

Request Ref  
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**Codes of Conduct**

- >Code of Conduct for staff

**Codes of Practice**

- >Board Members Code of Practice (PDF)
- >Employers Code of Practice (PDF)

**Codes of Courtesy**

- >Code Of Courtesy for Irish & Ulster Scots: European Charter for Regional or Minority Languages (PDF)

**Conducting Departmental Business - Policies, procedures and supporting documents**

- >Anti-Fraud and Anti-Bribery Policy (PDF)
- >Anti-Fraud and Anti-Bribery Policy Response Plan (PDF)
- >Blood Borne Viruses Policy (PDF)
- >Career Break Policy (PDF)
- >Consultation Policy (PDF)
- >Consolatory Payments Policy and Procedure (suspended until further notice)
- >Dignity at Work Policy (PDF)
- >Dignity at Work Procedure (PDF)
- >Disciplinary Policy (PDF)
- >Disciplinary Procedure (PDF)
- >Domestic Violence and Abuse Policy (PDF)
- >Domestic Violence and Abuse Procedure (PDF)
- >Employee Mobility Policy (PDF)
- >Employee Mobility Procedure (PDF)
- >Employee Requested Transfer Policy (PDF)
- >Employee Requested Transfer Procedure (PDF)
- >Environmental Management and Protection Policy (PDF)
- >Environmental Management and Protection Guidelines (PDF)
- >Flexible Working Policy (PDF)
- >Flexible Working Procedure (PDF)
- >Grievance Policy (PDF)
- >Grievance Procedure (PDF)
- >Health & Safety at Work - (Main) Policy (PDF)
- >Health & Safety at Work - (Personal Safety) Policy (PDF)
- >Policy on Provision/Acceptance of Hospitality Gifts & Events (PDF)
- >Procedures and Guidance on the Provision of Hospitality Gifts and Events (PDF)
- >Procedures & Guidance on Acceptance of Hospitality & Gifts (PDF)
- >Learning and Development Policy (PDF)
- >Learning and Development Procedures (PDF)

- >Monitoring at Work Policy (PDF)
- >Performance Capability Policy (PDF)
- >Performance Capability Procedure (PDF)
- >Procurement Policy (PDF)
- >Procurement/Purchasing Procedures (PDF)
- >Redundancy Policy (PDF)
- >Redundancy Procedure (PDF)
- >Risk Management Policy (PDF)
- >Risk Management Procedures and Guidance (PDF)
- >Sick Absence Policy (PDF)
- >Sick Absence Procedure (PDF)
- >Substance Abuse Policy (PDF)
- >Substance Abuse Procedure (PDF)
- >Statement of Employer Policy on Discretionary Provisions under NILGOSC Regulations (PDF)>Volunteering by Staff Policy and Procedure (PDF)
- >Whistleblowing Policy (PDF)

#### Customer service and complaints - Policies, procedures and supporting documents

- >Complaints Policy (PDF)
- >Complaints Policy Procedure and Guidance (PDF)
- >Statement of Ethics (PDF)
- >Go to the Complaints Procedure section

#### Protocols

- >North/South Protocol (PDF)
- >PBNI and Prisoner Ombudsman Protocol (PDF)
- >PBNI and Criminal Justice Inspection Northern Ireland Protocol (CJI) (PDF)

#### Provision of Services – Policies, procedures and supporting documents

- >Child Protection Policy (PDF)
- >Child Protection Procedures (PDF)
- >Community Development: Funding Strategy and Policy 2012/2013 (PDF)
- >Community Grants Policy and Procedures 2013/2014 (PDF)
- >Community Grants Policy and Procedures 2014/2015 (PDF)
- >Contact with Previous Service Users Policy (PDF)
- >Disclosure of Information Regarding Commission of Offence Policy (PDF)
- >Disclosure of information Regarding Commission of Offence Procedural Guidance (PDF)
- >Domestic Violence and Abuse Policy (PDF)
- >Domestic Violence and Abuse Procedures (PDF)
- >Drug Misuse Policy (PDF)
- >Female Offenders Policy (PDF)
- >Financial Assistance to Offenders Policy (PDF)
- >Hate Crime Policy (PDF)
- >Non Statutory Supervision of Offenders Policy (PDF)
- >Public Protection Arrangements in Northern Ireland - Manual of Practice (PDF)
- >Restorative Justice Policy (PDF)
- >Risk of Serious Harm to Others Policy (PDF)
- >Risk of Serious Harm Procedures (PDF)
- >Sectarianism Policy (PDF)
- >Victims Policy (PDF)
- >Volunteering and Mentoring Policy (PDF)

#### Records Management and personal data – Policies, procedures and supporting documents

- >Information Assurance Policy (PDF)
- >Information Security Policy (PDF)
- >Internet and Email Usage Policy (PDF)

- >Management of Information Policy (PDF)
- >Records Management Guidance and Procedures (PDF)
- >Retention and Disposal schedule (PDF)
- >Protective Marking Policy (PDF)
- >Protective Marking user Guidance (PDF)
- >Access to Information (Personal and non-personal information)

#### **Recruitment and the employment of staff – Policies, procedures and supporting documents**

- >Equal Opportunities Policy (PDF)
- >Equal Opportunities Policy Summary (PDF)
- >Equality Scheme (PDF)
- >Recruitment Policy & Procedures (PDF)
- >Secondment of PBNI Employees Policy (PDF)

#### **Annual Report and Accounts**

- >Annual Report and Accounts 2012-13 (PDF)
- >Annual Report and Accounts 2011-12 (PDF)
- >Annual Report and Accounts 2010-11 (PDF)
- >Annual Report and Accounts 2009-10 (PDF)
- >Annual Report and Accounts 2008-09 (PDF)
- >Annual Report and Accounts 2007-08 (PDF)
- >Annual Report and Accounts 2006-07 (PDF)
- >Annual Report and Accounts 2005-06 (PDF)

#### **Business Plans**

- >Business Plan 2013-14 (PDF)
- >Business Plan 2012-13 (PDF)
- >Business Plan 2011-12 (PDF)
- >Business Plan 2010-11 (PDF)
- >Business Plan 2009-10 (PDF)
- >Business Plan 2008-09 (PDF)
- >Business Plan 2007-08 (PDF)
- >Business Plan 2006-07 (PDF)
- >Business Plan 2005-06 (PDF)
- >Business Plan 2004-05 (PDF)

#### **Corporate Plans**

- >Corporate Plan 2014-2017 (PDF)  
2014 (PDF)
- >Corporate Plan 2008-2011 (PDF)
- >Corporate Plan 2005-2008 (PDF)

#### **Service Standards - Information Charter**

Our Information Charter sets out the standards you can expect from the Probation Board for Northern Ireland (PBNI) when you request information from PBNI.

- >Information Charter (PDF)

#### **Service Standards - NI Standards**

- >PBNI Best Practice Framework Incorporating Northern Ireland Standards 2012 (PDF)
- >Previous NI Standards 2006 (PDF)

#### **Statistics**

- >Go to Statistics and Research section

#### **Strategies**

- >Accommodation Strategy (PDF)
- >Community Service Strategy (PDF)
- >Restorative Practice Strategy 2014 – 2017 (PDF)