

# GENERAL INFORMATION FOR APPLICANTS



## ABOUT SPT

Strathclyde Partnership for Transport (SPT) is the largest of Scotland's seven regional transport partnerships. We run the Glasgow Subway, a host of specialist bus services and are responsible for delivering better public transport for all.

For more information on SPT visit our website [www.spt.co.uk](http://www.spt.co.uk).

## HEALTH AND SAFETY

Improving security and personal safety on the transport system is SPT's top priority and as such you will be expected to embrace safe working in everything you do, making the Corporate Safety Policy Statement a reality by taking all necessary steps to comply with all of SPT's statutory Health and Safety duties. It is a condition of employment that you work safely, having regard to yourself and those around you.

## ALCOHOL AND DRUGS POLICY

The misuse of alcohol and drugs has serious implications both for SPT and its employees.

SPT plays an important role in the provision of Transport Services to the public; the issue of alcohol and drug misuse and its relevance to Health and Safety must therefore be viewed as an area of primary concern. Furthermore, certain legislative obligations relating to alcohol and drugs are placed upon SPT and its employees under the Transport and Works Act 1992 (the 1992 Act). Section 27 of the 1992 Act makes it a criminal offence for people undertaking certain roles to work on a transport system while unfit to carry out that work through drink or drugs.

SPT also has a general duty under the Health and Safety at Work etc. Act 1974 (the 1974 Act) to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees. If SPT knowingly allows an employee under the influence of alcohol and/or drugs to continue working and this places or could place the employee or others at risk, SPT could be prosecuted. Similarly, employees are also required under the 1974 Act to take reasonable care of themselves and others who could be affected by their actions or omissions.

## SMOKING POLICY

Smoking and the use of e-cigarettes is strictly prohibited in SPT's premises, entrances, doorways and the surrounding grounds except in the designated areas where receptacles will be provided for the disposal of cigarette ends and other waste smoking materials.

This prohibition includes all buildings, all road vehicles (whether owned or leased by the Partnership) used by more than one person and in private vehicles if a passenger is carried and all rail-mounted vehicles.

## CODE OF CONDUCT

SPT recognises that the public has a right to expect the very highest standards of conduct from all of our employees. The Code of Conduct sets out how SPT's reputation and integrity is maintained. This code is founded on the now well established principles of public life and is consistent in that regard with all other public service organisations.

The paramount objective of the Code is to set out guidelines for employees to assist them to maintain and improve standards and protect employees from misunderstanding or criticism. In addition, it is to reassure those with whom SPT comes into contact, whether as customers, suppliers or as members of the community, about the integrity of SPT and all its employees.

## EQUAL OPPORTUNITIES

SPT is committed to promoting equality of opportunity. The aim of SPT's policy is to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds including: race, colour, nationality, ethnic or national origins, disability, age, sex, sexual orientation, marital status, religion, responsibility for dependants, employment status, political belief or trade union activity or is disadvantaged by condition or requirement that cannot be shown to be justifiable.

This policy will apply to the recruitment, selection, promotion, transfer, training, benefits, facilities, procedures and terms and conditions of employment. SPT will pursue practices designed to promote equality and eliminate discrimination and will regularly review their effectiveness.

## SUMMARY OF MAIN TERMS & CONDITIONS OF EMPLOYMENT

The following notes do not form part of any contract of employment and are given for general information only.

### Terms and Conditions of Employment

Your terms and conditions of employment will be in accordance with the existing collective agreements of the Scottish Joint Council for Local Government Employees as applied by SPT together with certain additional terms and conditions agreed by SPT. Our terms and conditions are aligned to the delivery of excellent customer service.

The following benefits apply to all staff:

### Payment of Salary

Your salary will be paid four weekly by credit transfer to your bank or building society account.

### Pension Scheme

SPT is a member of the Strathclyde Pension Fund and operates a pension scheme in accordance with the Local Government Pension Scheme Regulations. If your contract is for 3 months or more you will automatically be opted in to the scheme although there is a right to opt out. Pension contribution rates are tiered based on your annual full time equivalent pensionable pay.

The main benefits you will enjoy are:-

- A pension based on your career average salary.
- A pension that increases each year in line with inflation (Consumer Price Index).
- The ability to exchange some of your pension to provide a tax free lump sum.
- Lump sum death in service protection of three times your pay.
- A pension payable to your surviving spouse, registered civil partner or nominated cohabiting partner on your death in service or after retirement.

More information of the pension scheme can be found at <http://www.spfo.org.uk/>

### Other Employee Benefits

In addition to our excellent terms and conditions of employment, you may be able to access a range of employee benefit schemes. These include:- Childcare Vouchers, Credit Union, Employee Counselling Service, Occupational Maternity / Paternity Pay, Family Friendly Policies, Free Subway Travel, Subsidised Rail Travel and Group Life Assurance, Cycle to Work Scheme, Long Service Awards, Access to Credit Union, Flexible Working, Flexi Time Scheme, JourneyShare.

**Some conditions are tailored to better fit a role's operational environment – please refer to the three main groups of staff for further details.**

- [APT&C \(Administrative, Professional, Technical & Clerical Staff\)](#)
- [Subway Station Staff](#)
- [RPI \(Infrastructure\) – Permanent Way Nightshift Workers](#)