

MARTIN PRECISION LTD

STAFF HANDBOOK

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Staff handbook

1. Introduction

- 1.1 Martin Precision Ltd, established in 1993, is a global supplier of precision manufactured products to aerospace and quality critical industries. We create profitable growth by providing superior customer service and investing in people, quality, and innovation. All staff at Martin Precision Ltd are committed to a common set of values: excellence, teamwork, and commitment. Through consistent and sustained performance on quality and service, we have secured top-rated supplier status with our customers. Our customers are some of the biggest and best names in the industry, and we are proud to be associated with these companies, whose names are synonymous with quality and integrity.
- 1.2 We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

2. Using the staff handbook

- 2.1 This staff handbook sets out the main policies and procedures that you will need to be aware of while working for us. You should familiarise yourself with it and always comply with it. Any questions you may have regarding its contents or what you must do to comply with it should be referred to your line manager in the first instance.
- 2.2 The policies and procedures set out in this handbook apply to all staff unless otherwise indicated. They therefore apply to managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff, and volunteers (collectively referred to as 'staff' in this handbook). Unless otherwise stated, they do not form part of the terms of your contract with us, which are provided to you separately. Your contract sets out your job title, hours and place of work, probationary period, salary, holidays and holiday pay, sickness absence reporting procedure and sick pay, your entitlement to and obligation to give notice to terminate your contract and the duties of confidentiality and restrictions that continue to apply after the termination of your contract.

3. Responsibility for the staff handbook

- 3.1 The Board has overall responsibility for this Staff Handbook and for ensuring that its policies and procedures comply with our legal obligations.

3.2 We reserve the right to review, revise, amend or replace the contents of the Staff Handbook, and introduce new policies from time to time, to reflect the changing needs of the business, to ensure compliance with new legislation and reflect best practice.

3.3 Everyone should ensure that they take the time to read and understand the contents of this handbook and act in accordance with its aims and objectives. Managers must ensure all staff understand the standards of behaviour expected of them and take action when behaviour falls below those requirements.

4. Personal data

4.1 Whenever we process personal data about you in connection with our policies, we will process it in accordance with our Data protection policy. We will only process your personal data if we have a lawful basis for doing so. We will notify you of the purpose or purposes for which we use it. Please see the Privacy Notice provided to you by the company for further information.

5. Emergency contact details

5.1 The Finance Department is responsible for maintaining up-to-date details of your home address and the emergency contact telephone numbers of the person or persons you would like us to contact in the event of an emergency, for example if you have an accident. This information will be requested by your line manager when you start work, and you should advise us of any changes straight away. This information is held in confidence and will only be used when needed.

Schedule 1 Dress code policy

1. About this policy

- 1.1 We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:
- (a) promote a positive and professional image;
 - (b) respect the needs of men and women from all cultures and religions;
 - (c) make any adjustments that may be needed because of disability;
 - (d) take account of health and safety requirements; and
 - (e) help staff and managers decide what clothing it is appropriate to wear to work.
- 1.2 Managers are responsible for ensuring that this dress code is observed and that a common-sense approach is taken to any issues that may arise. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.
- 1.3 Failure to comply with the dress code may result in action under our Disciplinary procedure.
- 1.4 We will review our dress code periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.5 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Appearance

- 2.1 While working for us you represent us with customers and the public. Your appearance contributes to our reputation and the development of our business.
- 2.2 It is important that you always appear clean and smart when at work, particularly when you may be in contact with clients, other business contacts or the public.
- 2.3 Different departments may have specific clothing requirements, for example, because their work is customer-facing or raises particular health and safety concerns. It is important that you dress in a manner appropriate to your working environment and the type of work you do.

- 2.4 Employees in certain roles may be required to wear uniforms provided by us, which should be kept clean and neat.
- 2.5 All employees in customer facing roles should wear smart business attire.
- 2.6 Employees in customer and public facing roles may be asked to cover up visible tattoos or to remove or cover up visible body piercings.
- 2.7 You should not wear casual, gym, or beach wear to work. This includes track suits, sweat-shirts, t-shirts, jogging bottoms, or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear cut-off shorts, crop tops, see-through material or clothing that exposes areas of the body normally covered at work.
- 2.8 We operate a 'dress-down Friday' for office staff, where within reason a more relaxed style of clothing maybe worn including track suits, sweat-shirts, t-shirts, jogging bottoms, or leggings.
- 2.9 Footwear must be safe and clean and take account of health and safety considerations.
- 2.10 Where we provide safety clothing and equipment, including protective footwear, safety glasses, ear protection, gloves, trousers, and masks, it should be worn or used as appropriate and directed.
- 2.11 You should not wear clothing or jewellery that could present a health and safety risk.

3. Religious and cultural dress

- 3.1 You may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps, and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches this policy. If there are any concerns regarding a potential health and safety hazard, a risk assessment will be carried out prior to commencing work, or at the time of the potential hazard arising.
- 3.2 Where necessary your line manager can give further information and guidance on cultural and religious dress in the workplace.
- 3.3 Priority is always given to health and safety requirements. Where necessary, advice will be taken from the appropriate Health and Safety Lead.

Schedule 2 Quality policy

1. About this policy

- 1.1 This document sets out the Company's policy and outlines employees' responsibilities in relation to quality.
- 1.2 Martin Precision Ltd recognises that its success is wholly dependent on our customers' continual satisfaction and adherence to applicable Statutory and Regulatory requirements.
- 1.3 To that end it is the commitment of all at Martin Precision Ltd to provide high quality workmanship, flexibility, and service to fully comply with customer specified requirements and enhance customer satisfaction by striving to continually improve effectiveness and efficiency in our business processes by review of key business objectives (KPI's).
- 1.4 These are in accordance with the organisations own ISO9001:2015/AS9100 Rev D certified Quality Management Systems.
- 1.5 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Your responsibilities

- 2.1 All Martin Precision Ltd employees are responsible for ensuring that the required level of quality is always achieved in their area of activity.

3. Breaches of this policy

- 3.1 Breaches of this policy by any employee will be dealt with under our Disciplinary policy and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Schedule 3 Expenses policy

1. About this policy

- 1.1 This policy deals with claims for reimbursement of expenses, including travel, accommodation, and hospitality.
- 1.2 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Reimbursement of expenses

- 2.1 We will reimburse expenses properly incurred and signed by Director in accordance with this policy. Any attempt to claim expenses fraudulently or otherwise in breach of this policy may result in disciplinary action.
- 2.2 Expenses will only be reimbursed if they are:
 - (a) submitted to the Finance Department on the appropriate claim form;
 - (b) submitted within three months of being incurred;
 - (c) supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
 - (d) authorised in advance where required.
- 2.3 Claims for authorised expenses submitted in accordance with this policy will be directly into your bank/building society account.
- 2.4 Any questions about the reimbursement of expenses should be put to the Finance Department before you incur the relevant costs.

3. Travel expenses

- 3.1 We will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen if practicable and you should use existing travelcards or season tickets wherever possible. The following are not treated as travel in connection with our business:
 - (a) travel between your home and usual place of work;
 - (b) travel which is mainly for your own purposes; and
 - (c) travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

- 3.2 **Trains.** We will reimburse the cost of standard class travel on submission of a receipt together with an expenses claim form.
- 3.3 **Taxis.** We do not expect you to take a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission together with an expenses claim form.
- 3.4 **Car.** Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage. Details of the current mileage rates can be obtained from the Finance Department. You can also claim for any necessary parking costs which must be supported by a receipt or the display ticket.
- 3.5 **Air travel.** If you are required to travel by plane in the course of your duties, you should discuss travel arrangements with your line manager or the Finance Department in advance.
- 3.6 We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.

4. Accommodation and other overnight expenses

- 4.1 If you are required to stay away overnight in the course of your duties, you should discuss accommodation arrangements with your line manager or the Finance Department in advance.
- 4.2 We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts as follows:
- (a) breakfast up to a maximum of £10 per day;
 - (b) lunch and an evening meal including non-alcoholic drinks up to £10 per day for lunch, £20 per day for an evening meal or, where both are incurred on the same day, an overall maximum of £30.

5. Entertaining customers

- 5.1 You may entertain actual or prospective customers only where your proposal and an appropriate budget has been agreed in writing in advance with your line manager. Receipts must be submitted in full together with your expenses claim.
- 5.2 You must also ensure that the provision of any such hospitality in the circumstances complies with our Anti-Corruption and Bribery Policy.

Schedule 4 Equal opportunities policy

1. Equal opportunities statement

- 1.1 Martin Precision Ltd is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (**Protected Characteristics**).

2. About this policy

- 2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2 The Finance Director is responsible for this policy and any necessary training on equal opportunities.
- 2.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

3. Discrimination

- 3.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.
- 3.2 The following forms of discrimination are prohibited under this policy and are unlawful:
- (a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
 - (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

- (c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. Recruitment and selection

- 4.1 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted based on merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.
- 4.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 4.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

5. Disabilities

- 5.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

6. Part-time and fixed-term work

- 6.1 Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

7. Breaches of this policy

- 7.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 7.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and bullying policy. Complaints will be treated in confidence and investigated as appropriate.
- 7.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary procedure.

Schedule 5 Anti-harassment and bullying policy

1. About this policy

- 1.1 Martin Precision Ltd is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect.
- 1.2 This policy covers harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions. It covers bullying and harassment by staff (which may include consultants, contractors, and agency workers) and by third parties such as customers, suppliers, or visitors to our premises.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. What is harassment?

- 2.1 Harassment is any unwanted physical, verbal, or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- 2.2 It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 2.3 Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 2.4 Harassment may include, for example:
 - (a) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
 - (b) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
 - (c) offensive e-mails, text messages or social media content;
 - (d) mocking, mimicking, or belittling a person's disability.

2.5 A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

3. What is bullying?

3.1 Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined, or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

3.2 Bullying can take the form of physical, verbal, and non-verbal conduct. Bullying may include, by way of example:

- (a) physical or psychological threats;
- (b) overbearing and intimidating levels of supervision;
- (c) inappropriate derogatory remarks about someone's performance;

3.3 Legitimate, reasonable, and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

4. If you are being harassed or bullied

4.1 If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.

4.2 If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance procedure.

4.3 We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

4.4 Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee, the matter will be dealt with under the Disciplinary procedure as a case of possible misconduct or gross misconduct. If the

harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

5. Protection and support for those involved

- 5.1 Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary procedure.

6. Record-keeping

- 6.1 Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data protection policy.

Schedule 6 Anti-corruption and bribery policy

1. About this policy

- 1.1 It is our policy to conduct all business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships.
- 1.2 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. Any non-employee who breaches this policy may have their contract terminated with immediate effect.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time. It will be reviewed regularly.
- 1.4 Martin Precision Ltd has zero tolerance for bribery. It is the policy of Martin Precision Ltd to comply with, and to commit no offenses under, all "Applicable Anti-Corruption Laws." These laws include the Bribery Act 2010 of the United Kingdom the U.S. federal, state and local anti-corruption laws, the U.S. Foreign Corrupt Practices Act, and the other anti-corruption and anti-bribery laws of all the countries in which we do business. Martin Precision Ltd.'s officers, directors, and employees and third parties shall not offer, pay, give, promise, authorize, request, agree to receive or accept bribes, kickbacks or other illegal, unethical, or improper payments or benefits, to or from any person or entity.

2. Who must comply with this policy?

- 2.1 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, and business partners.

3. What is bribery?

- 3.1 **Bribe** means a financial or other inducement or reward for action which is illegal, unethical, a breach of trust or improper in any way. Bribes can take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or any other advantage or benefit.
- 3.2 **Bribery** includes offering, promising, giving, accepting, or seeking a bribe.
- 3.3 All forms of bribery are strictly prohibited. If you are unsure about whether a particular act constitutes bribery, raise it with your line manager.
- 3.4 Specifically, you must not:

- (a) give or offer any payment, gift, hospitality or other benefit in the expectation that a business advantage will be received in return, or to reward any business received;
- (b) accept any offer from a third party that you know, or suspect is made with the expectation that we will provide a business advantage for them or anyone else;
- (c) give or offer any payment (sometimes called a facilitation payment) to a government official in any country to facilitate or speed up a routine or necessary procedure.

3.5 You must not threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

4. Gifts and hospitality

4.1 This policy does not prohibit the giving of reasonable and appropriate hospitality for legitimate purposes such as building relationships, maintaining our image or reputation, or marketing our products and services.

4.2 A gift or hospitality will not be appropriate if it is unduly lavish or extravagant or could be seen as an inducement or reward for any preferential treatment (for example, during contractual negotiations or a tender process).

4.3 Gifts must be of an appropriate type and value depending on the circumstances and taking account of the reason for the gift. Gifts must not include cash or be given in secret and must be given in our name, not your name.

4.4 Promotional gifts of low value such as branded stationery may be given to or accepted from existing customers, suppliers, and business partners.

4.5 Except as set out in clause 4.4 above, you are prohibited from accepting gifts on a personal basis. Any gifts that you receive from customers, suppliers and business partners throughout the year must be passed to your line manager and will be entered into the Company raffle.

5. Record-keeping

5.1 You must declare and keep a written record of all hospitality or gifts given. You must also submit all expenses claims relating to hospitality, gifts, or payments to third parties in accordance with our expenses policy and record the reason for expenditure.

5.2 All accounts, invoices, and other records relating to dealings with third parties including suppliers and customers should be prepared with strict accuracy and completeness. Accounts must not be kept "off-book" to facilitate or conceal improper payments.

6. How to raise a concern

- 6.1 If you are offered a bribe, or are asked to make one, or if you suspect that any bribery, corruption, or other breach of this policy has occurred or may occur, you must notify your line manager or the Finance Director as soon as possible.

Schedule 7 Whistleblowing policy

1. About this policy

- 1.1 We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.
- 1.2 This policy covers all employees, officers, consultants, contractors, volunteers, casual workers, and agency workers. It does not form part of any employee's contract of employment, and we may amend it at any time.

2. What is whistleblowing?

- 2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

3. How to raise a concern

- 3.1 We hope that in many cases you will be able to raise any concerns with your line manager. However, where you prefer not to raise it with your line manager for any reason, you should contact the Finance Director. Contact details are at the end of this policy.
- 3.2 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4. Confidentiality

- 4.1 We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5. External disclosures

- 5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating, and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

5.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are at the end of this policy.

6. Protection and support for whistle-blowers

6.1 We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2 Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

6.3 You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct, you may be subject to disciplinary action. In some cases, the whistle-blower could have a right to sue you personally for compensation in an employment tribunal.

6.4 However, if we conclude that a whistle-blower has made false allegations maliciously, the whistle-blower may be subject to disciplinary action.

6.5 Protect operates a confidential helpline. Their contact details are at the end of this policy.

7. Contacts

Whistleblowing Officer	Lorna Gourlay, Finance Director Telephone: 01555 667 502 Email: lorna@martin-precision.co.uk
Operations Director	Neil Lawson Telephone: 01555 667 593 Email: neil@martin-precision.co.uk
Protect (Independent whistleblowing charity)	Helpline: 0203 117 2520 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

Schedule 8 Holidays policy

1. About this policy

- 1.1 This policy sets out our arrangements for staff wishing to take holidays (also known as annual leave).
- 1.2 This policy covers all staff at all levels and grades, including full-time, part-time, permanent, and fixed-term employees, managers, directors, trainees, and homeworkers.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time. We may also vary the policy as appropriate in any case.

