



The Cheshire Foundation in Ireland Policy on Payment for Meals (Ref. FM-001)

Policy statement

It is the policy of the Cheshire Foundation that all employees make a payment towards the cost of meals provided to them while in the workplace.

Purpose of this document

This document sets out the organisation's policy in relation to employees paying for meals taken in the workplace.

Scope of this policy

This policy covers all employees of the Cheshire Foundation.

References to other policies & documents

None at this date.

Supporting procedure

This policy is supported by an Operating Procedure (see attached) which forms part of the approved policy.

Approval of the Board of Trustees

This policy (and supporting operating procedure) has been approved by the Board of Trustees of the Foundation.



The Cheshire Foundation in Ireland

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Definitions

The following definitions apply throughout this document:

1. **The Foundation** The Cheshire Foundation in Ireland
2. **Employees** All full-time, part-time and temporary employees (regardless of the hours worked per week).
3. **Meal** An uncooked breakfast, a cooked lunch or a light supper, as prepared for service users.

Operating Procedure

General conditions

1. All employees will pay for meals prepared by kitchen staff for them, and eaten during working time.
2. Employees are only entitled to meals during working time.
3. Meals will be prepared in the Centre, provided that this does not necessitate the employment of additional staff or result in a diminished level of care for the service users.
4. There is no obligation on the kitchen staff to provide special meals for staff.
5. Arrangements for the payment of meals, and related administration, are a matter for each Centre's management.
6. Meals are subsidised by the Cheshire Foundation which reserves the right to review the cost of these meals from time to time.

Detailed procedures

1. All employees, on commencement of employment, will advise the Manager if they wish to avail of subsidised meals and, if so, will complete and sign the required form.
2. Employees who no longer wish to avail of subsidised meals must advise the Manager in advance of the date by which they wish to cancel the arrangement.

Approved forms for use with this procedure

None at this date.