**FINANCIAL POLICIES AND PROCEDURES**

**SECTION 2: RISK**

**BUSINESS CONTINUITY – PANDEMIC POLICY**

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| **Policy Rationale** | [organisation] is committed to its members, athletes, employees, volunteers Coaches, suppliers and stakeholders to safeguard those individuals in the event of a pandemic.  The overall goal is to have a pandemic policy which sits alongside the Business Continuity Plan. The Pandemic Policy provides for the care and flexibility for employees. It emphasises the need to put employees together with others which include all those relevant groups mentioned above (members, athletes, volunteers, coaches, suppliers and stakeholders) safety first while enabling essential services to continue as close to normal. |
| **Policy statement(s)** | [organisation] recognises the commitment of the Board, management, staff and suppliers to support the objectives of its Business Continuity and Pandemic Plan  It also needs to ensure obligations under the health and Safety in the Workplace Act 2015 are met. In particular the organisation is committed to ensuring:   * Essential services continue to be delivered to the best level possible during any disruption arising from a pandemic, while not compromising health and wellbeing of staff. This is critical to ensure as much of a sense of normal as possible, during whatever abnormal circumstances may be at play. Documenting this ensures everyone has a clear understanding of the roles and responsibilities. * The possibility of workplace closure is addressed. * Risks of contagion to people in the workplace are managed, ensuring the health and wellbeing of employees. * Ministry of Health directives are the initial basis for decision making in the event of a pandemic, such as directives regarding self-isolation and gatherings of people. * Employees and volunteers are expected to continue to attend the workplace in line with their usual arrangements, except where alternatives are activated. * Employees and volunteers are expected to remain working during a pandemic, unless they are on agreed leave. |
| **Policy Implementation and Related Procedure Documents** | The implementation and review of this Pandemic Policy is the responsibility of [organisation]’s Audit, Finance & Risk Committee, or similar committee.  [organisation]’s Audit, Finance & Risk Committee are responsible for the establishment of a Workforce Pandemic Management Team or if the organisation is small, then appoint a Liaison Officer.  [organisation]’s Workforce Pandemic Management Team or Liaison Officer will be responsible for the development and implementation of [organisation]’s Pandemic Plan.  [organisation]’s CEO will be responsible for reviewing and updating [organisation]’s Pandemic Plan annually. These plans will be reviewed by the Audit, Finance & Risk Committee before being approved by the Board.  The following [organisation] policies and frameworks should be referred to in this regard:   * Business Continuity Policy * Business Continuation Plan |
| **Legislative Compliance Considerations** | * Health and Safety at Work Act 2015 * Holidays Act 2003 * Guidance from Ministry of Health |
| **Review Protocol** | Plan Reviewed By: Audit, Finance & Risk Committee  Date Reviewed: [Date]  Next Review Date: [Date]  Revokes Plan Reviewed: [Date] |