2. Your holiday entitlement

- 2.1 The company's holiday year runs from 1 January to 31 December. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest half day.
- 2.2 Unless otherwise set out in your employment contract, you are entitled to 33 days' paid holiday (increasing to 34 days once you have reached 10 years' service) in each holiday year, or the pro rata equivalent if you work part time. This includes the usual public holidays during Christmas and New Year.
- 2.3 Except as set out in this policy, holiday entitlement must be taken during the holiday year in which it accrues. Any holiday not taken by the end of the holiday year will be lost and you will not receive any payment in lieu.
- 2.4 Unused holiday can only be carried over to another holiday year:
 - (a) in cases involving sickness absence, as set out in paragraph 4;
 - (b) in cases of maternity, paternity, adoption, parental or shared parental leave, as set out in paragraph 5;
 - (c) if otherwise required by law;
 - (d) in cases where you have been unable to use the holiday due to work constraints and your line manager has approved the carry-over before 31 October, limited to no more than three days and subject to the unused holiday being used by 28 February of the next leave year.

3. Taking holiday

- 3.1 The Company uses a digital holiday booking system called Who's Off, which must be used for all holiday requests. You should give adequate notice of holiday requests, in

accordance with clause 3.2 below, to allow planning of rotas or work schedules where necessary and ensure the continuation of supply to our customers. You should not make travel bookings until approval has been given.

- 3.2 Holidays will be approved on a first-come, first-served basis. All holidays must be authorised in advance using the correct process and notice periods. The minimum periods of notice required for holiday requests are as follows:
- (a) One week's notice for half a day of annual leave;
 - (b) One week's notice for one to two days of annual leave;
 - (c) Four weeks' notice for three or more days of annual leave; and
 - (d) Twelve weeks' notice for any annual leave during the April, May, and September bank holiday weekends.
- 3.3 You must ensure that you have no more than three days accrued but unused holiday remaining or unplanned by the end of September for that particular leave year.
- 3.4 Dayshift workers may take a maximum of six Fridays as annual leave per annum. On the basis that dayshift workers are only required to work for half a day on Fridays, they will only be required to take half a day of annual leave when booking a Friday off. This is inclusive of an allowance for two half-days of annual leave for the Fridays during the Easter and September bank holiday weekends.
- 3.5 We may require you to take (or not to take) holiday on particular dates, including when the business is closed (for example during our annual shut down period at Christmas), particularly busy, or during your notice period. Your contract sets out the specific details of this requirement in relation to your shift pattern(s).

4. Long-term sickness absence and holiday entitlement

- 4.1 Holiday entitlement continues to accrue during periods of sick leave.
- 4.2 If you are on a period of sick leave which spans two holiday years, or if you return to work after sick leave so close to the end of the holiday year that you cannot reasonably take your remaining holiday, you may carry over unused holiday to the following leave year.
- 4.3 Carry over under this rule is limited to the four-week minimum holiday entitlement under EU law (which includes bank holidays), less any leave taken during the holiday year that has just ended. If you have taken four weeks' holiday by the end of the holiday year, you will not be allowed to carry anything over under this rule. If you have taken less than four weeks, the remainder may be carried over under this rule. For example, a full-time employee who has taken two weeks' holiday plus two bank holidays before starting long-

term sick leave can only carry over one week and three days. This limit does not affect your right to carry over holiday under paragraph 2.4.

- 4.4 Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost.
- 4.5 Alternatively, you can choose to take your paid holiday during your sick leave, in which case you will be paid at your normal rate.

5. Family leave and holiday entitlement

- 5.1 Holiday entitlement continues to accrue during periods of maternity, paternity, adoption, parental or shared parental leave (referred to collectively in this policy as family leave).
- 5.2 If you are planning a period of family leave that is likely to last beyond the end of the holiday year, you should discuss your holiday plans with your manager in good time before starting your family leave. Any holiday entitlement for the year that cannot reasonably be taken before starting your family leave can be carried over to the next holiday year.
- 5.3 For the avoidance of doubt this covers your full holiday entitlement.
- 5.4 Any holiday carried over should be taken within three months of returning to work after the family leave.

6. Arrangements on termination

- 6.1 On termination of employment, you may be required to use any remaining holiday entitlement during your notice period. Alternatively, you will be paid in lieu of any accrued but untaken holiday entitlement for the current holiday year to date, plus any holiday permitted to be carried over from previous years under this policy or as required by law. You are entitled to be paid at a rate of 1/260th of your full-time equivalent basic salary for each day of untaken entitlement.

Schedule 9 Disciplinary and capability procedure

1. About this procedure

- 1.1 This procedure is intended to help maintain standards of conduct and performance and to ensure fairness and consistency when dealing with allegations of misconduct or poor performance.
- 1.2 Minor conduct or performance issues can usually be resolved informally with your line manager. This procedure sets out formal steps to be taken if the matter is more serious or cannot be resolved informally.
- 1.3 This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.
- 1.4 This procedure does not form part of any employee's contract of employment, and we may amend it at any time.

2. Investigations

- 2.1 Before any disciplinary hearing is held, the matter will be investigated. Any meetings and discussions as part of an investigation are solely for the purpose of fact-finding and no disciplinary action will be taken without a disciplinary hearing.
- 2.2 In some cases of alleged misconduct, we may need to suspend you from work while we carry out the investigation or disciplinary procedure (or both). While suspended, you should not visit our premises or contact any of our clients, customers, suppliers, contractors, or staff, unless authorised to do so. Suspension is not considered to be disciplinary action.

3. The hearing

- 3.1 We will give you written notice of the hearing, including sufficient information about the alleged misconduct or poor performance and its possible consequences to enable you to prepare. You will normally be given copies of relevant documents and witness statements.
- 3.2 You may be accompanied at the hearing by a trade union representative or a colleague, who will be allowed reasonable paid time off to act as your companion.
- 3.3 You should let us know as early as possible if there are any relevant witnesses you would like to attend the hearing or any documents or other evidence you wish to be considered.

3.4 We reserve the right to adjourn the hearing if it appears necessary or desirable to do so (including for the purpose of gathering further information). We will notify you of the relevant period of adjournment, which shall be no longer than is necessary, and will allow you a reasonable period to consider any new information gathered prior to the hearing being reconvened.

3.5 We will inform you in writing of our decision, usually within one week of the hearing.

4. Disciplinary action and dismissal

4.1 The usual penalties for misconduct or poor performance are:

(a) **Stage 1: First written warning.** Where there are no other active written warnings on your disciplinary record, you will usually receive a first written warning. This will usually remain active for six months.

(b) **Stage 2: Final written warning.** In case of further misconduct or failure to improve where there is an active first written warning on your record, you will usually receive a final written warning. This may also be used without a first written warning for serious cases of misconduct or poor performance. The warning will usually remain active for 12 months.

(c) **Stage 3: Dismissal or other action.** You may be dismissed for further misconduct or failure to improve where there is an active final written warning on your record, or for any act of gross misconduct. Examples of gross misconduct are given below (paragraph 6). You may also be dismissed without a warning for any act of misconduct or unsatisfactory performance during your probationary period.

We may consider other sanctions short of dismissal, including demotion or redeployment to another role (where permitted by your contract), and/or extension of a final written warning with a further review period.

5. Appeals

5.1 You may appeal in writing within one week of being told of the decision.

5.2 The appeal hearing will, where possible, be held by someone other than the person who held the original hearing. You may bring a colleague or trade union representative with you to the appeal hearing.

5.3 We will inform you in writing of our final decision as soon as possible, usually within one week of the appeal hearing. There is no further right of appeal.

6. Gross misconduct

6.1 Gross misconduct will usually result in dismissal without warning, with no notice or payment in lieu of notice (summary dismissal).

6.2 Gross misconduct is a serious breach of contract and includes misconduct which, in our opinion, is likely to prejudice our business or reputation or irreparably damage the working relationship and trust between us. This may include misconduct committed outside of work. The following are examples of matters that are normally regarded as gross misconduct:

- (a) theft or fraud;
- (b) physical violence or bullying;
- (c) deliberate and serious damage to property;
- (d) serious misuse of the organisation's property or name;
- (e) deliberately accessing internet sites containing pornographic, offensive or obscene material;
- (f) serious insubordination;
- (g) unlawful discrimination, victimisation or harassment;
- (h) bringing the organisation into serious disrepute;
- (i) serious incapability at work brought on by alcohol or illegal drugs;
- (j) causing loss, damage or injury through serious negligence;
- (k) a serious breach of health and safety rules;
- (l) a serious breach of confidence.

This list is intended as a guide and is not exhaustive.

Schedule 10 Grievance procedure

1. About this procedure

- 1.1 Most grievances can be resolved quickly and informally through discussion with your line manager. If this does not resolve the problem, you should initiate the formal procedure set out below.
- 1.2 This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.
- 1.3 This procedure does not form part of any employee's contract of employment. It may be amended at any time, and we may depart from it depending on the circumstances of any case.

2. Step 1: written grievance

- 2.1 You should put your grievance in writing and submit it to your line manager. If your grievance concerns your line manager, you may submit it to your departmental manager or director.
- 2.2 The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of individuals involved so that we can investigate it.

3. Step 2: meeting

- 3.1 We will arrange a grievance meeting, normally within one week of receiving your written grievance. You should make every effort to attend.
- 3.2 You may bring a companion to the grievance meeting if you make a reasonable request in advance and tell us the name of your chosen companion. The companion may be either a trade union representative or a colleague, who will be allowed reasonable paid time off from duties to act as your companion.
- 3.3 If you or your companion cannot attend at the time specified you should let us know as soon as possible and we will try, within reason, to agree an alternative time.
- 3.4 We may adjourn the meeting if we need to carry out further investigations, after which the meeting will usually be reconvened.
- 3.5 We will write to you, usually within one week of the last grievance meeting, to confirm our decision and notify you of any further action that we intend to take to resolve the grievance. We will also advise you of your right of appeal.

4. Step 3: appeals

- 4.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to the Finance Director, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.
- 4.2 We will hold an appeal meeting, normally within two weeks of receiving the appeal. This will be dealt with impartially by a senior manager who has not previously been involved in the case. You will have a right to bring a companion (see paragraph 3.2).
- 4.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. There is no further right of appeal.

Schedule 11 Sickiness absence policy

1. About this policy

- 1.1 This policy sets out our arrangements for sick pay and for reporting and managing sickness absence and medical appointments.
- 1.2 Abuse of sickness absence, including failing to report absence or falsely claiming sick pay will be treated as misconduct under our Disciplinary procedure.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Disabilities

- 2.1 We are aware that sickness absence may result from a disability and will give particular consideration to whether there are any reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support and/or assist a return to work.
- 2.2 If you consider that you are affected by a disability, or any medical condition which affects your ability to undertake your work, you should inform your line manager as soon as possible. Any information you provide will be handled in a confidential manner.

3. Reporting when you are sick

- 3.1 If you cannot attend work because you are sick or injured, you should telephone your line manager as early as possible and no later than 30 minutes after the time when you are normally expected to start work.
- 3.2 The Company may, at its discretion, permit reasonable paid time off for medical appointments in addition to the standard sickness absence entitlement. If you require time off work to attend a medical appointment, you should notify your line manager as soon as possible, provide them with a copy of your appointment confirmation letter and confirm how long you expect to be absent.

4. Evidence of incapacity

- 4.1 You must complete a self-certification form for sickness absence of up to seven calendar days.
- 4.2 For absence of more than a week you must obtain a certificate from your doctor stating that you are not fit for work, giving the reason. You must also complete a self-

certification form to cover the first seven days. If absence continues beyond the expiry of a certificate, a further certificate must be provided.

- 4.3 If your doctor provides a certificate stating that you "may be fit for work" you must inform your line manager immediately. We will hold a discussion with you about how to facilitate your return to work, taking account of your doctor's advice. If appropriate measures cannot be taken, you will remain on sick leave, and we will set a date for review.

5. Statutory sick pay

- 5.1 You may be entitled to Statutory Sick Pay (SSP) if you satisfy the relevant statutory requirements. Qualifying days for SSP are Monday to Friday, or as set out in your employment contract. The rate of SSP is set by the government in April each year. No SSP is payable for the first three consecutive days of absence. It starts on the fourth day of absence and may be payable for up to 28 weeks.

6. Company sick pay

- 6.1 After 52 weeks' continuous service, and subject to paragraph 6.3, you will qualify for Company sick pay provided you comply with this policy and any further requirements set out in your contract. This does not affect any entitlement you may have to receive SSP for the same periods of sickness absence, although any sick pay you receive from the Company shall be inclusive of any SSP due to you.
- 6.2 Company sick pay is equal to your basic rate of pay for up to four instances of absence or a total of seven weeks' absence in any 12-month rolling period, increasing to a total of eight weeks' absence once you have 12 years' service or more.
- 6.3 When this entitlement is exhausted, you will not qualify for further Company sick pay within the same 12-month rolling period, although this does not affect any entitlement you may have to receive further SSP.
- 6.4 Company sick pay is paid at our discretion, and we may amend or withdraw the scheme at any time.

7. Return-to-work interviews

- 7.1 After a period of sick leave, your line manager will hold a return-to-work interview with you. The purposes may include:
- (a) ensuring you are fit for work and agreeing any actions necessary to facilitate your return;
 - (b) confirming you have submitted the necessary certificates;
 - (c) updating you on anything that may have happened during your absence;

- (d) raising any other concerns regarding your absence record or your return to work.

8. Managing long-term or persistent absence

- 8.1 The following paragraphs set out our procedure for dealing with long-term absence or where your level or frequency of short-term absence has given us cause for concern. The purpose of the procedure is to investigate and discuss the reasons for your absence, whether it is likely to continue or recur, and whether there are any measures that could improve your health and/or attendance. We may decide that medical evidence, or further medical evidence, is required before deciding on a course of action.
- 8.2 We will notify you in writing of the time, date, and place of any meeting, and why it is being held. We will usually give you a week's notice of the meeting.
- 8.3 Meetings will be conducted by your line manager and will normally be attended by the Finance Director.
- 8.4 You may bring a companion to any meeting or appeal meeting under this procedure. Your companion may be either a trade union representative or a colleague, who will be allowed reasonable paid time off from duties to act as your companion.
- 8.5 If you or your companion cannot attend at the time specified you should let us know as soon as possible and we will try, within reason, to agree an alternative time.
- 8.6 If you have a disability, we will consider whether reasonable adjustments may need to be made to the sickness absence meetings procedure, or to your role or working arrangements.

9. Medical examinations

- 9.1 We may ask you to consent to a medical examination by a doctor or occupational health professional or other specialist nominated by us (at our expense).
- 9.2 You will be asked to agree that any medical report produced may be disclosed to us and that we may discuss the contents of the report with the specialist and with our advisers. All medical reports will be kept confidential and held in accordance with our Data Protection policy.

10. Initial sickness absence meeting

- 10.1 The purposes of a sickness absence meeting or meetings will be to discuss the reasons for your absence, how long it is likely to continue, whether it is likely to recur, whether to

obtain a medical report, and whether there are any measures that could improve your health and/or attendance.

- 10.2 In cases of long-term absence, we may seek to agree a return-to-work programme, possibly on a phased basis.
- 10.3 In cases of short-term, intermittent absence, we may set a target for improved attendance within a certain timescale.

11. If matters do not improve

- 11.1 If, after a reasonable time, you have not been able to return to work or if your attendance has not improved within the agreed timescale, we will hold a further meeting or meetings. We will seek to establish whether the situation is likely to change and may consider redeployment opportunities at that stage. If it is considered unlikely that you will return to work or that your attendance will improve within a short time, we may give you a written warning that you are at risk of dismissal. We may also set a further date for review.

12. Final sickness absence meeting

- 12.1 Where you have been warned that you are at risk of dismissal, and the situation has not changed significantly, we will hold a meeting to consider the possible termination of your employment. Before we make a decision, we will consider any matters you wish to raise and whether there have been any changes since the last meeting.

13. Appeals

- 13.1 You may appeal against the outcome of any stage of this procedure. If you wish to appeal you should set out your appeal in writing to the Finance Director, stating your grounds of appeal, within one week of the date on which the decision was sent or given to you.
- 13.2 If you are appealing against a decision to dismiss you, we will hold an appeal meeting, normally within two weeks of receiving the appeal. This will be dealt with impartially and, where possible, by a more senior manager who has not previously been involved in the case.
- 13.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. There is no further right of appeal.
- 13.4 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.

