

Casual election worker policy

1. Pay

- 1.1. Payment for election duties will be paid at the next appropriate pay date, where possible. This is normally 20th of the month (or the working day before) e.g. an election held on the first Thursday of May will be paid on 20th May.
- 1.2. The rate of pay for your role will be confirmed during your appointment process. Where a payment is agreed for the completion of training, if you have not completed the training by the relevant deadline then payment will not be issued.
- 1.3. Where relevant to the role, mileage will be reimbursed and will be issued alongside your pay.

2. Improper behaviour

- 2.1. The Returning Officer has zero tolerance to all forms of bullying and harassment at work and understands the detrimental and negative effect that such behaviour can have on people and the organisation. Every worker has the right to carry out their duties, and voters their right to carry out their democratic right to vote, without the fear of being subjected to unreasonable behaviour.
- 2.2. What is improper behaviour? Examples may include:
 - Bullying and Harassment e.g. insulting or ridiculing someone or unwanted physical contact.
 - Creating a hostile environment e.g. not co-operating with the team, undermining co-workers.
 - Attempting to influence someone's vote or discussing political matters.
- 2.3. Any complaints received from other workers or members of the public will be taken seriously and you may be removed from your post. If removal is required whilst you are undertaking your duties, you will be paid for the time until dismissal.
- 2.4. Failure to comply with the policy will be taken very seriously. If concerns are raised about your conduct, you will be notified, and you may be excluded from working on future elections in Chelmsford if the Returning Officer is not satisfied that you have taken suitable steps to rectify the issue.

3. Sickness and absence

- 3.1. Should you be unwell and no longer able to work on the day of the election you should notify your presiding officer, count team leader or the elections office as soon as possible so that alternative support can be arranged. You will not receive payment if you are unable to attend.
- 3.2. Failure to report to work on two occasions without prior notice may result in exclusion from working at future elections.

4. Equality and diversity

- 4.1. The Returning Officer will not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. It will not discriminate because of any other irrelevant factor and will build a culture that values meritocracy, openness, fairness and transparency.
- 4.2. The Returning Officer seeks to create an environment where everyone is treated with dignity and respect. If any worker has any concerns or would like to request any additional support that would help them undertake their role then they are encouraged to get in touch with us to arrange this.

5. Drug and alcohol use

- 4.3. To safeguard the health and safety of all employees, and others with whom they come into contact and to maintain the efficient and effective operation of the Election, the following rules will be strictly enforced. Election worker's must not:
 - Report to work under the influence of drugs or alcohol.
 - Consume illegal drugs or misuse any drug whilst working or representing the Returning Officer.
 - Attempt to sell, distribute or supply alcohol whilst representing the Returning Officer.
 - Be in possession of alcohol whilst working or representing the Returning Officer.

5. Political neutrality

- 5.1. Electoral workers are required to be politically neutral whilst undertaking their role. You must not engage with discussions about politics whilst in a polling station or at the count.
- 5.2. You may be excluded from working on elections if you are deemed to have an inappropriate connection to an election candidate or a political party. This may include:
 - Family members or close friends of candidates for the election being held
 - Individuals that have previously stood for election in Chelmsford or the local area.
 - Individuals that have previously campaigned for political parties or candidates in Chelmsford, or the local area.
- 5.3. Failure to comply with this policy or to disclose any connections to political parties or candidates may result in exclusion from working at future elections.

The privacy notice for election workers can be viewed on our website: www.chelmsford.gov.uk.