



**University Hospitals  
of North Midlands**  
NHS Trust

**Royal Stoke University Hospital  
Data, Security and Protection**

Newcastle Road  
Stoke-on-Trent  
Staffordshire  
ST4 6QG

Ref: FOIA Reference 2024/25-636

Date: 16<sup>th</sup> January 2025

Email [foi@uhnm.nhs.uk](mailto:foi@uhnm.nhs.uk)

Dear Sir/madam

I am writing to acknowledge receipt of your email dated 12th December 2024 requesting information under the Freedom of Information Act (2000) regarding policies

**Q1 I would like to request an electronic copy of policies relating to:**

**Staff sickness  
Staff mobile phone usage / social media  
Uniform policy  
Harassment / bullying in the workplace  
Misconduct in the workplace**

**A1** Please refer to the attached documents. Please note that UHNM does not have a Staff Mobile Phone usage policy.

G06 (HR13) Trust Media Policy  
HR01 Disciplinary  
HR02 Resolution Policy  
HR14 Sickness Absence Management  
HR31 Professional Standards of Dress at Work  
HR18 Maintaining High Professional Standards  
IT14 Trust Mobile devices and remote working

\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response please contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

Yours,



**Leah Carlisle**  
Head of Data, Security & Protection and Health Records  
Data Protection Officer