Schedule 12 Time off for antenatal appointments policy

1. About this policy

- 1.1 This policy outlines the statutory right to take time off to attend antenatal appointments.
- 1.2 This policy applies to employees and agency workers. It does not apply to self-employed contractors.
- 1.3 If you are an agency worker, the rights set out in this policy only apply to you once you have worked in the same role with us for at least 12 continuous weeks (which may include more than one assignment). For these purposes we will ignore any breaks due to holiday or other leave to which you are entitled, breaks due to workplace closure at Christmas, breaks due to industrial action, breaks of up to 28 weeks in cases of sickness or jury service, and breaks of up to six weeks for any other reason. We will treat breaks due to pregnancy or childbirth up to 26 weeks after birth, and any statutory maternity, paternity, or adoption leave, as time worked.
- 1.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Time off if you are pregnant

- 2.1 If you are pregnant, you may take reasonable paid time off during working hours for antenatal appointments. If you are pregnant, you may take paid time off during working hours for antenatal appointments. You should try to give us as much notice as possible of the appointment and you must request and book the time off using our Who's Off system. Unless it is your first appointment, we may ask to see a certificate confirming your pregnancy and an appointment card.

3. Time off for accompanying a pregnant woman: eligibility

- 3.1 You may take unpaid time off to accompany a pregnant woman to an antenatal appointment if you have a "qualifying relationship" with the woman or the child. This means that either:
 - (a) you are the baby's father;
 - (b) you are the pregnant woman's spouse, civil partner, or cohabiting partner; or
 - (c) she has undergone assisted conception and at that time you were her wife or civil partner or gave the required legal notices to be treated in law as the second female parent; or
 - (d) you are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.

4. Time off for accompanying a pregnant woman: how to book time off

4.1 Please give us as much notice of the appointment as possible. You must request and book the time off using our Who's Off system and provide us with a signed statement providing the date and time of the appointment and confirming:

- (a) that you meet one of the eligibility criteria in paragraph 3;
- (b) that the purpose of the time off is to accompany the pregnant woman to an antenatal appointment; and
- (c) that the appointment has been made on the advice of a registered medical practitioner, registered midwife, or registered nurse.

5. Time off for accompanying a pregnant woman: amount of time off

5.1 You may take time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy.

5.2 You must not take more than six and a half hours off for each appointment, including travel and waiting time.

5.3 Time off to attend these appointments is unpaid.

5.4 If you wish to take time off to attend further antenatal appointments, you should request annual leave.

Schedule 13 Time off for adoption appointments policy

1. About this policy

- 1.1 This policy outlines the statutory right to take time off to attend adoption appointments.
- 1.2 This policy applies to employees and agency workers. It does not apply to self-employed contractors.
- 1.3 If you are an agency worker, the rights set out in this policy only apply to you once you have worked in the same role with us for at least 12 continuous weeks (which may include more than one assignment). For these purposes we will ignore any breaks due to holiday or other leave to which you are entitled, breaks due to workplace closure at Christmas, breaks due to industrial action, breaks of up to 28 weeks in cases of sickness or jury service, and breaks of up to six weeks for any other reason. We will treat breaks due to pregnancy or childbirth up to 26 weeks after birth, and any statutory maternity, paternity, or adoption leave, as time worked.
- 1.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Time off for an adoption appointment

- 2.1 An adoption appointment is an appointment arranged by an adoption agency (or at the agency's request) for you to have contact with a child who is to be placed with you for adoption, or for any other purpose related to the adoption.
- 2.2 You may take time off to attend an adoption appointment once the agency has notified you that a child is to be placed with you for adoption but before the child is actually placed with you.

3. If you are adopting a child with another person

- 3.1 Where you and your partner are adopting a child, you must decide between you who will be treated as the primary adopter and who will be treated as the secondary adopter for the purposes of time off. You must tell us your decision the first time you request time off for an adoption appointment. This will affect how much time you can take off [and whether it is paid].
- 3.2 You will usually choose to be the primary adopter if you intend to take adoption leave when the child is placed with you. You would not be able to take paternity leave if you have elected to be the primary adopter.

3.3 You will usually choose to be the secondary adopter if you intend to take paternity leave when the child is placed with you, although you may be able to take adoption leave if your partner is not taking it.

4. If you are adopting a child alone

4.1 If you are adopting a child alone, you are treated as the primary adopter.

5. If you are adopting more than one child

5.1 If the agency is placing more than one child with you as part of the same arrangement, this is treated as one adoption and will not increase the number of appointments you can take time off to attend. Any time off under this policy must be taken before the first child is placed with you.

6. Amount of time off

6.1 If you are adopting on your own or have elected to be the primary adopter, you may take paid time off to attend an adoption appointment on up to five occasions in relation to any particular adoption.

6.2 If you are the secondary adopter, you may take unpaid time off to attend an adoption appointment on up to two occasions only.

6.3 You must not take more than six and a half hours off for each appointment, including travel and waiting time.

7. How to book time off

7.1 Please give us as much notice of the appointment as possible. You must request and book time off using our Who's Off system and provide your manager with a signed statement or an email confirming:

- (a) The date and time of the appointment.
- (b) That the appointment has been arranged or requested by the adoption agency.
- (c) Whether you are adopting a child alone or jointly with another person.
- (d) If you are adopting with another person, whether you are electing to take paid or unpaid time off.

7.2 If you are an agency worker, you may have to notify your agency as well. You should check with the agency.

7.3 We may sometimes ask you to try and rearrange an appointment where it is reasonable to do so. In exceptional circumstances we reserve the right to refuse a request for a particular appointment, but we will not do so without good reason.

Schedule 14 Maternity policy

1. About this policy

- 1.1 This policy outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth and sets out the arrangements for pregnancy-related sickness, health and safety, and maternity leave.
- 1.2 Arrangements for time off for antenatal care and to accompany a pregnant woman to antenatal appointments are set out in our Time off for Antenatal Appointments Policy.
- 1.3 In some cases, you and your spouse or partner may be eligible to opt into the shared parental leave (**SPL**) scheme which gives you more flexibility to share the leave and pay available in the first year. You will need to give us at least eight weeks' notice to opt into SPL, and you must remain on maternity leave until at least two weeks after birth. For information about SPL, see our Shared Parental Leave (Birth) Policy.
- 1.4 This policy only applies to employees and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Entitlement to maternity leave

- 2.1 All employees are entitled to up to 52 weeks' maternity leave, consisting of 26 weeks' ordinary maternity leave (**OML**) and 26 weeks' additional maternity leave (**AML**).

3. Notification

- 3.1 Please inform us as soon as possible that you are pregnant. This is important as there may be health and safety considerations.
- 3.2 Before the end of the fifteenth week before the week that you expect to give birth (**Qualifying Week**), or as soon as reasonably practical afterwards, you must tell us:
 - (a) the week in which your doctor or midwife expects you to give birth (**Expected Week of Childbirth**); and
 - (b) the date on which you would like to start your maternity leave (**Intended Start Date**).
- 3.3 We will write to you within 28 days to tell you the date we will expect you to return to work if you take your full maternity leave entitlement (**Expected Return Date**).
- 3.4 Once you receive a certificate from a doctor or midwife confirming your Expected Week of Childbirth (MATB1), you must provide us with a copy.

4. Starting maternity leave

- 4.1 The earliest you can start maternity leave is 11 weeks before the Expected Week of Childbirth (unless your child is born prematurely before that date).
- 4.2 If you want to change your Intended Start Date, please tell us in writing. You should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We will then write to you within 28 days to tell you your new expected return date.
- 4.3 Your maternity leave should normally start on the Intended Start Date. However, it may start earlier if you give birth before your Intended Start Date, or if you are absent for a pregnancy-related reason in the last four weeks before your Expected Week of Childbirth. In either of those cases, maternity leave will start on the following day.
- 4.4 Shortly before your maternity leave is due to start, we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training, and work-related social events.
- 4.5 The law says that we cannot allow you to work during the two weeks following childbirth.

5. Maternity pay

- 5.1 Statutory maternity pay (**SMP**) is payable for up to 39 weeks provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. The first six weeks SMP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

6. During maternity leave

- 6.1 With the exception of terms relating to pay, your terms and conditions of employment remain in force during OML and AML.
- 6.2 Holiday entitlement will continue to accrue during maternity leave. If your maternity leave will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your maternity leave can be carried over and must be taken within three months of returning to work. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting your maternity leave. All holiday dates are subject to approval by your manager.

6.3 If you are a member of the pension scheme, we shall make employer pension contributions during OML and any period of paid AML, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any maternity pay you are receiving unless you inform the Finance Department that you wish to make up any shortfall.

7. Keeping in touch

7.1 We may make reasonable contact with you from time to time during your maternity leave although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

7.2 You may work (including attending training) on up to ten "keeping-in-touch" days during your maternity leave. This is not compulsory and must be discussed and agreed with your line manager.

7.3 You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any maternity pay entitlement. Alternatively, you may agree with your line manager to receive the equivalent paid time off in lieu.

8. Returning to work

8.1 You must return to work on the Expected Return Date unless you tell us otherwise. If you wish to return to work earlier than the Expected Return Date, you must give us eight weeks' prior notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the Expected Return Date if you request annual leave or parental leave, which will be at our discretion.

8.2 You are normally entitled to return to work in the position you held before starting maternity leave, and on the same terms of employment. However, if you have taken AML and it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

8.3 If you want to change your hours or other working arrangements on return from maternity leave you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

8.4 If you decide you do not want to return to work, you should give notice of resignation in accordance with your contract.

Schedule 15 Adoption policy

1. About this policy

- 1.1 This policy sets out the arrangements for adoption leave and pay for employees who are adopting a child through a UK adoption agency. If you are adopting through an overseas adoption agency the Finance Director will advise you of the relevant requirements.
- 1.2 Arrangements for time off for adoption appointments are set out in our Time off for Adoption Appointments Policy.
- 1.3 In some cases, you and your spouse or partner may be eligible to opt into the shared parental leave (**SPL**) scheme which gives you more flexibility to share the leave and pay available in the first year. You will need to give us at least eight weeks' notice to opt into SPL, and one of you must take at least two weeks' adoption leave. For information about SPL, see our Shared Parental Leave (Adoption) Policy.
- 1.4 This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment, and we may amend it at any time.

2. Entitlement to adoption leave

- 2.1 You are entitled to adoption leave if you meet all the following conditions:
 - (a) You are adopting a child through a UK or overseas adoption agency.
 - (b) The adoption agency has given you written notice that it has matched you with a child for adoption and tells you the date the child is expected to be placed into your care with a view to adoption (**Expected Placement Date**).
 - (c) You have notified the agency that you agree to the child being placed with you on the Expected Placement Date.
 - (d) Your spouse or partner will not be taking adoption leave with their employer (although they may be entitled to take paternity leave).
- 2.2 The maximum adoption leave entitlement is 52 weeks, consisting of 26 weeks' Ordinary Adoption Leave (**OAL**) and 26 weeks' Additional Adoption Leave (**AAL**).

3. Notification requirements

- 3.1 Not more than seven days after the agency notifies you in writing that it has matched you with a child (or where that is not reasonably practicable, as soon as reasonably practicable), you must give us notice in writing of the Expected Placement Date, and your intended start date for adoption leave (**Intended Start Date**).

3.2 We will then write to you within 28 days to inform you of your expected return date assuming you take your full entitlement to adoption leave.

3.3 Once you receive the matching certificate issued by the adoption agency, you must provide us with a copy.

4. Starting adoption leave

4.1 OAL may start on a predetermined date no more than 14 days before the Expected Placement Date, or on the date of placement itself, but no later.

4.2 If you want to change your Intended Start Date, please tell us in writing. You should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We will then write to you within 28 days to tell you your new expected return date.

5. Adoption pay

5.1 Statutory adoption pay (**SAP**) is payable for up to 39 weeks provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. The first six weeks SAP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year. For further information please speak to your line manager.

6. During adoption leave

6.1 All the terms and conditions of your employment remain in force during OAL and AAL, except for the terms relating to pay.

6.2 Holiday entitlement will continue to accrue at the rate provided under your contract. If your adoption leave will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your adoption leave can be carried over and must be taken within three months of returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting your adoption leave. All holiday dates are subject to approval by your manager.

6.3 If you are a member of the pension scheme, we shall make employer pension contributions during OAL and any further period of paid adoption leave based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any adoption pay you are

receiving unless you inform the Finance Department that you wish to make up any shortfall.

7. Keeping in touch

7.1 We may make reasonable contact with you from time to time during your adoption leave although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

7.2 You may work (including attending training) on up to ten "keeping-in-touch" days during your adoption leave. This is not compulsory and must be discussed and agreed with your line manager.

7.3 You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any adoption pay entitlement. Alternatively, you may agree with your line manager to receive the equivalent paid time off in lieu.

8. Returning to work

8.1 You must return to work on the expected return date unless you tell us otherwise. If you wish to return to work early, you must give us at least eight weeks' notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the expected return date if you request annual leave or parental leave, which will be at our discretion.

8.2 You are normally entitled to return to work in the position you held before starting adoption leave, on the same terms of employment. However, if you have taken AAL and it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

8.3 If you want to change your hours or other working arrangements on return from adoption leave you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

8.4 If you decide you do not want to return to work, you should give notice of resignation in accordance with your contract.

Schedule 16 Paternity policy

1. About this policy

- 1.1 This policy outlines when an employee may be entitled to paternity leave and paternity pay and sets out the arrangements for taking it.
- 1.2 This policy does not form part of any employee's contract of employment, and we may amend it at any time.
- 1.3 You may be entitled to time off to accompany your partner to antenatal appointments or to attend adoption appointments. For more information see the Time Off For Antenatal Appointments Policy or the Time Off For Adoption Appointments Policy.
- 1.4 In some cases, you and your partner may be eligible to opt into the shared parental leave (**SPL**) scheme which gives you more flexibility to share the leave and pay available in the first year. This applies where the Expected Week of Childbirth (EWC) starts on or after 5 April 2015, or if a child is placed with you for adoption on or after that date. This does not affect your right to take two weeks' paternity leave around the time of birth or placement. For information about SPL, see our Shared Parental Leave (Birth) and Shared Parental Leave (Adoption) Policies.

2. Entitlement to paternity leave

- 2.1 Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth and either:
 - (a) you are the biological father and will have some responsibility for the child's upbringing; or
 - (b) you are the partner (that is, spouse, civil partner, or cohabiting partner) of the mother, and will have the main responsibility (with the mother) for the child's upbringing; or
 - (c) the child is born to a surrogate mother where you are, or your partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your partner legal responsibility for the child.
- 2.2 Paternity leave is available where a child is placed with you for adoption by an adoption agency, if you have been continuously employed by us for at least 26 weeks ending with the week in which the agency notifies you that you have been matched with a child.

2.3 In adoption or surrogacy cases you may be entitled to take adoption leave instead (see our Adoption Policy). However, adoption leave may only be taken by one parent. Paternity leave is available to the other parent (of either sex).

3. Taking paternity leave

3.1 Paternity leave is a period of one- or two-weeks' consecutive leave taken when a child is born or placed with you for adoption. You can start your leave on the date of birth or placement, or later, provided it is taken within eight weeks (56 days) of the birth or placement. (If the baby is premature the period ends eight weeks after the start of the Expected Week of Childbirth.)

3.2 To take paternity leave you must give us written notice by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified you of being matched with a child), or as soon as you reasonably can, stating:

- (a) the Expected Week of Childbirth;
- (b) whether you intend to take one week or two weeks' leave; and
- (c) when you would like your leave to start.

3.3 You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

4. Paternity pay

4.1 Statutory paternity pay (**SPP**) is payable during paternity leave provided you have at least 26 weeks' continuous employment ending with the **Qualifying Week** (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year. The rate of SPP is set by the government each tax year.

