death of a close family member. [The flowers will be sent on day immediately following the date of the funeral.](#)
- 8.2 The Director, Chairperson or their substitute will endeavour to attend the funeral of close family members of committee and staff members.
- 8.3 The Association will, on the death of a committee or staff member, send a card and flowers to the family of the person unless explicitly against the wishes of the family.
- 8.4 All committee and staff will endeavour to attend the funeral of a [current](#) committee or staff member.
- 8.5 The Association will send a card and flowers, if appropriate, to the family of any committee or staff member who has died after retiring from the Association.
- 8.6 The Director and Chairperson or their substitute will endeavour to attend the funeral of any former committee or staff member.

9.0 Exceptional Circumstances

- 9.1 In keeping with the Association's Donations, Gifts and Hospitality and the Committee Member Service Recognition Policies the Association will spend up to £100 on a gift for the following exceptional circumstances:
 - Death of an employee or Committee member or spouse, partner or child etc.
 - Retirement or resignation by an employee or Committee member where they have had long service with the Association. (Long service is defined in the Committee Member Recognition Policy for Committee Members and in the Terms and Conditions of Employment for Staff members)
 - Terminal or serious illness of a staff or Committee member which requires them to leave on a temporary or permanent basis.

10.0 Review

- 10.1 This policy will be reviewed in May 2021 and thereafter every 4 years.