4.2 You will qualify for Company paternity leave while on paternity leave, if you have been continuously employed during the 12-month period ending with the Qualifying Week and have not been on additional paternity leave, maternity leave or adoption leave from our employment during the 12-month period ending with the Qualifying Week. This is paid at 90% of your normal basic salary during paternity leave (for the two-week paternity leave period only) and includes any statutory paternity pay and additional statutory paternity pay that may be due for that period.

4.3 Payment of Company paternity pay is conditional upon you confirming in writing before starting paternity leave that you intend to return to work for at least six months after

paternity leave and additional paternity leave (if applicable). If you later decide not to return to work for this minimum period, you must repay any Company paternity pay, but not statutory paternity pay or additional statutory paternity pay.

5. During paternity leave

- 5.1 All the usual terms and conditions of your employment remain in force during paternity leave, except for the terms relating to pay.
- 5.2 Holiday entitlement will continue to accrue during paternity leave. If your paternity leave continues into the next holiday year, any remaining holiday that cannot reasonably be taken before your paternity leave can be carried over to the next holiday year and must be taken within three months of returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your manager's discretion.
- 5.3 If you are a member of our pension scheme, we will make employer pension contributions during paternity leave, based on your normal salary, in accordance with the scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform the Finance Department that you wish to make up any shortfall.

Schedule 17 Shared parental leave (birth) policy

1. About this policy

- 1.1 This policy outlines the arrangements for shared parental leave and pay in relation to the birth of a child. If you are adopting a child, please see the Shared Parental Leave (Adoption) Policy instead.
- 1.2 This policy applies to employees. It does not apply to agency workers or self-employed contractors.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Frequently used terms

- 2.1 The definitions in this paragraph apply in this policy.

Expected week of childbirth (EWC): the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

Parent: One of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father).

Partner: your spouse, civil partner or someone living with you in an enduring family relationship, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece, or nephew.

Qualifying Week: the fifteenth week before the EWC.

3. What is shared parental leave?

- 3.1 Shared parental leave (**SPL**) is a form of leave that may be available if your child is expected to be born on or after 5 April 2015.
- 3.2 It gives you and your partner more flexibility in how to share the care of your child in the first year after birth than simply taking maternity and paternity leave. Assuming you are both eligible, you will be able to choose how to split the available leave between you and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block.

4. Entitlement to SPL

- 4.1 You are entitled to SPL in relation to the birth of a child if:

- (a) you are the child's mother, and share the main responsibility for the care of the child with the child's father or with your partner;
- (b) you are the child's father and share the main responsibility for the care of the child with the child's mother; or
- (c) you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

4.2 The following conditions must also be fulfilled:

- (a) you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- (b) the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and had average weekly earnings of at least £30 during 13 of those weeks; and
- (c) you and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (SMP) or maternity allowance (MA) periods.

4.3 The total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity leave).

4.4 If you are the mother, you cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after birth [or four weeks for factory workers].

4.5 If you are the child's father or the mother's partner, you should consider using your two weeks' paternity leave before taking SPL. Once you start SPL you will lose any untaken paternity leave entitlement. SPL entitlement is additional to your paternity leave entitlement.

5. Opting in to shared parental leave and pay

5.1 Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice giving:

- (a) your name and the name of the other parent;
- (b) if you are the child's mother, the start and end dates of your maternity leave;
- (c) if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period;

- (d) the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP or MA period taken or to be taken;
- (e) how many weeks of the available SPL will be allocated to you and how many to the other parent (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- (f) if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken);
- (g) how many weeks of available ShPP will be allocated to you and how much to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- (h) an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave (see paragraph 9 and paragraph 10 for information on taking leave). This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- (i) declarations by you and the other parent that you both meet the statutory conditions to enable you to take SPL and ShPP.

6. Ending your maternity leave

- 6.1 If you are the child's mother and want to opt into the SPL scheme, you must give us at least eight weeks' written notice to end your maternity leave (a **curtailment notice**) before you can take SPL. The notice must state the date your maternity leave will end. You can give the notice before or after you give birth, but you cannot end your maternity leave until at least two weeks after birth.
- 6.2 You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see paragraph 5) or a written declaration that the other parent has given their employer an opt-in notice and that you have given the necessary declarations in that notice.
- 6.3 The other parent may be eligible to take SPL from their employer before your maternity leave ends, provided you have given the curtailment notice.
- 6.4 The curtailment notice is binding and cannot usually be revoked. You can only revoke a curtailment notice if maternity leave has not yet ended and one of the following applies:
 - (a) if you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;

- (b) if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or
- (c) if the other parent has died.

6.5 Once you have revoked a curtailment notice you will be unable to opt back into the SPL scheme, unless paragraph 6.4(b) applies.

7. Ending your partner's maternity leave or pay

7.1 If you are not the mother, but the mother is still on maternity leave or claiming SMP or MA, you will only be able to take SPL once she has either:

- (a) returned to work;
- (b) given her employer a curtailment notice to end her maternity leave;
- (c) given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity leave); or
- (d) given the benefits office a curtailment notice to end her MA (if she is not entitled to maternity leave or SMP).

8. Evidence of entitlement

8.1 You must also provide on request:

- (a) A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); and
- (b) The name and address of the other parent's employer (or a declaration that they have no employer).

9. Booking your SPL dates

9.1 Having opted into the SPL system, you must book your leave by giving us a period of leave notice. This may be given at the same time as the opt-in notice or later, provided it is at least eight weeks before the start of SPL.

9.2 The period of leave notice can either give the dates you want to take leave or, if the child has not been born yet, it can state the number of days after birth that you want the leave to start and end. This may be particularly useful if you intend to take paternity leave starting on the date of birth and wish to take SPL straight afterwards.

9.3 Leave must be taken in blocks of at least one week.

- 9.4 If your period of leave notice gives a single continuous block of SPL, you will be entitled to take the leave set out in the notice.
- 9.5 If your period of leave notice requests split periods of SPL, with periods of work in between, we will consider your request as set out in paragraph 10, below.
- 9.6 You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL (although if you give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice; see paragraph 11). In exceptional circumstances we may allow you to give more than three period of leave notices but there is no obligation for us to do so.

10. Procedure for requesting split periods of SPL

- 10.1 In general, a period of leave notice should set out a single continuous block of leave. We may be willing to consider a period of leave notice where the SPL is split into shorter periods with periods of work in between. It is best to discuss this with your manager and HR in good time before formally submitting your period of leave notice. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.
- 10.2 If you want to request split periods of SPL, you must set out the requested pattern of leave in your period of leave notice. We will either agree to the request or start a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, you may:
- (a) choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
 - (b) withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case the notice will not be counted, and you may submit a new one if you choose).

11. Changing the dates or cancelling your SPL

- 11.1 You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.
- 11.2 You can change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.

- 11.3 You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.
- 11.4 You can combine discontinuous periods of leave into a single continuous period of leave. Since this will involve a change to the start date or end date of a period of leave, see paragraph 11.2 and paragraph 11.3 above which set out how much notice is required.
- 11.5 You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. Since this will involve a change to the start date or end date, see paragraph 11.2 and paragraph 11.3 above which set out how much notice is required for the request. We do not have to grant your request but will consider it as set out in paragraph 10.
- 11.6 A notice to change or cancel a period of leave will count as one of your three period of leave notices, unless:
- (a) it is a result of your child being born earlier or later than the EWC;
 - (b) you are cancelling a request for discontinuous leave within two days of the end of the two-week discussion period under paragraph 10.2.
 - (c) it is at our request; or
 - (d) we agree otherwise.

12. Premature birth

- 12.1 Where the child is born early (before the beginning of the EWC), you may be able to start SPL in the eight weeks following birth even though you cannot give eight weeks' notice. The following rules apply:
- (a) If you have given a period of leave notice to start SPL on a set date in the eight weeks following the EWC, but your child is born early, you can move the SPL start date forward by the same number of days, provided you notify us in writing of the change as soon as you can. (If your period of leave notice already contained a start date which was a set number of days after birth, rather than a set date, then no notice of change is necessary.)
 - (b) If your child is born more than eight weeks early and you want to take SPL in the eight weeks following birth, please submit your opt-in notice and your period of leave notice as soon as you can.

13. Shared parental pay

- 13.1 You may be able to claim Statutory Shared Parental Pay (ShPP) of up to 39 weeks (less any weeks of SMP or MA claimed by you or your partner) if you have at least 26 weeks'

continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid by employers at a rate set by the government each year.

- 13.2 You should tell us in your period of leave notice(s) whether you intend to claim ShPP during your leave (and if applicable, for what period). If it is not in your period of leave notice you can tell us in writing, at least eight weeks before you want ShPP to start.

14. Other terms during shared parental leave

- 14.1 Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

- 14.2 Holiday entitlement will continue to accrue at the rate provided under your contract. If your SPL will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your leave can be carried over and must be taken within three months of returning to work unless your line manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting SPL. All holiday dates are subject to approval by your line manager.

- 14.3 If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the Finance Department that you wish to make up any shortfall.

15. Keeping in touch

- 15.1 We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

- 15.2 You may ask or be asked to work (including attending training) on up to 20 "keeping-in-touch" days (KIT-days) during your SPL. This is in addition to any KIT-days that you may have taken during maternity leave. KIT-days are not compulsory and must be discussed and agreed with your line manager.

- 15.3 You will be paid at your normal basic rate of pay for time spent working on a KIT-day and this will be inclusive of any shared parental pay entitlement. Alternatively, you may agree with your line manager to receive the equivalent paid time off in lieu.

16. Returning to work

- 16.1 If you want to end a period of SPL early, you must give us eight weeks' written notice of the new return date. If you have already given us three periods of leave notices you will not be able to end your SPL early without our agreement.
- 16.2 If you want to extend your SPL, assuming you still have unused SPL entitlement remaining, you must give us a written period of leave notice at least eight weeks before the date you were due to return to work. If you have already given us three periods of leave notices you will not be able to extend your SPL without our agreement. You may instead be able to request annual leave or ordinary parental leave (see our Parental Leave Policy), subject to the needs of the business.
- 16.3 You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
- (a) if your SPL and any maternity or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
 - (b) if you took SPL consecutively with more than four weeks of ordinary parental leave.
- 16.4 If you want to change your hours or other working arrangements on return from SPL, you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
- 16.5 If you decide you do not want to return to work, you should give notice of resignation in accordance with your contract.

Schedule 18 Shared parental leave (adoption) policy

1. About this policy

- 1.1 This policy outlines the arrangements for shared parental leave and pay in relation to the adoption of a child. If you or your partner are pregnant or have given birth, please see the Shared Parental Leave (Birth) Policy instead.
- 1.2 This policy applies to employees. It does not apply to agency workers or self-employed contractors.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Frequently used terms

- 2.1 The definitions in this paragraph apply in this policy.

Partner: your spouse, civil partner or someone living with you in an enduring family relationship at the time the child is placed for adoption, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece, or nephew.

Qualifying Week: the week the adoption agency notifies you that you have been matched with a child for adoption.

3. What is shared parental leave?

- 3.1 Shared parental leave (**SPL**) is a form of leave that may be available where a child is placed with you and/or your partner for adoption on or after 5 April 2015.
- 3.2 It gives you and your partner more flexibility in how to share the care of your child in the first year after birth than simply taking maternity and paternity leave. Assuming you are both eligible, you will be able to choose how to split the available leave between you and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block.

4. Entitlement

- 4.1 You may be entitled to SPL if an adoption agency has placed a child with you and/or your partner for adoption, or where a child is placed with you and/or your partner as foster parents under a "fostering for adoption" or "concurrent planning" scheme. You must intend to share the main responsibility for the care of the child with your partner.
- 4.2 The following conditions must be fulfilled:

- (a) you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- (b) your partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week and had average weekly earnings of at least £30 during 13 of those weeks; and
- (c) you and your partner must give the necessary statutory notices and declarations as summarised below, including notice to end adoption leave or statutory adoption pay (**SAP**).

4.3 Either you or your partner must qualify for statutory adoption leave and/or SAP and must take at least two weeks of adoption leave and/or pay.

4.4 If your partner is taking adoption leave and/or claiming SAP, you may be entitled to two weeks' paternity leave and pay (see our Paternity Leave Policy). You should consider using this before taking SPL. Paternity leave is additional to any SPL entitlement you may have, but you will lose any untaken paternity leave entitlement once you start a period of SPL.

4.5 The total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by either you or partner (or the weeks in which your partner has been in receipt of SAP if they were not entitled to adoption leave).

5. Opting in to shared parental leave and pay

5.1 Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice which includes:

- (a) your name and your partner's name;
- (b) if you are taking adoption leave, your adoption leave start and end dates;
- (c) if you are not taking adoption leave, your partner's adoption leave start and end dates, or if your partner is not entitled to adoption leave, the start and end dates of their SAP;
- (d) the total SPL available, which is 52 weeks minus the number of weeks' adoption leave or SAP taken or to be taken by you or your partner;
- (e) how many weeks of the available SPL will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- (f) if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of SAP taken or to be taken);

- (g) how many weeks of the available ShPP will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- (h) an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave (see paragraph 9 and paragraph 10 for information on taking leave). This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- (i) declarations by you and your partner that you both meet the statutory conditions to enable you to take SPL and ShPP.

6. Ending your adoption leave

- 6.1 If you are taking or intend to take adoption leave and want to opt into the SPL scheme, you must give us at least eight weeks' written notice to end your adoption leave (a curtailment notice). The notice must state the date your adoption leave will end. You can give the notice before or after adoption leave starts, but you must take at least two weeks' adoption leave.
- 6.2 You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see paragraph 5) or a written declaration that your partner has given their employer an opt-in notice and that you have given the necessary declarations in that notice.
- 6.3 If your partner is eligible to take SPL from their employer, they cannot start it until you have given us your curtailment notice.
- 6.4 The curtailment notice is binding on you and cannot usually be revoked. You can only revoke a curtailment notice if your adoption leave has not yet ended and one of the following applies:
 - (a) if you realise that neither you nor your partner are in fact eligible for SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;
 - (b) if your partner has died.
- 6.5 Once you have revoked a curtailment notice you will be unable to opt back into the SPL scheme.

7. Ending your partner's adoption leave or pay

- 7.1 If your partner is taking adoption leave or claiming SAP from their employer, you will only be able to take SPL once your partner has either:

- (a) returned to work;
- (b) given their employer a curtailment notice to end adoption leave; or
- (c) given their employer a curtailment notice to end SAP (if they are entitled to SAP but not adoption leave).

8. Evidence of entitlement

8.1 You must provide on request:

- (a) One or more documents from the adoption agency showing the agency's name and address and the expected placement date; and
- (b) The name and address of your partner's employer (or a declaration that they have no employer).

9. Booking your SPL dates

9.1 Having opted into the SPL system, you must book your leave by giving us a period of leave notice. This may be given at the same time as the opt-in notice or later, provided it is at least eight weeks before the start of SPL.

9.2 The period of leave notice can either give the dates you want to take SPL or, if the child has not been placed with you yet, it can state the number of days after the placement that you want the SPL to start and end. This may be particularly useful if you intend to take paternity leave starting on the date of placement and wish to take SPL straight afterwards.

9.3 Leave must be taken in blocks of at least one week.

9.4 If your period of leave notice gives dates for a single continuous block of SPL, you will be entitled to take the leave set out in the notice.

9.5 If your period of leave notice requests split periods of SPL, with periods of work in between, we will consider your request as set out in paragraph 10, below.

9.6 You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL (although if you give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice; see paragraph 11). In exceptional circumstances we may allow you to give more than three period of leave notices but there is no obligation for us to do so.

10. Procedure for requesting split periods of SPL

- 10.1 In general, a period of leave notice should set out a single continuous block of leave. We may be willing to consider a period of leave notice where the SPL is split into shorter periods with periods of work in between. It is best to discuss this with your manager and HR in good time before formally submitting your period of leave notice. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.
- 10.2 If you want to request split periods of SPL, you must set out the requested pattern of leave in your period of leave notice. We will either agree to the request or start a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, you may:
- (a) choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
 - (b) withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted, and you may submit a new one if you choose).

11. Changing the dates or cancelling your SPL

- 11.1 You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.
- 11.2 You can change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.
- 11.3 You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.
- 11.4 You can combine discontinuous periods of leave into a single continuous period of leave. Since this will involve a change to the start date or end date of a period of leave, see paragraph 11.2 and paragraph 11.3 above which set out how much notice is required.
- 11.5 You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. Since this will involve a change to the start date or end date, see paragraph 11.2 and paragraph 11.3 above

which set out how much notice is required for the request. We do not have to grant your request but will consider it as set out in paragraph 10.

- 11.6 A notice to change or cancel a period of leave will count as one of your three period of leave notices, unless:
- (a) the variation is a result of the child being placed with you earlier or later than the expected placement date;
 - (b) you are cancelling a request for discontinuous leave within two days of the end of the two-week discussion period under paragraph 10.2.
 - (c) the variation is at our request; or
 - (d) we agree otherwise.

12. Shared parental pay

- 12.1 You may be able to claim Statutory Shared Parental Pay (ShPP) of up to 39 weeks (less any weeks of SAP claimed by you or your partner) provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.
- 12.2 You should tell us in your period of leave notice(s) whether you intend to claim ShPP during your leave (and if applicable, for what period). If it is not in your period of leave notice you can tell us in writing, at least eight weeks before you want ShPP to start.

13. Other terms during shared parental leave

- 13.1 Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.
- 13.2 Holiday entitlement will continue to accrue at the rate provided under your contract. If your SPL will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your leave can be carried over and must be taken within three months of returning to work unless your line manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting SPL. All holiday dates are subject to approval by your line manager.
- 13.3 If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on

the amount of any shared parental pay you are receiving, unless you inform the Finance Department that you wish to make up any shortfall.

14. Keeping in touch

- 14.1 We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.
- 14.2 You may ask or be asked to work (including attending training) on up to 20 "keeping-in-touch" days (KIT days) during your SPL. This is in addition to any KIT days that you may have taken during adoption leave. KIT days are not compulsory and must be discussed and agreed with your line manager.
- 14.3 You will be paid at your normal basic rate of pay for time spent working on a KIT-day and this will be inclusive of any shared parental pay entitlement. Alternatively, you may agree with your line manager to receive the equivalent paid time off in lieu.

15. Returning to work

- 15.1 If you want to end a period of SPL early, you must give us eight weeks' written notice of the new return date. If you have already given us three period of leave notices you will not be able to end your SPL early without our agreement.
- 15.2 If you want to extend your SPL, assuming you still have unused SPL entitlement remaining, you must give us a written notice at least eight weeks before the date you were due to return to work. If you have already given us three period of leave notices you will not be able to extend your SPL without our agreement. You may instead be able to request annual leave or ordinary parental leave (see our Parental Leave Policy), subject to the needs of our business.
- 15.3 You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
 - (a) if your SPL and any adoption or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
 - (b) if you took SPL consecutively with more than four weeks of ordinary parental leave.

- 15.4 If you want to change your hours or other working arrangements on return from SPL, you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
- 15.5 If you decide you do not want to return to work, you should give notice of resignation in accordance with your contract. This may have an impact on your entitlement to company shared parental pay.

Schedule 19 Parental leave policy

1. About this policy

- 1.1 This policy summarises the statutory right of employees with at least one year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each child.
- 1.2 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Entitlement to parental leave

- 2.1 To be eligible for parental leave, you must:
 - (a) have at least one year's continuous employment with us;
 - (b) have or expect to have responsibility for a child; and
 - (c) be taking the leave to spend time with or otherwise care for the child.
- 2.2 You have responsibility for a child if you are the biological or adoptive parent or have legal parental responsibility in some other way, for example under a court order.
- 2.3 Eligible employees are entitled to take up to 18 weeks' parental leave in relation to each child.
- 2.4 You must tell us of any parental leave you have taken while working for another employer as this counts towards your 18-week entitlement.

3. Taking parental leave

- 3.1 In most cases, parental leave can only be taken in blocks of a week or a whole number of weeks, and you may not take more than four weeks' parental leave a year in relation to each child. Parental leave can be taken up to the child's 18th birthday.
- 3.2 Special rules apply where your child is disabled, which for these purposes means entitled to a disability living allowance, armed forces independence allowance or personal independence payment. You can take parental leave in respect of that child in blocks of less than one week. However, there is still a limit of 4 weeks a year for each child and 18 weeks in total for each child.

4. Notification requirements

- 4.1 You must notify your line manager of your intention to take parental leave at least 21 days in advance. It would be helpful if you can give this notice in writing. Your notification should include the start and end dates of the requested period of leave.
- 4.2 If you wish to start parental leave immediately on the birth of a child, you must give notice at least 21 days before the expected week of childbirth.
- 4.3 If you wish to start parental leave immediately on having a child placed with you for adoption, you should give notice at least 21 days before the expected week of placement, or if this is not possible, give as much notice as you can.

5. Evidence of entitlement

- 5.1 We may ask to see evidence of:
 - (a) your responsibility or expected responsibility for the child such as birth certificate, adoption or matching certificate, parental responsibility agreement or court order.
 - (b) the child's date of birth or date of adoption placement.

6. Our right to postpone parental leave

- 6.1 Although we will try to accommodate your request for parental leave, we may postpone your requested leave where it would unduly disrupt our business (for example, if it would leave us short-staffed or unable to complete work on time).
- 6.2 We will discuss alternative dates with you and notify you in writing of the reason for postponement and the new start and end dates, within seven days of receiving your request for parental leave.
- 6.3 We cannot postpone parental leave if you have requested it to start immediately on the birth or adoption of a child.
- 6.4 We cannot postpone parental leave for more than six months, or beyond the child's 18th birthday (if sooner).

7. Terms and conditions during parental leave

- 7.1 Parental leave is unpaid. You will not be entitled to employer pension contributions in respect of the period of leave.

7.2 Your employment contract will remain in force, and holiday entitlement will continue to accrue. You will remain bound by your duties of good faith and confidentiality, and any contractual restrictions on accepting gifts and benefits, or working for another business.

Schedule 20 Time off for dependents policy

1. About this policy

- 1.1 The law recognises that there may be occasions when you need to take time off work to deal with unexpected events involving one of your dependants.
- 1.2 This time off for dependents policy gives all employees the right to take a reasonable amount of unpaid time off work to deal with certain situations affecting their dependents.
- 1.3 No-one who takes time off in accordance with this policy will be subjected to any detriment.
- 1.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Reasonable unpaid time off

- 2.1 You have a right to take a reasonable amount of unpaid time off work when it is necessary to:
 - (a) provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
 - (b) make longer-term care arrangements for a dependant who is ill or injured;
 - (c) take action required in consequence of the death of a dependant;
 - (d) deal with the unexpected disruption, termination, or breakdown of arrangements for the care of a dependant (such as a child-minder falling ill); and/or
 - (e) deal with an unexpected incident involving your child while a school or another educational establishment is responsible for them.
- 2.2 A **dependant** for the purposes of this policy is:
 - (a) your spouse, civil partner, parent or child;
 - (b) a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee; or
 - (c) anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to in paragraph 2.1.
- 2.3 This policy applies to time off to take action which is necessary because of an immediate or unexpected crisis. This policy does not apply where you need to take planned time off or provide longer-term care for a dependant. If this is the case, you should take advice from your line manager.

- 2.4 Whether action is considered necessary will depend on the circumstances, including nature of the problem, the closeness of the relationship between you and the dependant, and whether anyone else is available to assist. Action is unlikely to be considered necessary if you knew of a problem in advance but did not try to make alternative care arrangements.
- 2.5 Reasonable time off in relation to a particular problem will not normally be more than one day. However, we will always consider each set of circumstances on their facts.

3. Exercising the right to time off

- 3.1 You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell your line manager:
- (a) the reason for your absence; and
 - (b) how long you expect to be away from work.
- 3.2 If you fail to notify us as set out above, you may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.
- 3.3 We may in some cases ask you to provide evidence for your reasons for taking the time off, either in advance or on your return to work. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary procedure.

Schedule 21 Compassionate leave policy

(a) About this policy

- 1.2 Compassionate leave is designed to help you deal with traumatic personal circumstances such as the death of a close relative or where a close relative has a life-threatening illness or injury.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. When compassionate leave may be available

- 2.1 You may take a period of paid compassionate leave where a close relative has died as follows:
 - (a) One week where your mother, father, wife, husband, civil partner, or partner has died.
 - (b) Three days where your brother or sister or stepbrother or stepsister has died.
 - (c) One day where your brother-in-law, sister-in-law, mother-in-law, father-in-law, grandfather, or grandmother has died.
- 2.2 In the event of the death of a child, including a stillbirth, please see our Parental bereavement leave policy which applies instead of this policy. We may grant further unpaid compassionate leave in this situation at our discretion.
- 2.3 We will consider requests for compassionate leave due to other traumatic events or difficult personal circumstances on a case-by-case basis.
- 2.4 If you are still unable to return to work following compassionate leave you should contact your line manager. We may at our discretion grant you further unpaid compassionate leave in those circumstances. Alternatively, you may be able to take a period of annual leave, subject to your manager's approval.

3. Requesting compassionate leave

- 3.1 We recognise that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to your line manager. You should tell them about the reasons for your request and the number of days leave you would like to take.

- 3.2 Where it is not possible to request leave in advance you should contact your line manager as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary.
- 3.3 In exceptional circumstances we may have to refuse a request for compassionate leave and will give you a written explanation of the reasons. If you are dissatisfied with this decision, you may appeal to the Finance Director in writing within five working days of receiving our written reasons.

Schedule 22 Parental bereavement leave policy

(a) About this policy

- (i) This policy sets out the arrangements for parental bereavement leave, which is a type of compassionate leave intended to help employees deal with the death of a child or a stillbirth after at least 24 weeks of pregnancy.
- (ii) For compassionate leave in other circumstances please see our Compassionate leave policy.
- (iii) This policy does not form part of any employee's contract of employment, and we may amend it at any time.

(b) Entitlement to parental bereavement leave

- (i) You may be entitled to parental bereavement leave if your child or a child in your care has died or been stillborn after 24 weeks of pregnancy.
- (ii) Parental bereavement leave can be one week, two consecutive weeks, or two separate weeks. It can be taken at any time during the first 56 weeks after the child's death.
- (iii) Further unpaid compassionate leave may be available under our Compassionate leave policy at our discretion. Please speak to your manager if you require further time off in addition to parental bereavement leave.

(c) Parental bereavement pay

- (i) You may qualify for statutory parental bereavement pay (SPBP) during parental bereavement leave if:
 - 1. you have at least 26 weeks' continuous employment ending on the Saturday before the child died; and
 - 2. you earn at least the lower earnings limit for class 1 national insurance contributions.
- (ii) SPBP is only payable in respect of whole weeks of leave, at the same rate as statutory paternity pay. The rate is set by the government each tax year.

(d) Leave in the first eight weeks

- (i) In the first eight weeks after a child has died, there is no need to give advance notice to take parental bereavement leave. Please notify your line manager as soon as you can on the day you want your leave to start, preferably before the time you would normally start work, where possible. Someone can do this on your behalf if necessary.
- (ii) If you have already started work, then your parental bereavement leave period will start on the following day. We would usually allow you to take the rest of the day off as compassionate leave.
- (iii) You can cancel any planned parental bereavement leave in the first eight weeks by telling us at any time before the leave starts, and no later than the time you would normally start work on the first day of the leave period. You cannot cancel leave once it has started.

(e) Leave after more than eight weeks

- (i) To take parental bereavement leave more than eight weeks after the child has died, please give your line manager at least a week's written notice.
- (ii) Parental bereavement leave can be cancelled with a week's written notice and can be re-booked by giving a week's written notice.

(f) Written confirmation

- (i) We will ask you to confirm the following information in writing within 28 days of starting any period of parental bereavement leave:
 - 1. your name;
 - 2. the date the child died or was stillborn;
 - 3. the dates of paid or unpaid parental bereavement leave taken; and
 - 4. your relationship to the child.

Schedule 23 Flexible working policy

1. About this policy

- 1.1 This flexible working policy gives eligible employees an opportunity to request a change to their working pattern.
- 1.2 We will deal with flexible working requests in a reasonable manner and within a reasonable time. In any event the time between making a request and notifying you of a final decision (including the outcome of any appeal) will be less than three months unless we have agreed a longer period with you.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Eligibility

- 2.1 To be eligible to make a flexible working request, you must:
 - (a) be an employee;
 - (b) have worked for us continuously for at least 26 weeks at the date your request is made; and
 - (c) not have made a flexible working request during the last 12 months (even if you withdrew that request).

3. What is a flexible working request?

- 3.1 A flexible working request under this policy means a request to do any or all of the following:
 - (a) to reduce or vary your working hours;
 - (b) to reduce or vary the days you work;
 - (c) to work from a different location (for example, from home).

4. Making a flexible working request

- 4.1 Your flexible working request should be submitted to your line manager in writing and dated. It should:
 - (a) state that it is a flexible working request;
 - (b) explain the change being requested and propose a start date;
 - (c) identify the impact the change would have on the business and how that might be dealt with; and

- (d) state whether you have made any previous flexible working requests.

5. Meeting

- 5.1 We will arrange a meeting at a convenient time and place to discuss your request. You may be accompanied at the meeting by a colleague of your choice. They will be entitled to speak and confer privately with you but may not answer questions on your behalf.
- 5.2 We may decide to grant your request in full without a meeting, in which case we will write to you with our decision.

6. Decision

- 6.1 We will inform you in writing of our decision as soon as possible after the meeting.
- 6.2 If your request is accepted, we will write to you with details of the new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter.
- 6.3 If we cannot immediately accept your request, we may require you to undertake a trial period before reaching a final decision on your request.
- 6.4 Unless otherwise agreed, changes to your terms of employment will be permanent.
- 6.5 We may reject your request for one or more of the following business reasons:
 - (a) the burden of additional costs;
 - (b) detrimental effect on ability to meet customer demand;
 - (c) inability to reorganise work among existing staff;
 - (d) inability to recruit additional staff;
 - (e) detrimental impact on quality;
 - (f) detrimental impact on performance;
 - (g) insufficiency of work during the periods that you propose to work; or
 - (h) planned changes.
- 6.6 If we are unable to agree to your request, we will write to tell you which of those reasons applies in your case. We will also set out the appeal procedure.

7. Appeal

- 7.1 You may appeal in writing within 14 days of receiving our written decision.

- 7.2 Your appeal must be dated and must set out the grounds on which you are appealing.
- 7.3 We will hold a meeting with you to discuss your appeal. You may bring a colleague to the meeting.
- 7.4 We will tell you in writing of our final decision as soon as possible after the appeal meeting, including reasons. There is no further right of appeal.

Schedule 24 Time off for public duties policy

1. About this policy

- 1.1 We wish to enable employees to perform any public duties that they may be committed to undertake and so will give them time off to do so where it does not conflict with the operational needs of our business. We are not legally obliged to grant paid leave for these purposes. The circumstances in which we are prepared to do so are set out below.
- 1.2 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Jury service

- 2.1 You should tell your line manager as soon as you are summoned for jury service and provide a copy of your summons if requested.
- 2.2 Depending on the demands of our business we may request that you apply to be excused from or defer your jury service.
- 2.3 We are not required by law to pay you while you are absent on jury service. You will be advised at court of the expenses and loss of earnings that you can claim.

3. Voluntary public duties

- 3.1 Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor.
- 3.2 If you are unsure whether a public service that you perform is covered by this policy, you should speak to your line manager.
- 3.3 As soon as you are aware that you will require time off for performance of a public service you should notify your line manager in writing, providing full details of the time off that is being requested and the reasons for your request. In order that arrangements can be made to cover your duties in your absence you should make your request in good time.
- 3.4 Each request for time off will be considered on its merits taking account of all the circumstances, including how much time is reasonably required for the activity, how much time you have already taken, and how your absence will affect the business.

4. Reserve forces duties

- 4.1 We are aware that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called-up at any time to be deployed on full-time operations and are expected to attend regular training.
- 4.2 We are under no obligation to offer leave (either paid or unpaid) for reservists to undertake training and you should use existing holiday entitlement to meet training commitments. In exceptional circumstances we may grant additional unpaid leave for these commitments to be met.
- 4.3 If we receive notice that you have been called-up for active service, we may apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to our business (which could not be prevented by the grant of financial assistance).
- 4.4 Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.
- 4.5 If it is not reasonable and practicable to reinstate you into your former employment, we will offer you the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.

Schedule 25 Health and safety policy

1. About this policy

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, and anyone visiting our premises or affected by our work.
- 1.2 The Operations Director has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Your responsibilities

- 2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to your line manager or the Health and Safety Lead.
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3. Information and consultation

- 3.1 We will inform and consult directly with all staff regarding health and safety matters.

4. Training

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training, including manual handling, control of substances hazardous to health (COSHH), and the use of personal protective equipment (PPE).

5. Equipment

- 5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

6. Accidents and first aid

- 6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 6.2 All accidents and injuries at work, however minor, should be reported to the Health and Safety Lead and recorded in the Accident Book which is located on the Health and Safety boards outside the Company canteen.

7. Fire safety

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point next to the Martin Precision Ltd sign at the entrance of the carpark.
- 7.3 Fire drills will be held at least every six months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. Risk assessments and measures to control risk

- 8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

9. Computers and display screen equipment

- 9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.
- 9.2 Mandatory internal eye tests will be carried out by our Quality Department every three years and colour eye tests will be carried out every five years.

- 9.3 You will be entitled to an external eye test and a pair of safety glasses every two years (unless more frequent eye tests are advised by your optician. The Company will provide you with eye test vouchers which can be redeemed at Specsavers.
- 9.4 Should you require safety glasses, the Company will provide you with vouchers which can be redeemed at Specsavers. You will receive one voucher for single vision and two vouchers for varifocal safety glasses. Should you choose glasses that exceed the value of the vouchers provided to you, you will be responsible for paying the difference in price. If you break your safety glasses, you will be responsible for replacing them.
- 9.5 Further information on workstation assessments, eye tests, your entitlement to prescription safety glasses and the use of DSE can be obtained from your line manager.

Schedule 26 Smoking policy

1. About this policy

- 1.1 We are committed to protecting your health, safety, and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers, and visitors from exposure to smoke.
- 1.2 All of our workplaces are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.
- 1.3 This policy does not form part of any employee's contract of employment, and it may be amended at any time.
- 1.4 If you wish to suggest improvements to the policy or experience difficulty complying with it, you should discuss the situation with your line manager.

2. Where is smoking banned?

- 2.1 Smoking is not permitted in any enclosed or substantially enclosed premises within our workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- 2.2 No-smoking signs are displayed at the entrances to enclosed premises at our workplace.

3. Where is smoking permitted?

- 3.1 You may only smoke outside in designated areas during breaks. When smoking outside, you must dispose of cigarette butts and other litter appropriately in the bins provided.

4. Breaches of the policy

- 4.1 Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 4.2 Smoking in smoke-free premises is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

Schedule 27 Substance misuse policy

1. About this policy

- 1.1 We are committed to providing a safe, healthy, and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse.
- 1.2 The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:
 - (a) All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems.
 - (b) Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
 - (c) Staff who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly, and consistently.
- 1.3 This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.
- 1.4 This policy does not form part of any contract of employment or other policy to provide services, and we may amend it at any time.
- 1.5 Any information you provide to us about your health will be processed in accordance with our Data protection policy. We recognise that such data is sensitive and will handle it in a confidential manner.

2. Who does this policy apply to?

- 2.1 This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers, and interns.

3. Who is responsible for this policy?

- 3.1 The board of directors (the Board) has overall responsibility for the effective operation of this policy. The Board has delegated responsibility for overseeing its implementation to the Health and Safety Lead. Questions about the content of this policy or suggestions for change should be reported to the Health and Safety Lead.

3.2 Any questions you may have about the day-to-day application of this policy should be referred to your line manager in the first instance.

3.3 This policy is reviewed annually by the Board.

4. Our approach to alcohol and drug misuse

4.1 We will not accept staff arriving at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

5. Identifying a problem

5.1 If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their line manager. If they will not seek help themselves, you should draw the matter to the attention of your line manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

5.2 If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible.

6. Alcohol and drugs at work

6.1 Alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the use of alcohol or drugs may damage our reputation and, as a result, our business.

6.2 You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or aftereffects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.

6.3 You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

6.4 You must always comply with drink-driving and drug-driving laws. Conviction for drink-driving or drug-driving offence may harm our reputation and, if your job requires you to

drive, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence while working for us may lead to action under our Disciplinary Procedure and could result in dismissal.

- 6.5 If you are prescribed medication, you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or you should be temporarily reassigned to a different role. If so, you must tell your line manager without delay.

7. Searches

- 7.1 We reserve the right to conduct searches for alcohol or drugs on our premises, including, but not limited to, searches of lockers, cabinets, desks, bags, clothing, and packages.
- 7.2 Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

8. Managing suspected substance misuse

- 8.1 Where a line manager considers that a deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance from the Finance Director.
- 8.2 If your line manager has reason to believe that you are suffering the effects of alcohol or drugs misuse, they will invite you to an investigatory interview. The purpose of the interview is to:
- (a) discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour; and
 - (b) where appropriate, offer to refer you to Occupational Health for medical and/or specialist advice.
- 8.3 If you arrive at work and a manager reasonably believes you are under the influence of alcohol or drugs, they shall immediately contact a manager or director in order that you can be provided with assistance and an investigation can be undertaken.
- 8.4 If you agree to be referred to Occupational Health, your line manager will request an urgent appointment and prepare a letter of referral, a copy of which will be provided to you.
- 8.5 The Occupational Health doctor may ask for your consent to approach your GP for advice. A report will be sent to your line manager, who will then reassess the reasons for their investigatory meeting with you and decide on the way forward.

8.6 If, as the result of the meeting or investigation, your line manager continues to believe that you are suffering the effects of alcohol or drugs misuse and you refuse an offer of referral to Occupational Health or appropriate treatment providers, the matter may be dealt with under our Disciplinary Procedure.

9. Providing support

9.1 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health issues. We will provide support where possible with a view to a return to full duties. This may include:

- (a) Referral to appropriate treatment providers, where necessary in conjunction with your GP.
- (b) Time off work to attend treatment.
- (c) Adjusting your duties or other support as recommended by Occupational Health or your GP or specialist during treatment and for an agreed period thereafter, subject to operational requirements and feasibility.

9.2 If you do not finish a programme of treatment, or your recovery and return to work does not go as planned, your line manager will meet with you to decide what further action if any should be taken.

10. Confidentiality

10.1 We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

10.2 If you seek help with an alcohol or drug-related problem directly from our Occupational Health doctor and you wish to keep matters confidential from your line manager and colleagues, this will be respected unless there is reason to believe that this could put you, your colleagues or anyone else at risk or carries some other material risk for the business. In those circumstances, the HR department will encourage you to inform your line manager and will give you sufficient time to do so before discussing the matter with them.

11. Performance and disciplinary issues

11.1 If you agree to undertake appropriate treatment and/or rehabilitation for an acknowledged alcohol or drug-related problem, we may decide to suspend any ongoing disciplinary action against you for related misconduct or poor performance, pending the outcome of the treatment.

11.2 Our intention is to support all staff with alcohol or drug-related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued, or restarted at any time as we see fit.

Schedule 28 Data Protection Policy

1. Overview

- 1.1 The Company takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. We intend to comply with our legal obligations under the **Data Protection Act 2018** (the '2018 Act') and the **EU General Data Protection Regulation** ('GDPR') in respect of data privacy and security. We have a duty to notify you of the information contained in this policy.
- 1.2 This policy applies to current and former employees, workers, volunteers, apprentices, and consultants. If you fall into one of these categories, then you are a '**data subject**' for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services) and any other notice we issue to you from time to time in relation to your data.
- 1.3 The Company has appropriate measures in place to protect the security of your data. The Company will only hold data for as long as necessary for the purposes for which we collected it.
- 1.4 The Company is a '**data controller**' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.
- 1.5 This policy explains how the Company will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing, or storing personal data while working for, or on behalf of, the Company.
- 1.6 This policy does not form part of your contract of employment (or contract for services if relevant) and can be amended by the Company at any time. It is intended that this policy is fully compliant with the 2018 Act and the GDPR. If any conflict arises between those laws and this policy, the Company intends to comply with the 2018 Act and the GDPR.

2. Data protection principles

- 2.1 Personal data must be processed in accordance with six '**Data Protection Principles.**' It must:
 - be processed fairly, lawfully and transparently;
 - be collected and processed only for specified, explicit and legitimate purposes;
 - be adequate, relevant and limited to what is necessary for the purposes for which it is processed;

- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed; and
- be processed securely.

We are accountable for these principles and must be able to show that we are compliant.

3. How we define personal data

3.1 **'Personal data'** means information which relates to a living person who can be **identified** from that data (a **'data subject'**) on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.

3.2 This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

3.3 This personal data might be provided to us by you, or someone else (such as a former employer, your doctor, or a credit reference agency), or it could be created by us. It could be provided or created during the recruitment process or during the contract of employment (or services) or after its termination. It could be created by your manager or other colleagues.

3.4 We will collect and use the following types of personal data about you:

- recruitment information such as your application form and CV, references, qualifications and membership of any professional bodies and details of any pre-employment assessments;
- your contact details and date of birth;
- the contact details for your emergency contacts;
- your gender;
- your marital status and family details;
- information about your contract of employment (or services) including start and end dates of employment, role and location, working hours, details of promotion, salary (including details of previous remuneration), pension, benefits and holiday entitlement;
- your bank details and information in relation to your tax status including your national insurance number;
- your identification documents including passport and driving licence and information in relation to your immigration status and right to work for us;
- information relating to disciplinary or grievance investigations and proceedings involving you (whether or not you were the main subject of those proceedings);

- information relating to your performance and behaviour at work;
- training records;
- electronic information in relation to your use of IT systems/swipe cards/telephone systems;
- your images (whether captured on CCTV, by photograph or video); and
- any other category of personal data which we may notify you of from time to time.

3.5 We may also collect, store, and use the following more sensitive types of personal information:

- Information about your health, including any medical condition, health and sickness records, including:
- where you leave employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision;
- details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
- where you leave employment and the reason for leaving is related to your health, information about that condition needed for pensions and permanent health insurance purposes.

5. How we define processing

5.1 **'Processing'** means any operation which is performed on personal data such as:

- collection, recording, organisation, structuring or storage;
- adaption or alteration;
- retrieval, consultation or use;
- disclosure by transmission, dissemination or otherwise making available;
- alignment or combination; and
- restriction, destruction, or erasure.

This includes processing personal data which forms part of a filing system and any automated processing.

6. How will we process your personal data?

6.1 The Company will process your personal data (including special categories of personal data) in accordance with our obligations under the 2018 Act.

6.2 We will use your personal data for:

- performing the contract of employment (or services) between us;

- complying with any legal obligation; or
- if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing. See details of your rights in section 12 below.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of the contract between us. For example, if you do not provide us with your bank account details we may not be able to pay you. It might also stop us from complying with certain legal obligations and duties which we have such as to pay the right amount of tax to HMRC or to make reasonable adjustments in relation to any disability you may suffer from.

7. Examples of when we might process your personal data

7.1 We have to process your personal data in various situations during your recruitment, employment (or engagement) and even following termination of your employment (or engagement).

7.2 For example (and see section 7.6 below for the meaning of the asterisks):

- to decide whether to employ (or engage) you;
- to decide how much to pay you, and the other terms of your contract with us;
- to check you have the legal right to work for us;
- to carry out the contract between us including where relevant, its termination;
- training you and reviewing your performance*;
- to decide whether to promote you;
- to decide whether and how to manage your performance, absence or conduct*;
- to carry out a disciplinary or grievance investigation or procedure in relation to you or someone else;
- to determine whether we need to make reasonable adjustments to your workplace or role because of your disability*;
- to monitor diversity and equal opportunities*;
- to monitor and protect the security (including network security) of the Company, of you, our other staff, customers and others;
- to monitor and protect the health and safety of you, our other staff, customers and third parties*;
- to pay you and provide pension and other benefits in accordance with the contract between us*;

- paying tax and national insurance;
- to provide a reference upon request from another employer;
- to pay trade union subscriptions*;
- monitoring compliance by you, us and others with our policies and our contractual obligations*;
- to comply with employment law, immigration law, health and safety law, tax law and other laws which affect us*;
- to answer questions from insurers in respect of any insurance policies which relate to you*;
- running our business and planning for the future;
- the prevention and detection of fraud or other criminal offences;
- to defend the Company in respect of any investigation or litigation and to comply with any court or tribunal orders for disclosure*;
- [insert any other times when you may process personal data]; and
- for any other reason which we may notify you of from time to time.

7.3 'Special categories of personal data' are types of personal data consisting of information as to:

- your racial or ethnic origin;
- your political opinions;
- your religious or philosophical beliefs;
- your trade union membership;
- your genetic or biometric data;
- your health; and
- your sexual orientation.

We will only process special categories of your personal data (see above) in certain situations in accordance with the law. For example, we can do so if we have your explicit consent. If we asked for your consent to process a special category of personal data, then we would explain the reasons for our request. You do not need to consent and can withdraw consent later if you choose by contacting the Board.

7.4 We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do:

- where it is necessary for carrying out rights and obligations under employment law;
- where it is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent;
- where you have made the data public;
- where processing is necessary for the establishment, exercise or defence of legal claims; and

- where processing is necessary for the purposes of occupational medicine or for the assessment of your working capacity.

7.6 We might process special categories of your personal data for the purposes in paragraph 7.2 above which have an asterisk beside them. In particular, we will use information in relation to:

- your race, ethnic origin, religion, sexual orientation or gender to monitor equal opportunities;
- your sickness absence, health, and medical conditions to monitor your absence, assess your fitness for work, to pay you benefits, to comply with our legal obligations under employment law including to make reasonable adjustments and to look after your health and safety; and
- your trade union membership to pay any subscriptions and to comply with our legal obligations in respect of trade union members.

7.7 We do not take automated decisions about you using your personal data or use profiling in relation to you.

8. Sharing your personal data

8.1 Sometimes we might share your personal data with group companies or our contractors and agents to carry out our obligations under our contract with you or for our legitimate interests.

8.2 We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

8.3 For the purposes of this clause, legitimate activities carried out by third parties include payroll, auditing, and insurance.

8.4 We do not send your personal data outside the European Economic Area. If this changes you will be notified of this and the protections which are in place to protect the security of your data will be explained.

9. How should you process personal data for the Company?

9.1 Everyone who works for, or on behalf of, the Company has some responsibility for ensuring data is collected, stored, and handled appropriately, in line with this policy and the Company's documentation and information retention policy.

- 9.2 The Company's Data Protection Officer is responsible for reviewing this policy and updating the Board of Directors on the Company's data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to this person.
- 9.3 You should only access personal data covered by this policy if you need it for the work you do for or on behalf of the Company and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.
- 9.4 You should not share personal data informally.
- 9.5 You should keep personal data secure and not share it with unauthorised people.
- 9.6 You should regularly review and update personal data which you have to deal with for work. This includes telling us if your own contact details change.
- 9.7 You should not make unnecessary copies of personal data and should keep and dispose of any copies securely.
- 9.8 You should use strong passwords.
- 9.9 You should lock your computer screens when not at your desk.
- 9.10 Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.
- 9.11 Do not save personal data to your own personal computers or other devices.
- 9.12 Personal data should never be transferred outside the European Economic Area except in compliance with the law and authorisation of the Data Protection Officer.
- 9.13 You should lock drawers and filing cabinets. Do not leave paper with personal data lying about.
- 9.14 You should not take personal data away from Company's premises without authorisation from your line manager or Data Protection Officer.
- 9.15 Personal data should be shredded and disposed of securely when you have finished with it.
- 9.16 You should ask for help from our Data Protection Officer if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.

9.17 Any deliberate or negligent breach of this policy by you may result in disciplinary action being taken against you in accordance with our disciplinary procedure.

9.18 It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see below). This conduct would also amount to gross misconduct under our disciplinary procedure, which could result in your dismissal.

10. How to deal with data breaches

10.1 We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals, then we must also notify the Information Commissioner's Office within 72 hours.

10.2 If you are aware of a data breach you must contact the Data Protection Officer immediately and keep any evidence you have in relation to the breach.

11. Subject access requests

11.1 Data subjects can make a '**subject access request**' ('SAR') to find out the information we hold about them. This request must be made in writing. If you receive such a request, you should forward it immediately to the Data Protection Officer who will coordinate a response.

11.2 If you would like to make a SAR in relation to your own personal data you should make this in writing to the Data Protection Officer. We must respond within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months.

11.3 There is no fee for making a SAR. However, if your request is manifestly unfounded or excessive, we may charge a reasonable administrative fee or refuse to respond to your request.

12. Your data subject rights

12.1 You have the right to information about what personal data we process, how and on what basis as set out in this policy.

12.2 You have the right to access your own personal data by way of a subject access request (see above).

12.3 You can correct any inaccuracies in your personal data. To do so, you should contact the Data Protection Officer.

- 12.4 You have the right to request that we erase your personal data where we were not entitled under the law to process it, or it is no longer necessary to process it for the purpose it was collected. To do so you should contact the Data Protection Officer.
- 12.5 While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made. To do so you should contact the Data Protection Officer.
- 12.6 You have the right to object to data processing where we are relying on a legitimate interest to do so, and you think that your rights and interests outweigh our own and you wish us to stop.
- 12.7 You have the right to object if we process your personal data for the purposes of direct marketing.
- 12.8 You have the right to receive a copy of your personal data and to transfer your personal data to another data controller. We will not charge for this and will in most cases aim to do this within one month.
- 12.9 With some exceptions, you have the right not to be subjected to automated decision-making.
- 12.10 You have the right to be notified of a data security breach concerning your personal data.
- 12.11 In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact the Data Protection Officer.
- 12.12 You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk). This website has further information on your rights and our obligations.

Schedule 29 IT and communications systems policy

1. About this policy

- 1.1 Our IT and communications systems are intended to promote effective communication and working practices. This policy outlines the standards you must observe when using these systems, when we will monitor their use, and the action we will take if you breach these standards.
- 1.2 The Board has overall responsibility for this policy, including keeping it under review.
- 1.3 Breach of this policy may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 1.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Equipment security and passwords

- 2.1 You are responsible for the security of the equipment allocated to or used by you, including mobile phones, laptops and tablet computers. If you have been issued with a mobile phone, laptop or tablet computer, you must ensure that it is kept secure at all times, whether on work premises, when travelling or when at home.
- 2.2 You must not allow Company devices or equipment to be used by anyone other than in accordance with this policy. You should use passwords, pin numbers or face recognition (where possible) on all IT equipment, mobile phones and other devices, particularly items that you take out of the office. Passwords must be used to secure access to data kept on such equipment to ensure that confidential data is protected in the event of loss or theft. You should also be aware that when using equipment away from the workplace, documents may be read by third parties, for example, passengers on public transport. You should keep your passwords confidential and change them regularly.
- 2.3 You must only log on to our systems using your own username and password. You must not use another person's username and password or allow anyone else to log on using your username and password.
- 2.4 If you are away from your desk, whether at home or in the office, you should log out or lock your computer. You must log out and shut down your computer at the end of each working day.
- 2.5 Any mobile phone, laptop, tablet computer or other device provided to an employee shall remain the property of the Company.

3. Systems and data security

- 3.1 You should not delete, destroy, or modify existing systems, programs, information, or data (except as authorised in the proper performance of your duties).
- 3.2 You must not download or install software from external sources without authorisation from a director. Downloading unauthorised software may interfere with our systems and may introduce viruses or other malware.
- 3.3 You must not attach any device or equipment including mobile phones, tablet computers or USB storage devices to our systems without authorisation from a director.
- 3.4 We monitor all e-mails passing through our system for viruses. You should exercise caution when opening unsolicited e-mails from unknown sources. If an e-mail looks suspicious do not reply to it, open any attachments, or click any links in it.
- 3.5 Inform a director immediately if you suspect your computer may have a virus.

4. E-mail

- 4.1 Adopt a professional tone and observe appropriate etiquette when communicating with third parties by e-mail. You should also include our standard e-mail signature and disclaimer.
- 4.2 Remember that e-mails can be used in legal proceedings and that even deleted e-mails may remain on the system and be capable of being retrieved.
- 4.3 You must not send abusive, obscene, discriminatory, racist, harassing, derogatory, defamatory, pornographic, or otherwise inappropriate e-mails.
- 4.4 You should not:
 - (a) send or forward private e-mails at work which you would not want a third party to read;
 - (b) send or forward chain mail, junk mail, cartoons, jokes or gossip;
 - (c) contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to others who do not have a real need to receive them; or
 - (d) send messages from another person's e-mail address (unless authorised) or under an assumed name.
- 4.5 Do not use your own personal e-mail account to send or receive e-mail for the purposes of our business. Only use the e-mail account we have provided for you.

5. Using the internet

- 5.1 Internet access is provided primarily for business purposes. Occasional personal use may be permitted as set out in paragraph 6.
- 5.2 You should not access any web page or download any image or other file from the internet which could be regarded as illegal, offensive, in bad taste or immoral. Even web content that is legal in the UK may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.
- 5.3 We may block or restrict access to some websites at our discretion.

6. Personal use of our systems

- 6.1 We permit the incidental use of our systems to send personal e-mail, browse the internet and make personal telephone calls subject to certain conditions. Personal use is a privilege and not a right. It must not be overused or abused. We may withdraw permission for it at any time or restrict access at our discretion.
- 6.2 Personal use must meet the following conditions:
- (a) it must be minimal and take place exclusively outside of normal working hours (that is, during your lunch break, and before or after work);
 - (b) personal e-mails should be labelled "personal" in the subject header;
 - (c) it must not affect your work or interfere with the business;
 - (d) it must not commit us to any marginal costs; and
 - (e) it must comply with our policies including the Equal Opportunities Policy, Anti-harassment and Bullying Policy, Data Protection Policy and Disciplinary Procedure.
- 6.3 Where breaches of this policy are identified, action may be taken under the disciplinary procedure. We reserve the right to restrict or prevent access to certain telephone numbers or internet sites if we consider personal use to be excessive.

7. Monitoring

- 7.1 Our systems enable us to monitor telephone, e-mail, voicemail, internet, and other communications. For business reasons, and to carry out legal obligations in our role as an employer, your use of our systems including the telephone and computer systems

(including any personal use) may be continually monitored by automated software or otherwise.

7.2 We reserve the right to retrieve the contents of e-mail messages or check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the business, including for the following purposes (this list is not exhaustive):

- (a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this policy;
- (b) to find lost messages or to retrieve messages lost due to computer failure;
- (c) to assist in the investigation of alleged wrongdoing; or
- (d) to comply with any legal obligation.

8. Prohibited use of our systems

8.1 Misuse or excessive personal use of our telephone or e-mail system or inappropriate internet use will be dealt with under our Disciplinary Procedure. Misuse of the internet can in some cases be a criminal offence.

8.2 Creating, viewing, accessing, transmitting, or downloading any of the following material will usually amount to gross misconduct (this list is not exhaustive):

- (a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- (b) offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or to our clients;
- (c) a false and defamatory statement about any person or organisation;
- (d) material which is discriminatory, offensive, derogatory or may cause embarrassment to others (including material which breaches our Equal Opportunities Policy or our Anti-harassment and Bullying Policy);
- (e) confidential information about us or any of our staff or clients (except as authorised in the proper performance of your duties);
- (f) unauthorised software;
- (g) any other statement which is likely to create any criminal or civil liability (for you or us); or
- (h) music or video files or other material in breach of copyright.

Schedule 30 CCTV policy

1. Policy statement

- 1.1 We believe that CCTV and other surveillance systems have a legitimate role to play in helping to maintain a safe and secure environment for all our staff and visitors. However, we recognise that this may raise concerns about the effect on individuals and their privacy. This policy is intended to address such concerns. Images recorded by surveillance systems are personal data which must be processed in accordance with data protection laws. We are committed to complying with our legal obligations and ensuring that the legal rights of staff, relating to their personal data, are recognised and respected.
- 1.2 This policy is intended to assist staff in complying with their own legal obligations when working with personal data. In certain circumstances, misuse of information generated by CCTV or other surveillance systems could constitute a criminal offence.

2. Definitions

- 2.1 For the purposes of this policy, the following terms have the following meanings:

CCTV: means fixed and domed cameras designed to capture and record images of individuals and property.

Data: is information which is stored electronically, or in certain paper-based filing systems. In respect of CCTV, this generally means video images. It may also include static pictures such as printed screen shots.

Data subjects: means all living individuals about whom we hold personal information as a result of the operation of our CCTV (or other surveillance systems).

Personal data: means data relating to a living individual who can be identified from that data (or other data in our possession). This will include video images of identifiable individuals.

Controllers: are the people who, or organisations which, determine the manner in which any personal data is processed. They are responsible for establishing practices and policies to ensure compliance with the law. We are the controller of all personal data used in our business for our own commercial purposes.

Data users: are those of our employees whose work involves processing personal data. This will include those whose duties are to operate CCTV cameras and other surveillance systems to record, monitor, store, retrieve and delete images. Data users must protect the data they handle in accordance with this policy.

Data processors: are any person or organisation that is not a data user (or other employee of a controller) that processes data on our behalf and in accordance with our instructions (for example, a supplier which handles data on our behalf).

Processing: is any activity which involves the use of data. It includes obtaining, recording or holding data, or carrying out any operation on the data including organising, amending, retrieving, using, disclosing or destroying it. Processing also includes transferring personal data to third parties.

Surveillance systems: means any devices or systems designed to monitor or record images of individuals or information relating to individuals. The term includes CCTV systems as well as any technology that may be introduced in the future such as automatic number plate recognition (ANPR), body worn cameras, unmanned aerial systems and any other systems that capture information of identifiable individuals or information relating to identifiable individuals.

3. About this policy

- 3.1** We currently use CCTV cameras to view and record individuals both inside and outside our premises. This policy outlines why we use CCTV, how we will use CCTV and how we will process data recorded by CCTV cameras to ensure we are compliant with data protection law and best practice. This policy also explains how to make a subject access request in respect of personal data created by CCTV.
- 3.2** We recognise that information that we hold about individuals is subject to data protection legislation. The images of individuals recorded by CCTV cameras in the workplace are personal data and therefore subject to the legislation. We are committed to complying with all our legal obligations and seek to comply with best practice suggestions from the Information Commissioner's Office (**ICO**).
- 3.3** This policy covers all employees (directors, officers, consultants, contractors, freelancers, volunteers, interns, casual workers, zero hours workers and agency workers) and may also be relevant to visiting members of the public.
- 3.4** This policy has been implemented following consultation with the Trade Union during which any issues raised have been addressed.
- 3.5** This policy is non-contractual and does not form part of the terms and conditions of any employment or other contract. We may amend this policy at any time without consultation. The policy will be regularly reviewed to ensure that it meets legal requirements, relevant guidance published by the ICO and industry standards.

3.6 A breach of this policy may, in appropriate circumstances, be treated as a disciplinary matter. Following investigation, a breach of this policy may be regarded as misconduct leading to disciplinary action, up to and including dismissal.

4. Personnel responsible

4.1 The board of directors has overall responsibility for ensuring compliance with relevant legislation and the effective operation of this policy. Day-to-day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed has been delegated to the Operations Director. Day-to-day operational responsibility for CCTV cameras and the storage of data recorded is the responsibility of the Production Manager & QHSE & Facilities Lead.

4.2 Responsibility for keeping this policy up to date has been delegated to the Finance Director.

5. Reasons for the use of CCTV

5.1 We currently use CCTV inside and outside our site as outlined below. We believe that such use is necessary for legitimate business purposes, including:

- (a) to prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;
- (b) for the personal safety of staff, visitors and other members of the public and to act as a deterrent against crime;
- (c) to support law enforcement bodies in the prevention, detection and prosecution of crime;
- (d) to assist in day-to-day management, including ensuring the health and safety of staff and others;
- (e) to assist in the effective resolution of disputes which arise in the course of disciplinary or grievance proceedings; and
- (f) to assist in the defence of any civil litigation, including employment tribunal proceedings;

This list is not exhaustive and other purposes may be or become relevant.

6. Monitoring

- 6.1 CCTV monitors the exterior of the building (both the main entrance and secondary exits and all areas around the building) and interior areas of the building (all factory floor, stores, inspection area and corridors) 24 hours a day and this data is continuously recorded. A map detailing positioning of cameras is available on request.
- 6.2 Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring eg canteen and toilet areas. As far as practically possible, CCTV cameras will not focus on private homes, gardens or other areas of private property.
- 6.3 Surveillance systems may be used to record sound.
- 6.4 Images may be monitored by authorised personnel 24 hours a day, every day of the year.
- 6.5 Staff using surveillance systems will be given appropriate training to ensure they understand and observe the legal requirements related to the processing of relevant data.

7. How we will operate any CCTV

- 7.1 Where CCTV cameras are placed in the workplace, we will ensure that signs are displayed at the entrance of the surveillance zone to alert individuals that their image may be recorded. Such signs will contain details of the organisation operating the system, the purpose for using the surveillance system and who to contact for further information, where these things are not obvious to those being monitored.
- 7.2 Live feeds from CCTV cameras will only be monitored where this is reasonably necessary, for example to protect health and safety.
- 7.3 We will ensure that live feeds from cameras and recorded images are only viewed by approved members of staff whose role requires them to have access to such data. This may include staff involved with disciplinary or grievance matters. Recorded images will only be viewed in designated, secure areas.

8. Use of data gathered by CCTV

- 8.1 In order to ensure that the rights of individuals recorded by the CCTV system are protected, we will ensure that data gathered from CCTV cameras is stored in a way that

maintains its integrity and security. This may include encrypting the data, where it is possible to do so.

- 8.2 Given the large amount of data generated by surveillance systems, we may store video footage using a cloud computing system. We will take all reasonable steps to ensure that any cloud service provider maintains the security of our information, in accordance with industry standards.
- 8.3 We may engage data processors to process data on our behalf. We will ensure reasonable contractual safeguards are in place to protect the security and integrity of the data.

9. Retention and erasure of data gathered by CCTV

- 9.1 Data recorded by the CCTV system will be stored on our internal network. Data from CCTV cameras will not be retained indefinitely but will be permanently deleted once there is no reason to retain the recorded information. Exactly how long images will be retained for will vary according to the purpose for which they are being recorded. For example, where images are being recorded for crime prevention purposes, data will be kept long enough only for incidents to come to light. In all other cases, recorded images will be kept for no longer than 90 days. We will maintain a comprehensive log of when data is deleted.
- 9.2 At the end of their useful life, all images stored in whatever format will be erased permanently and securely. Any physical matter such as tapes or discs will be disposed of as confidential waste. Any still photographs and hard copy prints will be disposed of as confidential waste.

10. Use of additional surveillance systems

- 10.1 Prior to introducing any new surveillance system, including placing a new CCTV camera in any workplace location, we will carefully consider if they are appropriate by carrying out a privacy impact assessment (**PIA**).
- 10.2 A PIA is intended to assist us in deciding whether new surveillance cameras are necessary and proportionate in the circumstances and whether they should be used at all or whether any limitations should be placed on their use.
- 10.3 Any PIA will consider the nature of the problem that we are seeking to address at that time and whether the surveillance camera is likely to be an effective solution, or whether a better solution exists. In particular, we will consider the effect a surveillance camera

will have on individuals and therefore whether its use is a proportionate response to the problem identified.

- 10.4 No surveillance cameras will be placed in areas where there is an expectation of privacy (for example, in changing rooms) unless, in very exceptional circumstances, it is judged by us to be necessary to deal with very serious concerns.

11. Covert monitoring

- 11.1 We will never engage in covert monitoring or surveillance (that is, where individuals are unaware that the monitoring or surveillance is taking place) unless, in highly exceptional circumstances, there are reasonable grounds to suspect that criminal activity or extremely serious malpractice is taking place and, after suitable consideration, we reasonably believe there is no less intrusive way to tackle the issue.
- 11.2 In the unlikely event that covert monitoring is considered to be justified, it will only be carried out with the express authorisation of the Managing Director. The decision to carry out covert monitoring will be fully documented and will set out how the decision to use covert means was reached and by whom. The risk of intrusion on innocent workers will always be a primary consideration in reaching any such decision.
- 11.3 Only limited numbers of people will be involved in any covert monitoring.
- 11.4 Covert monitoring will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected illegal or unauthorised activity.

12. Ongoing review of CCTV use

- 12.1 We will ensure that the ongoing use of existing CCTV cameras in the workplace is reviewed periodically to ensure that their use remains necessary and appropriate, and that any surveillance system is continuing to address the needs that justified its introduction.

13. Requests for disclosure

- 13.1 We may share data with other group companies and other associated companies or organisations, for example shared services partners where we consider that this is reasonably necessary for any of the legitimate purposes set out above in paragraph 5.1.
- 13.2 No images from our CCTV cameras will be disclosed to any third party, without express permission being given by a Director. Data will not normally be released unless satisfactory evidence that it is required for legal proceedings or under a court order has been produced.
- 13.3 In other appropriate circumstances, we may allow law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime.
- 13.4 We will maintain a record of all disclosures of CCTV footage.
- 13.5 No images from CCTV will ever be posted online or disclosed to the media.

14. Subject access requests

- 14.1 Data subjects may make a request for disclosure of their personal information and this may include CCTV images (**data subject access request**). A data subject access request is subject to the statutory conditions from time to time in place and should be made in writing, in accordance with our subject access policy which can be found in the staff handbook.
- 14.2 In order for us to locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.
- 14.3 We reserve the right to obscure images of third parties when disclosing CCTV data as part of a subject access request, where we consider it necessary to do so.

15. Complaints

- 15.1 If any member of staff has questions about this policy or any concerns about our use of CCTV, then they should speak to their manager or

15.2 a Director in the first instance.

15.3 Where this is not appropriate, or matters cannot be resolved informally, employees should use our formal grievance procedure.

16. Requests to prevent processing

16.1 We recognise that, in rare circumstances, individuals may have a legal right to object to processing and in certain circumstances to prevent automated decision making (see Articles 21 and 22 of the UK General Data Protection Regulation). For further information regarding this, please contact the Finance Director.

Schedule 31 Social media policy

1. About this policy

- 1.1 This policy is in place to minimise the risks to our business through use of social media.
- 1.2 This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Instagram, Tumblr and all other social networking sites, internet postings and blogs. It applies to use of social media for business purposes as well as personal use that may affect our business in any way.
- 1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Personal use of social media

- 2.1 Personal use of social media is permitted during break times but not during working hours or by means of our computers, networks and other IT resources and communication systems.

3. Prohibited use

- 3.1 You must avoid making any social media communications that could damage our business interests or reputation, even indirectly.
- 3.2 You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.
- 3.3 You must not express opinions on our behalf via social media, unless expressly authorised to do so by your manager. You may be required to undergo training in order to obtain such authorisation.
- 3.4 You must not post comments about sensitive business-related topics, such as our performance, or do anything to jeopardise our trade secrets, confidential information, and intellectual property. You must not include our logos or other trademarks in any social media posting or in your profile on any social media.
- 3.5 The contact details of business contacts made during your employment are our confidential information. On termination of employment, you must provide us with a copy of all such information, delete all such information from your personal social networking accounts and destroy any further copies of such information that you may have.
- 3.6 Any misuse of social media should be reported to your line manager.

4. Guidelines for responsible use of social media

- 4.1 You should make it clear in social media postings, or in your personal profile, that you are speaking on your own behalf. Write in the first person and use a personal e-mail address.
- 4.2 Be respectful to others when making any statement on social media and be aware that you are personally responsible for all communications which will be published on the internet for anyone to see.
- 4.3 If you disclose your affiliation with us on your profile or in any social media postings, you must state that your views do not represent those of your employer (unless you have been authorised to speak on our behalf as set out in paragraph 3.3). You should also ensure that your profile and any content you post are consistent with the professional image you present to clients and colleagues.
- 4.4 If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until you have discussed it with your manager.
- 4.5 If you see social media content that disparages or reflects poorly on us, you should contact your line manager.

5. Breach of this policy

- 5.1 Breach of this policy may result in disciplinary action up to and including dismissal. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation.
- 5.2 You may be required to remove any social media content that we consider to constitute a breach of this policy. Failure to comply with such a request may result in disciplinary action.

Schedule 32 Adverse weather and travel disruption policy

1. About this policy

- 1.1 This policy applies where it becomes impossible or dangerous for employees to travel in to work because of:
- (a) extreme adverse weather such as heavy snow;
 - (b) industrial action affecting transport networks; or
 - (c) major incidents affecting travel or public safety.
- 1.2 On these occasions we recognise that a flexible approach to working arrangements may be necessary to accommodate the difficulties employees face and to protect health and safety, while keeping the business running as effectively as possible.
- 1.3 This policy applies to all employees. It does not apply to agency workers, consultants, or self-employed contractors.
- 1.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Travelling to work

- 2.1 Employees should make a genuine effort to report for work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or by bicycle should be considered where appropriate and safe.
- 2.2 Employees who are unable to attend work on time or at all should telephone their line manager before their normal start time on each affected day.
- 2.3 Employees who are unable to attend work should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, employees should report this to their line manager and attend work unless told otherwise.
- 2.4 Employees who do not make reasonable efforts to attend work or who fail to contact their line manager without good reason may be subject to disciplinary proceedings for misconduct. We will consider all the circumstances including the distance they have to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

3. Alternative working arrangements

- 3.1 Employees may be required to work from home, where possible, or from an alternative place of work, if available. Line managers will advise them of any such requirement. Such employees will receive their normal pay.
- 3.2 Employees who can work may sometimes be expected to carry out additional or varied duties during such periods. However, employees should not be required to do anything they cannot do competently or safely.

4. Late starts and early finishes

- 4.1 Employees who arrive at work late or who ask to leave early will usually be expected to make up any lost time. Managers have the discretion to waive this requirement in minor cases, or (in the case of lateness) where they are satisfied the employee has made a genuine attempt to arrive on time.
- 4.2 Managers have the discretion to allow staff to leave early and should have regard to the needs of the business and the employee's personal circumstances.
- 4.3 Where half the normal working day or more is lost this will be treated as absence and dealt with as set out below.

5. Absence and pay

- 5.1 Employees who are absent from work due to extreme weather or other travel disruptions are not entitled to be paid for the time lost, unless we are required to close your place of work as a result.
- 5.2 Absence can be treated in a variety of ways. Employees should discuss their preference with their line manager, who retains overall discretion in the matter. Some options are set out below:
 - (a) Treating the absence as annual leave, provided you have enough annual leave entitlement remaining.
 - (b) Making up the lost hours within a reasonable time.
 - (c) Treating the absence as special unpaid leave.
- 5.4 If, in exceptional circumstances, we decide to close the workplace, employees will be paid as if they had worked their normal hours.

6. School closures and other childcare issues

- 6.1 Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or childminder.
- 6.2 In cases such as these where childcare arrangements have been disrupted, employees may have a statutory right to reasonable time off without pay. For further information, see our Time off for dependants policy.

Schedule 33 COVID-19 vaccination and testing policy

6. About this policy

- 6.1 We are committed to maintaining a safe and healthy workplace and are taking additional measures to protect you from contracting and spreading COVID-19 in accordance with legal requirements and government guidelines. COVID-19 vaccines have been approved by the Medicines and Healthcare products Regulatory Agency (MHRA) and are being offered to members of the public by order of priority. Our vaccination policy is part of our overall COVID-secure steps to ensure a safe working environment but is not a substitute for other health and safety measures. More information is available on the GOV.SCOT site.
- 6.2 The purpose of this policy is to provide information about COVID-19 vaccination and to encourage our workforce to get vaccinated against COVID-19. It also provides guidance on how the company will provide and use lateral rapid flow testing to help quickly detect COVID-19 antigens.
- 6.3 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

7. Who does this policy apply to?

- 7.1 This policy covers all employees, officers, consultants, contractors, volunteers, casual workers, and agency workers.

8. Who is responsible for this policy?

- 8.1 The Board has overall responsibility for the effective operation of this policy but has delegated responsibility for overseeing its implementation to the Finance Director. Suggestions for change should be reported to the Finance Director.
- 8.2 Line managers have day-to-day responsibility for this policy, and you should refer any questions about this policy to them in the first instance.
- 8.3 This policy is reviewed annually by the Board.

9. Voluntary Policy

- 9.1 Vaccination against COVID-19 is an important tool in helping to prevent infection and reduce hospitalisation and mortality. In accordance with public health advice and as an integral part of our health and safety measures, we strongly encourage all eligible staff to participate in ongoing vaccination programmes where it is safe to do so in individual circumstances.

9.2 While we strongly urge you to get vaccinated and to conduct regular tests, this is a voluntary policy, and it is your personal decision whether to receive the vaccine and/or use lateral flow testing. We respect the wishes of those who choose not to be vaccinated, whether this be for health or other reasons. You will not be treated unfairly or in a discriminatory way because of your vaccination status.

10. Information about lateral rapid flow testing

10.1 Lateral rapid flow testing is conducted using a lateral flow device (LFD) and is one of the tools being used to help detect and fight COVID-19. These devices can help identify people who have high levels of the virus who do not have symptoms and would not otherwise be being tested. They are quick and convenient, allowing results to be analysed within 30 minutes. If used in combination with other infection and prevention control measures, such as those referred to within paragraph 7.2, they are another tool which help people to stay safe and prevent the transmission of COVID-19.

10.2 If you have a positive result, you should follow the notification procedure outlined within our sickness absence policy, immediately notify your line manager of your positive test result, and follow the current Scottish Government guidelines on isolation.

10.3 If you have a negative test result, but are experiencing COVID-19 symptoms, you should inform your line manager of your symptoms and follow the notification procedure outlined within our sickness absence policy.

11. Information about COVID-19 vaccination

11.1 COVID-19 vaccination is currently only available through the NHS to eligible groups and is a free vaccination. It is given as two doses as an injection into your upper arm. Public health authorities advise that:

- (a) COVID-19 vaccination is safe and effective and gives the best protection against COVID-19. There is information about vaccine safety on the World Health Organisation website.
- (b) The vaccines approved for use in the UK have met strict standards of safety, quality and effectiveness set out by the independent Medicines and Healthcare products Regulatory Agency (MHRA).
- (c) You cannot catch COVID-19 from the vaccine. However, after receiving the vaccine, it may be possible for you to still carry and transmit the virus. Therefore, it is important to still follow all local public health recommendations.
- (d) The vaccine does not contain living organisms.
- (e) The approved COVID-19 vaccines do not currently contain any animal products or egg.

- (f) Like all medicines, no vaccine is completely effective; some people may still get COVID-19 despite having a vaccination, but this should be less severe.
- (g) No long-term complications of COVID-19 vaccinations have been reported and reports of serious side effects, such as allergic reactions, are rare.
- (h) In the long-term, revaccination, possibly on an annual basis, is likely to be a regular part of managing COVID-19. Further research is awaited on this issue.

We cannot provide medical or scientific advice on the vaccine. You can find further information on the NHS website in England and Scotland, and the Public Health Wales website in Wales.

- 11.2 Before being vaccinated against COVID-19 you should discuss with a healthcare professional whether any particular risks apply in your personal circumstances. Vaccination against COVID-19 may not be suitable in all cases. For example:
- (a) Individuals who have immunosuppression may not make a full immune response to vaccination against COVID-19.
 - (b) Those with severe allergies should not have the vaccine.
 - (c) Vaccination of individuals who are experiencing prolonged COVID-19 symptoms may need to be deferred.

More information is available on the GOV.SCOT site.

- 11.3 If you have any additional questions or non-medical concerns, please raise them with your line manager or the Finance Director who will deal with them confidentially.

12. Maintaining a COVID-19 secure workplace

- 12.1 This voluntary vaccination policy is a key part of our overall strategy and commitment to maintaining a COVID-19 secure workplace in accordance with government guidance. This policy is designed for use together with, and not as a substitute for, other COVID-19 measures, including our Health and Safety Policy.
- 12.2 In particular, all staff must adhere to the following health and safety rules to reduce the risk of transmission of COVID-19 in the workplace, whether or not they have been vaccinated:
- (a) Wash your hands carefully and frequently.
 - (b) Follow current Scottish government COVID-19 guidance on the GOV.SCOT site.

13. Time off for vaccination

- 13.1 We will not allow paid time off for you to attend any vaccination appointment during your working hours. You are therefore expected to schedule vaccination appointments outside of your working hours where possible.
- 13.2 If you are prevented from working due to any side effects of being vaccinated against COVID-19, you will be paid in accordance with our sickness absence policy.

14. Proof of vaccination

- 14.1 If asked, please provide your line manager confirmation of your up-to-date COVID-19 vaccinations, including the vaccination date and vaccine name.
- 14.2 Your vaccination details will be kept confidential and only shared with your line manager. We will retain these records in accordance with our Data retention policy, which is available from your line manager.
- 14.3 We will use this information to ensure your health and safety in the workplace, assess your fitness to work, provide appropriate workplace adjustments, and to monitor and to manage sickness absence. Any information provided will be handled in accordance with our Data Protection Policy, which is available from your line manager. For more information about how we use your personal data and special categories of personal data, please also refer to our Privacy notice, which is available from your line manager.

15. Changes to this policy

- 15.1 Government and public health guidelines and restrictions and business and industry best practice regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. We reserve the right to modify this policy at any time in our sole discretion to adapt to changing circumstances and business needs, consistent with our commitment to maintain a safe and healthy workplace. This may include introducing a requirement for mandatory vaccination in certain roles where the need arises (for example, certain customer-facing roles or roles that require international travel).

Schedule 34 Ethics and conduct policy

Statement:

Holding ourselves to the utmost moral standards is a cornerstone of our business. Every partnership, transaction, and interaction is managed with integrity, fairness, and respect. To stay true to this philosophy, we require all employees to review and acknowledge receipt of this Handbook which includes Code of Business Ethics and Conduct. This helps them identify areas of potential conflict and offers guidance in recognizing and managing ethical issues.

Martin Precision Ltd considers it appropriate and necessary to adopt and issue a Staff Handbook which expresses the ethical values to which all the recipients must conform, by accepting responsibilities, structures, roles, and rules. Knowledge and observance of these codes of ethics by all those who work for Martin Precision are therefore essential in maintaining transparency and upholding the Company's reputation. Martin Precision shall also bring this Handbook to the attention of anyone with whom it has business dealings and anyone who is required to know or abide by the rules contained herein.